

BULLETIN

NO: 24-096
DATE: June 12, 2024
TO: All Personnel
FROM: David Gerboth, Assistant Fire Chief, Emergency Operations
SUBJECT: FY 2025 Station Captains

All personnel are reminded that the station captain assignments rotate annually between the three divisions. In keeping with the established annual rotation, beginning July 1, 2024, "C" division captains will be assigned as station captains for fiscal year 2025. At fire stations that house more than one company, the "C" division battalion chief will make the station captain assignment.

All station improvement and station logo requests must be coordinated and sent through the chain of command via the station captain.

The following is an excerpt from the Department Operations Manual Standard Instruction 06, Section 02 Authority and Command:

A. Authority and Responsibility

1. All captains will maintain responsibility for the fire company and fire station during their assigned shift.
2. In multiple company stations, the on-duty captains shall have overall authority in matters pertaining to their company apparatus and associated equipment. Other apparatus in the station shall be under the authority of the captain assigned to that apparatus.
3. At each fire station, one station captain will be designated on an annual basis.
4. Station captain shall assume authority and responsibility over those functions that are common to all divisions.
5. The station captain may delegate authority and assign responsibility to other officers assigned to the station.
6. Captains will respect and adhere to the authority and decisions of the station captain.

B. Station Captain Oversight Responsibilities

1. Maintain general condition of station and apparatus
2. Requisition and control of supplies
3. Assignment of quarterly station inspections
4. Maintain station files, bulletin boards, and library
5. Ensure accurate and complete records and reports
6. Map corrections, apparatus map book, wall map and district map

All station captains are directed to review the Fire Station Authority and Command Policy (Operations Manual Standard Instruction 06, Section 02).

Please route all questions through your chain of command.