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II. FIRE STATION AUTHORITY AND COMMAND

A. Selection Procedure

1. Station Captains will be assigned on a rotational basis each fiscal year. Commencing in FY 2007 "C" Division officers will be assigned as station captains followed by "A" Division officers for FY 2008 and "B" Division officers for 2009.
2. In multiple company stations, the Battalion Chief will appoint the Station Captain.
3. In the event the Captain appointed does not feel he/she is qualified or capable to assume this responsibility, he/she will so notify his/her Battalion Chief of this fact via FD-7. The three Battalion Chiefs of that battalion may appoint a replacement.
4. If the Battalion Chief determines that the Station Captain is not properly carrying out his/her responsibility, the Battalion Chief may remove him/her from the position of Station Captain. Disciplinary action may follow if deemed necessary.

B. Authority and Responsibility

All Captains will maintain responsibility for their Division. They will confer with the Station Captain and will respect and adhere to his/her decisions in the event it pertains to the responsibility of the Station Captain as outlined in this section. The on duty Captain shall assume authority and responsibility over those functions that are common to all Divisions. The Station Captain may delegate authority and assign responsibility to the other officers assigned to the station. The officer assigned shall assure that station management responsibilities are carried out during the Station Captain's absence.

1. Single Company Stations

In single company stations, the on duty Captain shall have overall authority in matters pertaining to the company apparatus and associated equipment.

2. Multiple Company Stations

- a. 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 company.
- b. When it becomes necessary to short one of the companies in a multiple company station; e.g., make-up, class exam, etc., full staffing shall be

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maintained on the engine when possible. In the event a three-person crew truck company is the only apparatus dispatched to an incident (medical aid, investigate odor, etc.), the officer will use his/her discretion requesting a back up unit.

- c. In any multiple company station, personnel shall rotate as a full crew (Captain, Engineer, FF/PM and FF) on a monthly basis.
- d. For evaluation purposes, a crew shall be designated by the Battalion Chief as the truck company crew for an entire fiscal year (July 1 to June 30).
- e. Short term variances from this policy of more than one shift (24 hours) between individuals or crews in the station shall be approved through the chain of command by the Deputy Chief.
- f. When a permanent opening occurs on one of the crews in the station, the station opening shall be filled by the bid system and the actual crew opening filled as mutually agreed upon by the Battalion Chief and Captains involved.

3. Station Management Responsibility

- a. General condition of station and apparatus.
- b. Requisition and control of supplies.
- c. Assignment of inspection districts.
- d. Station files, bulletin boards, and library.
- e. Coordination of inter-division communication.
- f. Accurate and complete records and reports.
- g. Map corrections, apparatus map book, wall map and district map.

C. Authorized Union

Authorized Union full-time paid business representatives, or the President or elected officers of the Union, shall be granted access to work locations for the purpose of conducting grievance investigations and observing working conditions. Authorized Union representatives desiring such access to such work locations shall first request entrance from the Fire Chief or his/her designee, at which time the authorized representative shall inform the Fire Chief or his/her designee of the purpose of visit. The Fire Chief or his/her designee may deny access to work location if in his/her judgment it is deemed that a visit will unduly interfere with the operations of the department or facilities thereof, in which event the Fire Chief or his/her designee will recommend an alternative time for the visit. The Union representative shall not unduly interfere with the operations of the department during a visit.

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D. Emergency Medical Services (EMS) - In-House Duties and Activities

1. The fire captain on duty in each fire station will have authority and control of in-house duties and activities of EMS personnel.
2. EMS personnel will comply with and be governed by San Diego Fire- Rescue Department rules and regulations that apply to general conduct.
3. The fire captain on duty and EMS personnel will be responsible for the condition and maintenance of paramedic apparatus and equipment.
4. Maintenance of fire stations and grounds will be shared fairly by EMS personnel at the direction of the on duty fire captain.
5. Routine fire station duties and schedules may be varied for EMS personnel when necessary for:
 - a. Public information appearances or demonstrations
 - b. EMS drills
 - c. EMS education
 - d. Other substantial reasons
6. EMS personnel may participate in and/or conduct medically related drills when requested by the on duty fire captain or San Diego Fire-Rescue Department Training Officer.
7. When EMS personnel have trainees assigned to their unit, the trainees shall be subject to the same rules and authority as the EMS personnel while in fire stations. Trainees will be permitted to spend 24-hour shifts only in those stations where adequate accommodations exist.
8. EMS personnel will be available to conduct public information presentations in fire stations when requested by the on duty fire captain.
9. In the event of any personnel or performance problems, both EMS and SDFD personnel will use their normal chain of command procedures.
10. The fire officer shall contact his/her Battalion Chief, who may contact the EMS field supervisor if needed. Refer to Standard Instruction 09 Section I.