



# MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 103.02 VOLUME: 1

SUBJECT: Staffing – Battalion One (Shift Commander)

SIGNED: \_\_\_\_\_ DATE: 7/6/2016 - revised  
Chris J. Mullins, Fire Chief

**SCOPE AND PURPOSE:** The Shift Commander has overall responsibility for the coordination of all normal or routine fire department operations – including staffing – as well as emergency operations during a given shift for the City. The Shift Commander (Battalion 1) is the designated Command and Control position for this department; therefore, it is paramount that the Shift Commander be knowledgeable and capable of responding to the emergency scene when dispatched and establish command and control procedures.

Command and control at the emergency scene is a primary factor in providing emergency services to the public. It is primary because the incident commander must take into consideration the needs of the citizens being impacted by the emergency (regardless of the scope of the incident) and positively impact the emergency through sound and quick decision-making within the scope of departmental policy, relevant strategies and tactics, and utilization of the National Incident Management System (NIMS). Even more importantly, command and control must be utilized to provide for the safety of all department personnel at the scene. The incident commander is in the best position to address both these areas because of the ability to see and guide the overall scene and not become part of one particular operation or task.

Should the Shift Commander be off on leave time or Kelly Day, then it is his/her responsibility to assure that his/her relief or replacement is fully capable of functioning within the scope of the expectations of the Shift Commander role with as little residual effect or “drop off” as possible. The Shift Commander is literally delegating his/her role to someone else during the absence, but is still being held accountable for the performance and outcomes of the shift.

Based on the Shift Commander’s responsibility and accountability relating to the shift, it is therefore important that the Shift Commander assess and assign the appropriate relief person or persons (Lieutenant) to serve in his/her absence based on confidence in their ability to perform within the expectations. **(Effective April 1, 2017)** Individuals serving as Relief Officers for the Shift Commanders will be required to have Incident Safety Officer, Fire Officer II, Public Information Officer, and attended at least 50% of the last six (6) Staff Meetings.

Therefore, each Shift Commander will establish a plan for their Lieutenants that meet the requirements as Relief Officers and ensure that these individuals are capable of functioning and carrying out the role and responsibilities of the Shift Commander.

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