

Fire Service Organization & The San Diego Fire-Rescue Department

2

Section I - Firefighting Fundamentals



San Diego Fire-Rescue Department Mission Statement
Fire Service Organization & Responsibility
San Diego Fire-Rescue Department Organization



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Objectives

- Describe the SDFD Mission Statement and PRIDE Card
- Understand the Fire Department's relationship with the public and community organizations
- Identify the purpose and function of National, Federal, State, and Local Organizations and Agencies as they relate to the Fire Service
- Describe the different functions of the Fire Department
- Describe the types of plans used by the Fire Service
- Understand the relationship between the Fire Service and Fire Labor Organizations
- Identify the types of continuing education and training available for Firefighters
- Describe the Organization Chart for the San Diego Fire-Rescue Department
- Identify the two main service branches of the San Diego Fire-Rescue Department
- Describe the divisions of the San Diego Fire-Rescue Department
- Describe the ranks and positions held by personnel in the SDFD



San Diego Fire-Rescue Department Mission Statement

San Diego Fire-Rescue Department Values

P.R.I.D.E.

- PROFESSIONALISM** - We will ensure that our actions and appearance reflect favorably on the City of San Diego and the department
- RESPECT** - We will always respect each other and the public
- INTEGRITY** - We will hold ourselves accountable to the highest standards of ethical behavior.
- DEDICATION** - We will consistently go above and beyond the call of duty
- EXCELLENCE** - We will strive to increase our knowledge, skills and abilities through comprehensive, innovative and specialized training programs.

Strategic Initiatives

- Promote Strong Leadership, Professionalism and Accountability
- Enhance Customer Service, Internally and Externally
- Ensure Operational Readiness
- Embrace Best Business Practices

In general, the tasks of firefighters are the same worldwide, to save lives and property from fire and other emergencies. However, each fire department accomplishes this goal using different methods and approaches depending upon what type of agency it is, the people it serves and the type of property it protects. For example, some departments only provide protection for airports or wildfire.

To help lead and guide the members of an organization, it is important to have set forth a written declaration describing the department’s intentions and responsibilities. This is called a Mission Statement.

San Diego Fire-Rescue Department Mission Statement

“To Serve the community of San Diego by providing the highest level of emergency/rescue services, hazard prevention and safety education ensuring the protection of life, property and the environment.”

Guiding Principles

If...

- I have taken safety into consideration
- It is ethical
- It is legal
- It is the right thing for those we serve
- It is the right thing for each other
- It is within our policies and procedures
- I can take PRIDE in it
- I am accountable, then
- Just do it!** ...humbly

Mission Statement

“To Serve the community of San Diego by providing the highest level of emergency/rescue services, hazard prevention and safety education ensuring the protection of life, property and the environment.”

In addition to its Mission Statement, the SDFD has also set forth Guiding Principles, Strategic Initiatives and Values. All of these documents can be found on a 3” x 5” laminated card commonly referred to as the “PRIDE Card,” Figure 2-1.

*P-Professionalism
R-Respect
I-Integrity
D-Dedication
E-Excellence*

This card shall be carried in the pocket of all Recruit and Probationary Firefighters’ class B shirt.

It is the responsibility of all firefighters to know, understand, and operate in accordance with this Mission Statement and values set forth by the San Diego Fire-Rescue Department. Throughout your career, you must strive to continuously achieve the goals set forth in the Mission Statement, as well as leave a lasting legacy to our rich tradition of fire fighting.

Figure 2-1 Pride Card



The Fire Service Organization & Responsibility

Relationship of the Fire Department to the Public

The primary mission of the Fire Service is to serve the public. It is important to remember that not only are the citizens we serve considered our customers, but they are also our bosses. As firefighters we are public servants, yet we also must answer up through our own chain of command to our supervisors within the fire department. At the head of our fire department is the Fire Chief. The Fire Chief is responsible for following the direction of the City Council and the Mayor, who are in turn responsible for following the demands and requests of the citizens of San Diego, whom we as firefighters serve. This entire cycle is the very foundation for the principle of democracy and plays an important role in how we operate as firefighters, Figure 2-2.

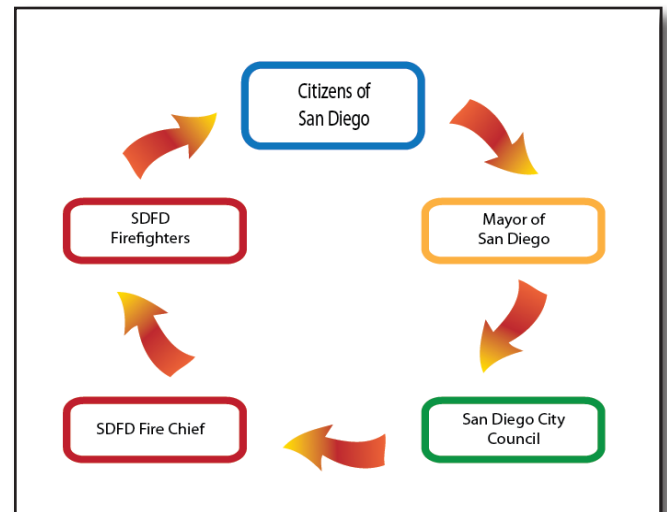


Figure 2-2 Fire Department Relationship with the Public

Relationship of the Fire Department with Local Agencies

The fire department is only one part of a local government organization. It must answer to a governing body that determines the community's need for services and provides the funding for it. The fire department must interact not only with the governing body, but also with those other local government agencies that have a common goal in the delivery of services to the public such as law enforcement, building, water, planning, and public works departments, Link 2-1. Other important relationships may include the court system, firefighter unions, and various civic organizations.

National, Federal & State Fire Service Organizations

There are a multitude of international, federal, and state organizations that have a profound affect on all areas of the fire service, particularly in prevention, training standards, safety, and firefighter working conditions. These organizations include government agencies, professional associations and private organizations involved in the development of technical codes and standards.



Link 2-1 San Diego City Governing Departments

National Organizations Relating to the Fire Service



IAFF

International Association of Firefighters



IAFC

International Association of Fire Chiefs



IFSTA

International Fire Service Training Association



American Red Cross

American Red Cross

Figure 2-3 National Organizations

National Organizations Relating to Fire Service

National Organizations are **non-governmental** agencies or organizations whose policies, products or services encompass and affect persons on a multi-state or national level, Figure 2-3.

- **International Association of Firefighters (IAFF)** - Labor organization
- **International Association of Fire Chiefs (IAFC)** - To further professional advancement of the fire service and give recommendations on technical and educational advancements
- **International Association of Arson Investigators (IAAI)** - Advisory organization concerned with arson problems
- **International Society of Fire Service Instructors (ISFSI)** - Affiliation for exchange of ideas and techniques
- **National Fire Protection Association (NFPA)** - Organization concerned with developing fire safety standards, technical advisory services, education, research, and other related services
- **International Fire Service Training Association (IFSTA)** - Primary provider of fire service training manuals, affiliated with Oklahoma State University
- **International Conference of Building Officials (ICBO)** - Model code organization that provides uniform building code, used primarily in the western states and some southern cities
- **American Red Cross** - Helps keep people safe every day, as well as in an emergency, thanks to caring, supportive people in the community



- **National Registry of Emergency Medical Technicians (NREMT)** - Registers emergency medical services providers from across the nation

Federal Organizations Relating to Fire Service

Federal organizations are **governmental** agencies whose policies, products or services affect persons on a multi-state or national level, Figure 2-4.

- **Department of Homeland Security (DHS)** - Created after September 11, 2001, to consolidate more than 40 federal agencies under one command. Agencies such as Customs & Border Protection, Immigration, Secret Service, Coast Guard, Transportation Security Administration and FEMA are now working together under one unified command structure.
- **Federal Emergency Management Agency (FEMA)** - Agency designed to provide for the national need in preparing for and handling major emergencies
 - **Emergency Management Institute (EMI)** - Branch of FEMA, provides training to public sector managers to prepare for, mitigate, respond to, and recover from all types of emergencies
 - **U.S. Fire Administration (USFA)** - Branch of FEMA, assigned to reduce the nation's fire loss through education and prevention activities
 - **National Fire Academy (NFA)** - Branch of USFA, responsible for professional development of fire personnel and others engaged in fire prevention and control
- **National Bureau of Standards (NBS)** - Fire research and tests involving building technology
- **Department of Transportation (DOT)** - Concerned with public safety on the nation's highways, airways, and waterways and develops regulations that control hazardous materials and their shipping:
 - Federal Aviation Administration (FAA)
 - U.S. Coast Guard (USCG)
 - Materials Transportation Board (MTB)
 - Federal Highway Administration
 - Federal Railroad Administration
 - National Highway Traffic Safety Administration (NHTSA)
- **National Transportation Safety Board (NTSB)** - Investigates and maintains statistics on vehicle accidents, including fire apparatus
- **Environmental Protection Agency (EPA)** - Coordinates efforts directed at containment and clean up of toxic or hazardous spills on inland waters
- **Department of Health and Human Services (HHS)** - Agency performing research, education, and training in the fields of occupational safety and health

Federal Organizations Relating to the Fire Service



DHS
US Department of
Homeland Security



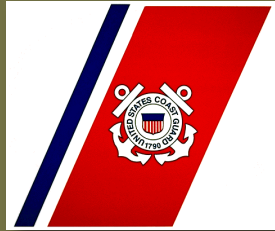
FEMA
Federal Emergency
Management Agency



DOT
US Department of
Transportation



FAA
Federal Aviation
Administration



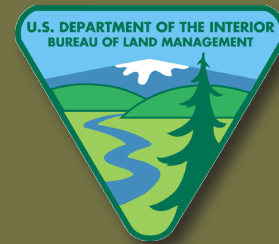
USCG
United States Coast
Guard



NTSB
National Transportation
Safety Board



EPA
Environmental
Protection Agency



BLM
Bureau of Land
Management



USFS
United States Forest
Service



NRC
Nuclear Regulatory
Commission



ATF
Bureau of Alcohol,
Tobacco & Firearms



FCC
Federal Communica-
tions Commission



EMI
Emergency Management Institute



USFA
US Fire Administration



FHA
Federal Highway Administration



- **U.S. Forest Service** - Agency within the Department of Agriculture that provides fire protection to national forests, grasslands, and nearby private lands across the United States
- **Bureau of Land Management (BLM)** - An agency within the Department of the Interior which administers America's public lands and uses, including energy and minerals, timber, forage and recreation
- **Nuclear Regulatory Commission (NRC)** - Develops and enforces guidelines for operating nuclear facilities
- **Department of the Treasury-Bureau of Alcohol Tobacco and Firearms (ATF)** - Assists in the investigation of arson and bomb incidents by gathering and processing evidence
- **Department of Labor** - Responsible for administering and enforcing the Occupational Safety and Health Act, also responsible for compiling national occupational injury and illness data
- **Federal Communications Commission (FCC)** - Develops and enforces regulations regarding the use of radio transmitting equipment

State Organizations Relating to Fire Service

State organizations refer to both governmental and nongovernmental agencies and organizations that affect persons, policies and products only within the state for which they are intended, [Figure 2-5](#).

- **The California Emergency Management Agency (Cal EMA)** - Established on January 1, 2009, merged the duties, powers, purposes, and responsibilities of the Governor's Office of Emergency Services (OES) with those of the Governor's Office of Homeland Security. Cal EMA is responsible for the coordination and overall state agency response to major disasters in support of local government.
 - **California Specialized Training Institute (CSTI)** - A branch of Cal EMA, it is an academy designed to enhance the professional development of fire service personnel in specialized areas in fire and hazardous materials prevention, protection, control, and mitigation
 - **FIRESCOPE or Firefighting RESources of California Organized for Potential Emergencies** - An organization that deals with mutual aid, cooperative agreements, and fire/rescue regional policy issues. Plays an important role in the development of the Incident Command System (ICS)
- **California Department of Forestry and Fire Protection (CAL FIRE)** - Provides fire protection and rescue services to areas of state responsibility; a division within CAL FIRE is the Office of the State Fire Marshal
- **State Board of Fire Services (SBFS)** - Advisory to Governor and State Fire Marshal on matters relating to fire protection, fire education and technical performance standards.
- **California State Firefighters' Association (CSFA)** - Association of fire-

State Organizations Relating to the Fire Service



Seal of California



CAL FIRE
California Department of Forestry



CALTRANS
California Department of Transportation



CHP
California Highway Patrol



CFCA
California Fire Chiefs Association



FIRESCOPE
Firefighting Resources of CA Organized for Potential Emergencies



CPF
California Professional Firefighters



CSFA
California State Firefighters Association



CCAI
California Conference of Arson Investigators



California Department of Fish & Game



Cal EMA
California Emergency Management Agency



Department of Water Resources



fighters to provide political input on behalf of firefighters' interests

- **California Professional Firefighters (CPF)** - Association of firefighters to provide bargaining and political input on their behalf
- **Joint Apprenticeship Committee (JAC)** - An apprenticeship program created with the participation of the California State Fire Marshal and the California Professional Firefighters
- **California Conference of Arson Investigators (CCAI)** - Association of arson investigators to exchange ideas and information on arson
- **California Fire Chiefs Association (CFCA)** - Association of Fire Chiefs to address the needs and problems of the California fire service through legislation, training, and fire prevention
- **Fire Districts Association of California (FDAC)** - Provides educational support and political advocacy for the administration of special districts that provide fire suppression, prevention, and emergency services
- **California Rescue Paramedic Association (CRPA)** – Concerned with EMS issues, legislation, and continuing education
- **California Rural Firefighters Association (Cal-Rural)** - Organization to promote training for rural fire agencies
- **Department of Transportation (Caltrans)** - Public safety on state highways
- **California Occupational Safety and Health Administration (Cal/OSHA)** - Develop and enforce regulations regarding research, education, training, and reporting of occupational injuries and illness
- **Department of Health Services** - Medical care service responsible for the overall coordination and direction of health care delivery systems
- **Department of Fish and Game (DFG)** - Protect the natural resources of the state, both on land and on non-navigatable waterways
- **Department of Water Resources (DWR)** - Provide for the development and protection of California's water, both above and below ground as well as flood control
- **California Highway Patrol (CHP)** - Enforcement of laws related to the highways of the state, protection of all state facilities, and coordination of hazardous materials incidents on highways and freeways

Local Organizations Relating to Fire Service

Local organizations refer to both governmental and nongovernmental agencies and organizations that affect persons, policies and products only within the city, region, or county for which they are intended, Figure 2-6.

- **Port of San Diego** - Manages San Diego Bay and surrounding waterfront. It is made up of five member cities: Imperial Beach, National City, Chula Vista, San Diego and Coronado waterfront properties. The Port oversees

Local Organizations Relating to the Fire Service



SDPD
San Diego Police
Department



SDSO
San Diego Sheriff's
Office



San Diego County
Emergency Medical
Services



Local 145
San Diego Firefighters



San Diego Unified
Port District



CERT
Community Emergency
Response Team



SDFRA
San Diego Fireman's
Relief Association



SDMS
San Diego Medical
Services

Figure 2-6 Local Organizations

two maritime cargo terminals, a cruise ship terminal, 17 public parks, various wildlife reserves and environmental initiatives, a Harbor Police department and the leases of more than 600 tenant and sub-tenant businesses around San Diego Bay

- **San Diego Firefighters Local 145** - The mission of the San Diego Firefighters Local 145 is to serve its membership with integrity by providing the highest quality of representation, safety education and political action, to advance and protect wages, hours, working conditions, and the quality of fire-rescue services provided to the citizens of San Diego
- **San Diego Medical Services (SDMS)** - San Diego Medical Services is a limited liability company formed by the city of San Diego and Rural/Metro Ambulance. It is the largest 911 paramedic and non-emergency ambulance provider in San Diego County, and is partnered with the City of San Diego to provide emergency ambulance service.
- **San Diego Fireman's Relief Association** - Founded in 1907, the San Diego Fireman's Relief Association is a non-profit organization dedicated



to the care, protection, and relief of the members and families of the San Diego Fire-Rescue Department. It provides a range of supportive services to firefighters and families in the region, and with the help of donors and community partners, cares for firefighters and their families through sickness, distress, and death.

- **San Diego County Paramedic Association** - The San Diego County Paramedic Association (SDCPA) is dedicated to improving pre-hospital care in San Diego County and to sharing information and improving communications for the San Diego's EMS community.
- **San Diego County Emergency Medical Services** - Emergency Medical Services (EMS) is a branch of the Health and Human Services Agency's Public Health Services. It is the "local EMS agency" as defined in California law. Its purpose is to ensure that the quality of emergency medical services, which includes 9-1-1 ambulance services, trauma care services, and non-emergency ambulance services, is of the highest quality
- **San Diego Police Department** - The law enforcement agency tasked with providing protection for the City of San Diego
- **San Diego County Sheriff's Office** - The law enforcement agency tasked with providing protection for the County of San Diego. Instead of creating its own police department, many cities opt to contract with the Sheriff's Office for their police service.
- **San Diego Harbor Police** - The law enforcement agency tasked with providing protection to the port district lands and San Diego Bay.
- **Burn Institute** - The Burn Institute is a nonprofit health agency dedicated to reducing the number of burn injuries and deaths in San Diego, Imperial, Riverside and San Bernardino counties.
- **CERT or Community Emergency Response Team** - Citizens trained in support roles by the SDFD to respond and assist in emergency operations during times of disaster.

Community Organizations

We must also recognize the community groups and organizations that interact and relate with the firefighting profession. Organizations such as the Chamber of Commerce and local service groups, such as Kiwanis, Rotary, and Lions Club, play a valuable role for the fire service by means of political support, community projects, and public education, among other things, [Figure 2-7](#).

Fire Department Functions

Firefighters need to be aware of all the functions that the fire service provides to their community. These services include fire prevention, fire suppression, emergency medical services, training, and non-emergency services. Emergency personnel must have the essential skills and knowledge to perform in both

Community Organizations Relating to the Fire Service



Kiwanis

OMBAC
Old Mission Beach
Athletic Club

Rotary International

BSA
Boy Scouts of America

Figure 2-7 Community Organizations

emergency and non-emergency operations. Safety and accident prevention are of key importance within the fire department, on the fire ground and as a part of public education.

The Fire Prevention Function & Codes

The fire prevention division of the fire service provides overall public protection by decreasing the number of extended fire suppression activities and reducing the amount of costly fires through a well-developed and aggressive program of code enforcement.

The Mission Statement for the San Diego Fire Prevention Bureau clearly spells out its goal:

“To protect the community of San Diego by preventing fire and other hazardous conditions through education and enforcement of life safety codes”

The Fire Prevention Bureau provides a wide variety of services to San Diego residents and businesses. This includes public education, plan checking, fire protection system review and code enforcement at the local, state, and federal levels.

The Fire Prevention Bureau also provides services for San Diego’s more popular large events; Chargers football and Padres baseball games, the “Rock & Roll Marathon” and “Street Scene” to name a few. Deputy Fire Marshals are on hand at these events to assure code enforcement and capacity compliance. Deputy Fire Marshals play a vital role in pre-planning for major events and crowd control.

Fire inspections and permits are also processed through the Fire Prevention Bureau. Citizens and businesses may find a wealth of information, forms or documents relating to fire and public safety by contacting the Fire Prevention Bureau.



UBC

The Uniform Building Code (UBC), was first published in 1927 by the International Council of Building Officials. It was intended to promote public safety and provide standardized requirements for safe construction which would not vary from city to city as had previously been the case. Updated editions of the code were published approximately every three years until 1997, when the final version of the code was published.

IBC

The UBC was replaced in 2000 by the new International Building Code (IBC), which was published by the International Code Council (ICC). The ICC was a merger of three predecessor organizations, which published three different building codes.

California Code of Regulations

The California Code of Regulations (CCR) is the official compilation and publication of the regulations adopted, amended or repealed by state agencies pursuant to the Administrative Procedure Act (APA). Properly adopted regulations that have been filed with the Secretary of State have the force of law.

NFPA Codes

Administered, copyrighted, and published by the National Fire Protection Association (NFPA), the Life Safety Code, known as NFPA 101 is the registered trademark of an American consensus standard, which like many NFPA documents, is systematically revised on a three year cycle. This standard, despite its title, is not a legal code and carries no statutory or legal authority unless adopted by the authority having jurisdiction. The standard, widely adopted in the United States is, however, deliberately crafted with language suitable for mandatory application to facilitate adoption into law by those empowered to do so.

The bulk of the standard addresses “those construction, protection, and occupancy features necessary to minimize danger to life from fire, including smoke, fumes, or panic”. The standard does not address the general fire prevention or building construction features that are normally a function of fire prevention codes and building codes.

The Fire Suppression Function

When fire prevention fails, fires start. Fire suppression is a high-risk environment that can cause injury or death to firefighters. Firefighters routinely encounter numerous and varied risks in accomplishing their fire suppression responsibilities. Fire suppression tactics are selected and based on tried and true fire ground objectives: rescue, exposure, confinement, extinguish, overhaul, ventilation and salvage (RECEO VS). Performing these tactics in this order provides for the best outcome for saving life and property when fighting a fire. Following RECEO VS saves time and confusion.



The Emergency Medical Service Function

The San Diego Fire-Rescue Department and Rural/Metro Ambulance provide emergency medical services to the citizens of San Diego through San Diego Medical Services (SDMS), a limited liability company between the city of San Diego and Rural/Metro Ambulance Corporation.

SDMS provides 911 paramedic and non-emergency ambulance services in the City of San Diego. SDMS brings together the best of both the public and private sector and sets a national standard for exceptional emergency medical service. SDMS also provides non-emergency, medical standby for special events and community education. SDMS supplements EMS Dispatch and provides logistical services for ambulances and fire companies in the field.

All firefighters and ambulance personnel for the SDFD & SDMS are trained as Emergency Medical Technicians or Paramedics. This requirement by the SDFD and SDMS exceeds the minimum level of training as required by law (CCR Title 22, Chapter 1.5, §10005-10028). EMTs and Paramedics for SDMS are certified by the National Registry of Emergency Medical Technicians.

Every fire engine, truck, or specialized company (i.e.: rescue, hazmat) can provide advanced life support (ALS) as well as basic life support (BLS).

Fire Service Plans

The fire service has found that pre-planning its activities in both emergency and routine administrative areas allows for more efficient disbursement of personnel and equipment to accomplish its overall goal. The purpose of this section is to acquaint the new firefighter with some of the applications of planning in the fire service. These include master planning, disaster planning, mutual aid, automatic aid, and pre-incident planning.

Master Plan

A master plan is a comprehensive long-range plan intended to guide the growth and development of the fire department or organization. It should include analysis, recommendations and proposals to improve all facets of the organization in order to provide the best possible service to the community.

For example, several years ago under the direction of Fire Chief Jeff Bowman, the San Diego Fire-Rescue Department assembled a committee tasked with identifying department deficiencies and creating a 5 and 10 year master plan to resolve them. This plan set forth a “road map” and benchmarks for the department to follow to improve upon such areas as training, safety, equipment, and apparatus.

Disaster Plan

A disaster plan is a multi-agency or multi-jurisdictional document used to prepare for major incidents or disasters. The disaster plan will provide a predetermined course of action in the first operational period of a major disaster. It also



defines the roles and responsibilities of the SDFD and neighboring fire, law enforcement and disaster relief organizations in the event of a large-scale fire or incident, [Figure 2-8](#). A disaster plan can also be created to assist the public with instructions and direction during a time of a natural disaster. Examples of disaster plans include county, city, and community evacuation plans and plans for major earthquakes or wild fires.

Mutual Aid Plan

In California there is a Disaster and Civil Defense Master Mutual Aid Agreement between the State, each of its counties, and many cities. Under this agreement, two or more parties agree to furnish resources and facilities and to render services to all other parties of the agreement to prevent and combat any type of disaster or emergency. Requests for mutual aid assistance are made from the Fire Communications Center (FCC) to regional California Emergency Management Agency (CalEMA). Levels of response for neighboring agencies to lend equipment and personnel are developed and administered under CalEMA guidelines.

There are two basic types of mutual aid, voluntary and obligatory. Mutual aid is voluntary when an agreement is initiated either verbally or in writing. Written agreements spell out what and how much of a department's resources may be committed.

An example of voluntary mutual aid would be a large scale wildland fire burning in the canyons of San Diego that grows beyond the capacity to handle by our own department resources. When this need arises for additional resources and assistance, a request is made through the proper channels. If an outside department can logistically offer the assistance, then arrangements are made to send the resources to help.

If there is a "State of War Emergency," mutual aid is obligatory. Mutual aid under a "State of Emergency" may be obligatory. Emergencies that may necessitate obligatory mutual aid include extraordinary fire, large wild fire, floods, large storms, earthquakes, hazardous materials release, terrorist attacks and other large catastrophic events.

The key to successful fire service emergency operation planning is knowledge. Numerous local resources may be accessed and used by the fire department in an emergency. All firefighters must be aware of potential resources available in the local community, county government, state and federal agencies, as well as in the private sector.

Since 1950, the California Disaster and Civil Defense Master Mutual Aid Agreement and the California Fire Service and Rescue Emergency Mutual Aid Plan have provided the basis for development of the statewide fire and rescue mutual aid system, [Link 2-2](#).

Due to the sensitive nature of its content, the City and Department's Disaster & Emergency Operations Plan is considered confidential. It is intended for City Employee access only.

These documents can be found in the possession of Incident Management Team Members, at Fire HQ or FCC

Figure 2-8 City & Department Disaster Plan



Link 2-2 California Disaster & Mutual Aid Agreement



Available San Diego Mutual Aid Resources

Federal Agencies

Environmental Protection Agency
United States Coast Guard
Corps of Engineers
National Weather Service
Federal Emergency Management Agency
United States Forest Service
Nuclear Regulatory Commission
Department of Commerce
Department of Transportation
Border Patrol / Customs

Local Agencies

SDPD / SDSO / Harbor Police
City & County Lifeguards
Urban Search & Rescue Team
Metropolitan Medical Strike Team
County Health & Hazmat
San Diego Port Authority
City Streets & Water Departments
Civil & Structural Engineers
Red Cross / Salvation Army

State Agencies

California Highway Patrol
Health Department
State Fire Marshal
Department of Forestry and Fire Protection
Department of Transportation
National Guard
Cal-EMA
California Conservation Corps
Department of Corrections

Local Private Organizations

San Diego Gas & Electric
Private Ambulance Companies
News Agencies
Alarm Companies
Private Security Companies
Heavy Equipment Operators
Fire Equipment Supply Companies
Food Service / Catering
Chemical & Petroleum Companies
Other Contractors as appropriate



Automatic Aid Plan

Automatic aid is assistance that is dispatched automatically by a pre-arranged contractual agreement between two fire departments, communities or fire districts. These are agreements that allow for the physically closest emergency unit to respond to an incident regardless of jurisdictional boundary lines. The purpose of automatic aid is to provide the fastest response time to an emergency regardless of the jurisdiction.

An example of automatic aid would be a traffic accident occurring on a freeway near the border of San Diego and La Mesa. Although the accident may physically be on San Diego property, the La Mesa Fire Department may have an emergency unit that can reach the accident scene quicker than the SDFD. In this case, the Fire Communications Center will make a quick determination of who is the closest unit and dispatch according to an automatic aid plan in place.

Pre-Incident Plan (Pre-Fire)

Pre-incident planning allows fire companies to become familiar with the layout of buildings and the dangers associated with them. Pre-incident planning can occur at many levels. Simply walking through a new building to become familiar with the layout and discuss the hazards can be an effective means of drilling and preparing for an emergency that may occur there. Pre-incident planning can also be accomplished by creating detailed documents and sketches to be filed for reference during an actual emergency; known as a “Pre-Fire” plan, [Figure 2-9](#).



[Link 2-3 SDFD Pre-Fire Plan Manual](#)

All SDFD engines, trucks and Battalion Chiefs carry pre-fire plans for their first in and neighboring fire districts. Pre-fire plans outline building components and construction, fire hydrants, fire department connections (FDC), elevators, hazardous materials and other dangers that can be in buildings or complexes. The information provided on pre-fire plans can help first arriving companies determine actions to be taken and help the incident commander with making safe and appropriate decisions. A copy of the pre-fire plans is also kept in the fire station and should be regularly updated to ensure accuracy, [Link 2-3](#).

Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS), adopted after the Oakland Hills fire of 1991, specifies the response to emergencies involving multiple agencies and/or multiple jurisdictions. It fits the needs of emergency responders at all levels of response. SEMS uses the Incident Command System (ICS), Multi-Agency Coordination System (MACS), the Operational Area Satellite Information System

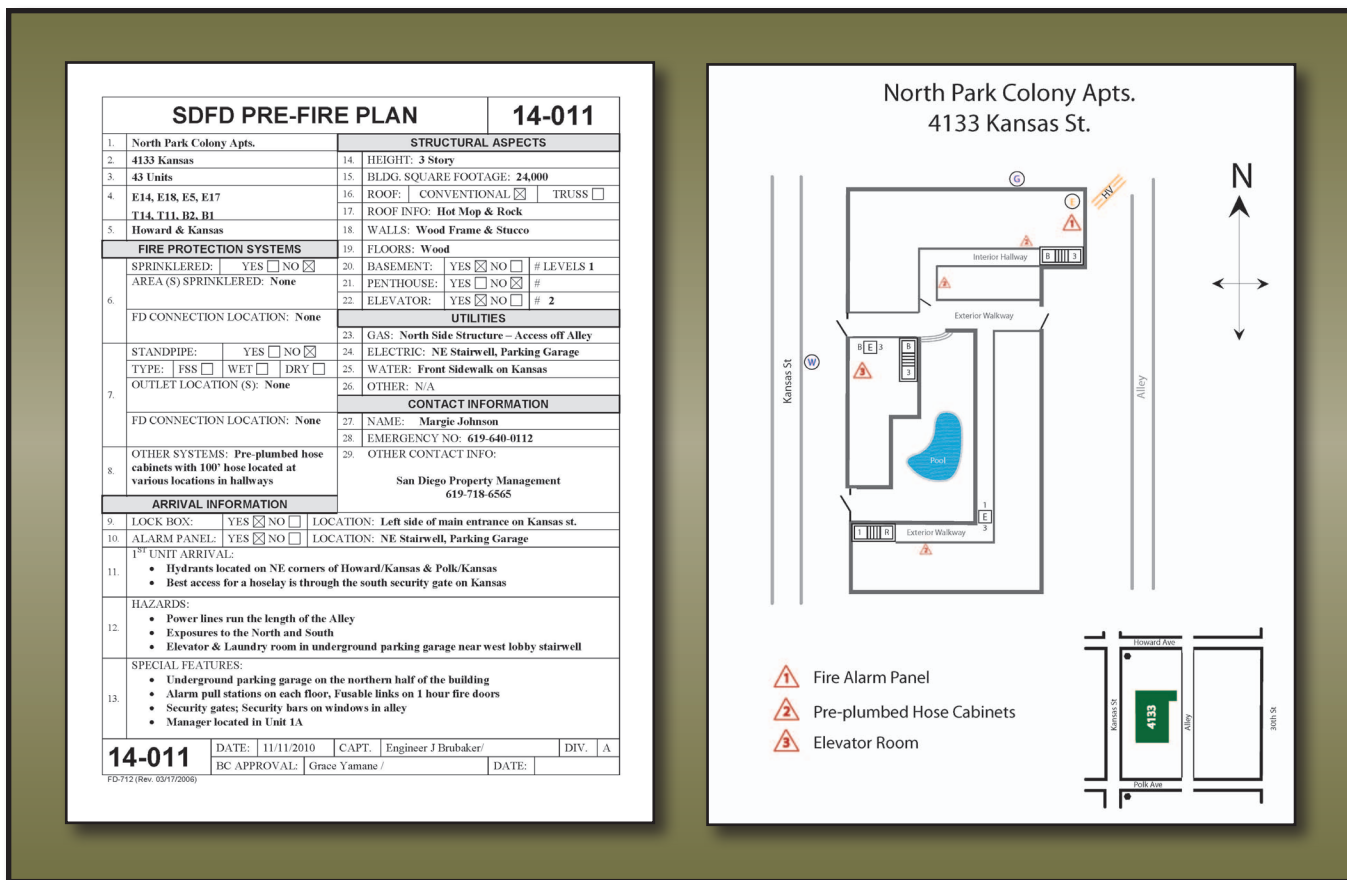


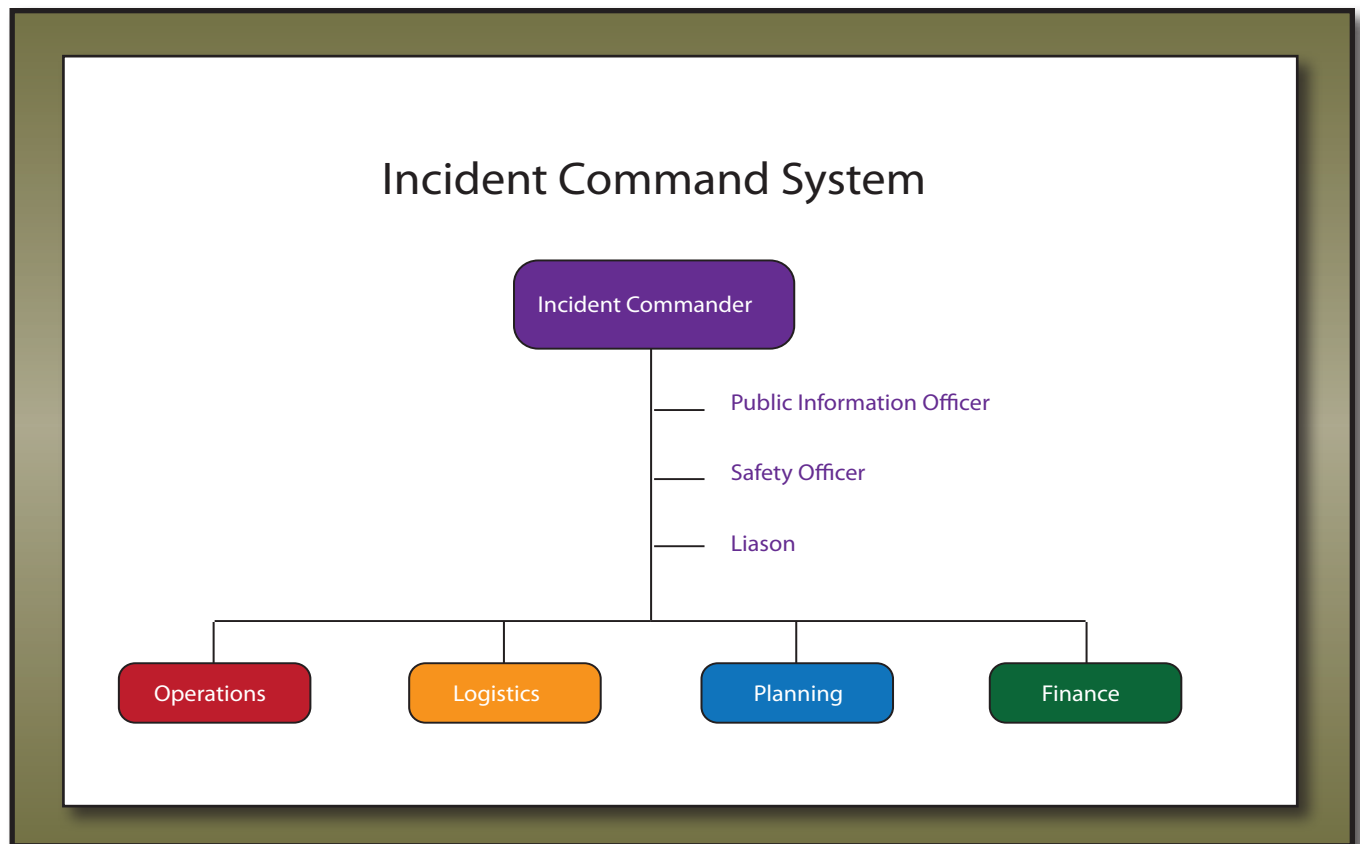
Figure 2-9 Pre-Fire Plan

(OASIS), and existing mutual aid systems. Local governments must use SEMS to be eligible for disaster reimbursement. SEMS covers the Code of Federal Regulations (CFR) Title 19 and Chapter 1 of California Code of Regulations for a need for standardization of responding resources throughout the state.

SEMS Basic Principles

The purpose of SEMS is to establish policies to strengthen the preparedness of the United States, to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establish mechanisms for improved delivery of federal preparedness assistance to state and local governments, and outline actions to strengthen preparedness capabilities of federal, state, and local entities. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California.

SEMS is modular in organization meaning the SEMS ICS organizational structure will develop based upon the type and size of an incident. The organization’s staff builds from the top down with responsibility and performance placed initially with the Incident Commander. As the need exists, operations, planning, logistics, and finance may be organized as separate sections, each with several units using common terminology organization and procedures, Figure 2-10.



Rules and Regulations

Firefighters are responsible for knowing the Department's rules and regulations, standard operating procedures, memoranda of understanding, and firefighter responsibilities that apply to them; such as uniform, grooming, conduct, promotions, station routine, and protocol on calls such as elder and child abuse. Most of the departments rules and regulations can be found in the Admin Manual, [Link 2-4](#).

Discipline in the Fire Service

By entering the fire service, you have become part of a paramilitary organization that requires self-discipline and dedication to duty to accomplish its mission. During emergency operations, orders such as "Evacuate," "Get off the roof," and "Stay up wind" need to be followed without question. Lives could be lost without the discipline to follow orders and the chain of command. However, this does not mean that commands can never be questioned. Clarification may require questioning; these situations are best understood through training and experience and having trust and confidence in supervisors.

The fire service operates through a chain of command. Chain of command is the formal path of communication within the fire department so that an individual should only be reporting to one supervisor at any given time.



[Link 2-4 SDFD Admin Manual](#)



Link 2-5 Dimensions in Discipline Manual

SDFD Dimensions in Discipline Manual

The San Diego Fire-Rescue Department has created a “Dimensions in Discipline” manual, [Link 2-5](#), to assist supervisors and managers in dealing with disciplinary actions to ensure satisfactory employee performance. It provides a comprehensive explanation of the City’s disciplinary procedures and outlines the responsibilities of supervisors and managers in the disciplinary process.

Other recommended resources available to you when dealing with a disciplinary situation are:

- Your supervisor or other supervisors
- Professional Standards Unit (PSU)
- City’s Personnel Department
- Labor Relations Office (Local 145)
- Human Resources Manager
- Department’s liaison from the City Attorney’s Office

These resources are very important for providing advice on how to use these procedures in a real-life situation. Utilizing these resources will help to ensure that disciplinary procedures are used appropriately and that they are consistently applied throughout the organization.

Fire Service Labor Organizations

Firefighter labor organizations are representatives of firefighters. They are paid for and supported by members of the labor organization and provide an invaluable service. Firefighter labor unions and the California Firefighters Joint Apprenticeship Committee have improved working conditions, safety, and training within the fire service and play a major role in lobbying for legislation to benefit firefighters. Medical, disability, retirement and fatality benefits are examples of such legislation.

It is in the best interest of both parties, Labor (union representatives) and Management (city and fire department chief officers) to work together to find common agreement on working conditions. The bargaining table seeks to provide the best wages, hours and working conditions for firefighters and the best services for the city and citizens they protect. Local 145 and San Diego management work together to create contracts and memoranda of understanding (MOUs), mediate disputes and arbitrate differences.



IAFF

The International Association Of Firefighters (IAFF), headquartered in Washington, D.C. represents more than 298,000 full-time professional firefighters and paramedics who protect eighty-five percent of the nation’s population. More than 3,100 affiliates and their members protect communities in every state in the United States and Canada. The IAFF is one of the most active lob-



bying organizations in Washington; its political action committee, Firepac, is among the top 25 federal PACs of the more than 4,000 in the country.

CSFA

California State Firefighters Association (CSFA) was established in 1922. CSFA encourages friendship, harmony, cooperation, and efficiency among firefighters throughout California. This in turn improves public service and aids in the development and improvement of the fire service. CSFA is the largest fire service organization that represents volunteers and currently has more than 6,000 volunteers as members.



CPF

California Professional Firefighters (CPF) labor union was established in 1938 and is affiliated with the International Association of Firefighters (IAFF). CPF has sponsored legislation establishing the heart, lung and cancer presumption laws for firefighters. It also developed and maintains the Personal Exposure Record System which assists firefighters in documenting toxic exposures. CPF conducts research and education to improve safety for firefighters and their families.



CPF, in cooperation with the California State Fire Marshal's Office, established the California Firefighter Joint Apprenticeship Committee (CFFJAC).

San Diego Firefighters Local 145

San Diego Firefighters Local 145 has a primary goal of conducting collective bargaining concerning wages, hours, and other terms and conditions of employment for San Diego City Firefighters and personnel, [Link 2-6](#). Membership in Local 145 exceeds 1,319. Local 145 is affiliated with the IAFF and CPF. Collective bargaining is allowed by law per the Fair Labor Standards Act (FLSA).



[Link 2-6 San Diego Firefighters Local 145](#)

California Joint Apprenticeship Committee (JAC)

The California Firefighter Joint Apprenticeship Committee (CFFJAC) is a collaboration of two strong influential forces. The CFFJAC is co-sponsored by the Office of the California State Fire Marshal, representing management, and the California Professional Firefighters, AFL-CIO, representing labor. This partnership of management and labor creates a balance that benefits California fire departments, firefighters and ultimately the communities in which they serve.

The California Firefighter Joint Apprenticeship Program (CFFJAP) is a minimum of a 14-week basic fire academy followed by a one-year probationary period and twenty-four additional months of on-the-job training. The Joint Apprentice Program provides the apprentice firefighter the opportunity to gain experience and receive education to become marketable in the workforce as a fully trained firefighter. The employer benefits from this program by being



paid for training the apprentice, as well as through augmentation of the workforce with minimal expense.

The California Firefighter Joint Apprenticeship Program increases worker productivity and provides the versatility necessary to meet constantly changing conditions of the fire service. It also standardizes on-the-job training and related technical instruction for a specified length of time and for a specific range of skills. AFL-CIO JAC provides a quality education and training within the fire service, setting a professional standard for firefighters throughout the state of California.

Sexual Harassment Recognition and Prevention

Sexual harassment is a form of discrimination. It is illegal under Title VII of the Civil Rights Act of 1964 and it is a concept that is well accepted in the courts. Sexual harassment can come in two forms, quid pro quo and by creating a sexually hostile environment which is not limited to actions of people of the opposite sex. Quid pro quo harassment involves demands for sexual favors in return for an employment-related benefit. Sexually hostile environment harassment involves behavior motivated by the target's gender that makes the workplace offensive, hostile, or intimidating. The courts generally have held that sexual harassment exists whenever an employee complains and the situation is not corrected.

Equal Employment Opportunity

Equal Employment Opportunity Policy (EEO) and Federal EEO laws do not require an employer to extend preferential treatment to any person or group because of race, color, religion, sex, national origin, age, or handicapping condition. EEO merely demands that all persons receive the same opportunities for hiring, training, promotion, etc. When those opportunities have not been available to all groups in the past because of discrimination, affirmative employment is required to overcome the effect of such bias.

These laws protect individuals by prohibiting discrimination on the basis of:

- Race
- Color
- National Origin
- Sex
- Religion
- Age



Link 2-7 City of San Diego EEO Policy

It is the expectation that every San Diego Fire-Rescue employee will fully support, and their actions will at all times reflect, the principles of equal opportunity as stated in The City of San Diego's EEO policy, [Link 2-7](#). Supervisors are



expected to review this policy with their staff and ensure the enforcement of these principles and the provision of a discrimination-free, harassment-free work environment. The City of San Diego does not tolerate harassment or discrimination in any form.

It is also the expectation that supervisors understand the importance of this issue, as well as their accountability in seeing that EEO policies are enforced in fire stations, battalions, offices and/or other work locations.

Any questions regarding this policy, contact the Human Resources Manager.

Cultural Diversity

There are many benefits from learning to value differences. To name a few, a more cohesive workforce can be fostered, better preparation for serving our diverse public, greater problem solving ability by looking at things in a different way, and increased acceptance of self and others. Our world is not yet diversity-friendly, but we can make a difference. We can help by being aware of cultural backgrounds, understanding diversity, and not allowing perceptions and biases to form into misconceptions that are judgmental.

Awareness of the impact that our perceptions have on our feelings and behavior is the key to understanding and overcoming biases and prejudices that may trigger undesirable behavior. Diversity generates a lot of talk regarding prejudices, stereotypes, various ism's -- racism, sexism, classism, ageism, etc. What ism's all have in common is that they categorize all members of a particular group as the same and promote an "in-group" versus "out-group" mentality.

However, being aware of the benefits and values that diversity and multiculturalism can bring will prepare us to examine those negative perceptions when they are triggered and generate new experiences. If our life experiences have taught us these stereotypes then new life experiences and knowledge can teach us new patterns. If we recognize and acknowledge those sources of new information, then we can more consciously decide what is valid and what should be discarded. All too often, when we run into an individual who does not meet the stereotype we have for certain groups, we say that person is an exception and keep right on thinking of other members of that group in the same old way. It is the enlightened individual who can examine a stereotype when a person does not fit it and say, "perhaps my values need adjusting."

Training & Education

As you grow in the fire service, educational opportunities will increase. To keep up with changes and rapid advances, you must take advantage of ongoing learning to stay current with the industry. Training is available through local, state, and national fire academies, on-the-job training, community college, and universities as well as private programs.



Fire Academy

The Fire Academy is the “Boot Camp” for the fire service, [Figure 2-11](#). The fire academy is where recruits learn basic fire fighting, rescue and emergency medical techniques. Most academies run 6-14 weeks. Often academies are run through a community college. The San Diego Fire-Rescue Department’s Fire Academy is run in cooperation with Miramar Community College so that all recruits will receive college credits upon graduation.



Figure 2-11 SDFD Fire Academy

On-The-Job Training

After graduation from the Fire Academy recruits become Probationary Firefighters. They are assigned to Operations and are mentored by senior firefighters, engineers and captains. In Operations, probationary firefighters, or “Probies,” will receive additional on-the-job training. The probationary period is one year. To complete or pass probation, the “Probie” must pass a series of didactic and manipulative exams to show improved proficiency in the skills he or she learned in the academy and during the year in Operations. Probation also provides the Department the opportunity to see if a candidate is suited for the fire service.

On-the-job training not only applies to probationary firefighters, but to experienced and senior firefighters as well. It is our duty to continuously train and prepare ourselves both mentally and physically for the ever-changing and highly dynamic situations that we will be called to act upon. Continuous training not only develops a strong skill set in the individual, but builds confidence among the team and helps improve overall safety and efficiency. Training is never complete; there is no finish line. When choosing fire fighting as a career, you are choosing to become a professional, dedicated to training and bettering yourself and the department.

Community College System

One of the many avenues available to firefighters for pursuing training is the community college system. Many offer AA & AS degrees (60 college units) in fire science. A variety of training in state certified courses including paramedic training, rescue systems, rope rescue, confined space rescue and many others is also available.



State AA & AS certification tracks include;

- Firefighter
- Fire Apparatus Driver/Operator
- Fire Officer/Chief Officer/Fire Chief
- Fire Prevention Officer



- Fire Marshal
- Fire Instructor
- Fire Investigator
- Fire Mechanic
- Hazardous Materials Technician/Specialist
- Public Education Officer
- EMT-I
- The National Fire Academy

The U.S. Fire Administration (USFA) and its delivery arm, the National Fire Academy (NFA) were created in 1974. It is estimated that since its creation, over 1,400,000 students have received training through a variety of course delivery methods. The American public has greatly benefited from the training and education programs provided by USFA and NFA. Countless lives have been saved and property losses prevented as a direct result of this training and education.

Through its courses and programs, the National Fire Academy works to enhance the ability of fire and emergency services and allied professionals to deal more effectively with fire and related emergencies. The Academy's delivery systems are diverse. Courses are delivered at the resident facility in Emmitsburg, Maryland, and throughout the nation in cooperation with state and local fire training organizations as well as local colleges and universities.



Bachelor's Degree Programs

UC campuses, CSU campuses and private universities offer a variety of Bachelor of Science and Bachelor of Arts Degrees in public administration, fire administration, fire protection and vocational education. These programs are generally scheduled to accommodate people currently working full time.

Additional Specialized Courses

There are numerous additional specialized courses a firefighter can take.. The range of training is endless, especially since the fire department responds to every type of emergency imaginable.

Below are some examples of specialized courses:

- California Specialized Training Institute or CSTI at Camp San Luis Obispo
- FEMA management
- Urban Search & Rescue classes
- Emergency Management Institute or National Emergency Training Center (NETC)
- State Fire Marshal Training programs



SDFD Organization

Organizational Structure

The San Diego Fire-Rescue Department, like most fire departments around the world, is organized in a paramilitary fashion operating within a chain of command, Figure 2-14. The Fire Chief is the executive officer of the department and has a 15-member Senior Staff that includes civilian and sworn personnel. These personnel are responsible for individual divisions that fall under one of two main branches of the Department: Emergency Operations and Support Services. The Emergency Operations Branch, which is overseen by an Assistant Chief, encompasses Emergency Medical Services, Lifeguard Services, Special Operations and Fire Operations which includes three Shift Commanders. The Support Services Branch, also overseen by an Assistant Fire Chief, is comprised of Logistics, Training and Education, Professional Standards Unit, Fire Prevention, Communications, Human Resources and Fiscal and Administration services. The Fire Chief's executive staff also includes an Office of Homeland Security Program Manager, an Executive Secretary, and Media Services Manager.

Fire Chief

The Fire Chief of the San Diego Fire-Rescue Department is appointed by the Mayor and confirmed by a majority of the City Council. He manages the department's budget, sets policy and oversees all department operations. The Fire Chief has all power and authority necessary for operation and control of the Fire-Rescue Department and for the protection of the lives and property of the people of San Diego.

The Fire Chief is identifiable by a white helmet with white shield, gold badge and 5 gold bugles worn on the shirt collar., Figure 2-12.

Assistant Fire Chiefs

The SDFD has two Assistant Fire Chiefs who are equal in rank to each other and subordinate in rank to the Fire Chief. In the absence of the Fire Chief, either of them can assume the duties and authority of the Chief. The Assistant Fire Chiefs serve on the Senior Staff of the Chief and assist in the formulation and administration of the annual budget, department policy, rules and regulations, practices and procedures governing personnel, and opera-



Figure 2-12 SDFD Fire Chief



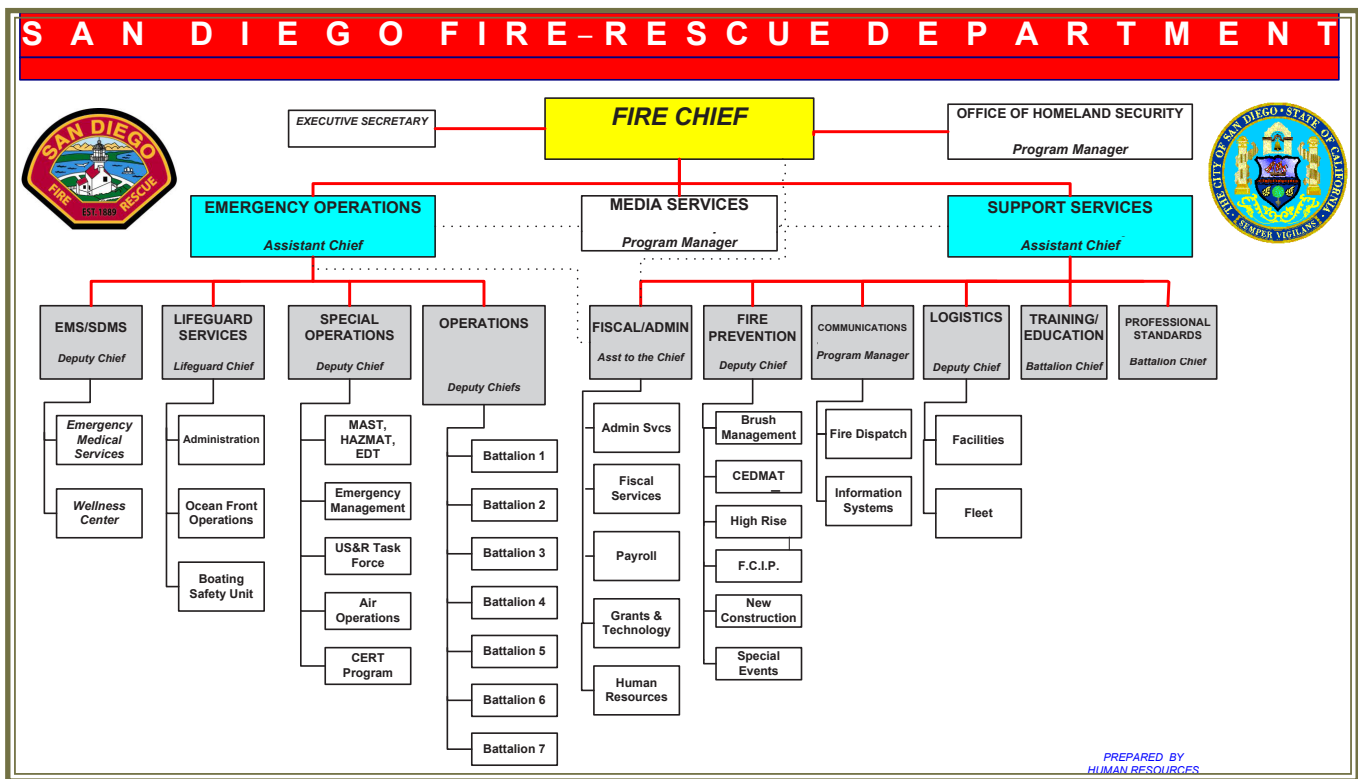
tion of the Department. They are responsible for the functional operations of the Fire-Rescue Department and assume command of operations.

The Assistant Chiefs are identified by a white helmet, gold badge, and 4 gold bugles, Figure 2-13.

Deputy Fire Chiefs

Deputy Chiefs are of equal rank to each other, the Lifeguard Chief, the Fiscal & Administrative Service Manager, Communications Manager and the Human Resources Manager, but are subordinate in rank to the Assistant Fire Chiefs. Deputy Fire Chiefs assist the Chief in formulation and administration of Department policy, rules and regulations, and practices and procedures governing Department personnel and operations. They assist in the administration of the San Diego Fire-Rescue Department and direct the operation of a division within the organization. The San Diego Fire-Rescue Department Deputy Chiefs oversee Operations, Emergency Medical Services, Fire Prevention Bureau, Special Operations, and Logistics. Three Deputy Chiefs are assigned the role of Shift Commander, who oversee all field operations during the course of a twenty-four hour shift. The Shift Commanders report to the Assistant Chief of Operations. They can respond to and take command of large-scale incidents citywide.

Deputy Fire Chiefs can be identified by a white helmet, gold badge and 3 gold bugles on their collar, Figure 2-13.



PREPARED BY HUMAN RESOURCES

Figure 2-14 SDFD Organization Chart

Program Managers

The Program Managers are equal in rank to each other but subordinate in rank to the Deputy Fire Chiefs. Program managers are in charge of Communications, Media Services, and the Office of Homeland Security. They are responsible for the efficiency and effectiveness of personnel within their respective divisions. Program managers are responsible for the development of their respective division budgets.

Office of Homeland Security Program Manager

This program manager manages the San Diego Office of Homeland Security and reports directly to the Fire Chief. The Program Manager develops and annually updates the Emergency Operations Plan and Annexes, prepares plans for population protection, evacuation, sheltering, emergency services, and coordinates disaster response and recovery programs. The Office of Homeland Security provides emergency management training opportunities and conducts exercises to test the different phases of the emergency operations plan. The office promotes public awareness of hazards, encourages individual preparedness, and coordinates homeland security grants and activities.

Media Services Manager

This program manager is responsible for all dissemination of news and information to the media and the public. The Media Services Office advises the Chief and the Senior Staff in matters of public and media relations, is a liaison for the Department to the Mayor and City Councilmembers and offers training to members of the Department in interviewing skills and presentations.



Link 2-8 Current SDFD Organization Chart with Names Included



The Media Services Office also include: assisting news media at the scene of incidents, assisting the news media on an on-call basis, preparing and distributing news releases, arranging news conferences and coordinating the release of authorized information. In addition, the office manages the community outreach and education efforts of the Department.

Emergency Operations Branch

The Emergency Operations Branch of the San Diego Fire-Rescue Department is responsible for delivering and managing Emergency Medical Services, Fire Operations, Special Operations, and the Lifeguard Services. The Emergency Operations Branch is led by an Assistant Fire Chief.

Emergency Medical Services (Deputy Chief)

This division includes Emergency Medical Services, San Diego Medical Services, and the San Diego Fire-Rescue Department Wellness Center. It provides administrative and technical support, quality assurance, continuous quality improvement and education for San Diego Fire-Rescue's First Responder Paramedic Engine Program. EMS also manages San Diego Medical Services LLC. SDMS provides quality assurance/improvement and education for the Medical Transport Program. The EMS Division is headed by a Deputy Chief.

Special Operations Division (Deputy Chief)

SDFD Special Operations includes the Metro Arson Strike Team, Hazardous Materials Response Team, Explosive Ordinance Disposal Team, Urban Search and Rescue (US&R) Task Force 8 and Air Operations. It also is responsible for all Special Operations administration and the Single Resource and Emergency Management Teams.

Special Operations provides specialized emergency response to incidents requiring unique technical expertise. These situations include safe explosives disarmament, fire incident analysis and investigation, response to city and county-wide hazardous materials incidents, and incidents requiring the activation of the Metro Medical Strike Team, the Special Trauma and Rescue Team or the Urban Search and Rescue Team. The Division also plans and coordinates the use of San Diego Fire-Rescue resources during major special events. Special Operations is headed by a Deputy Chief.

Lifeguard Services Division (Lifeguard Chief)

Lifeguard Services provides water and beach safety services, including cliff rescues to persons using the coastal areas of San Diego, including Mission Bay, the Pacific Ocean, and associated waterways. It provides emergency medical aid services, enforces state laws and local ordinances, assists boaters in distress and public safety education. The Lifeguards' River Rescue Team performs emergency water rescue in inland areas during flooding; the Dive Team rescues and assists underwater divers.





Figure 2-15 Lifeguard Chief Badge

Lifeguard Chief

The Lifeguard Chief is equal in rank to the Deputy Fire Chiefs, the Fiscal & Administrative Service Manager and the Human Resources Manager and subordinate in rank to the Assistant Fire Chiefs. The Lifeguard Chief assists the Fire Chief in formulation and administration of Department policy, rules and regulations, practices and procedures governing Department personnel and operations. The Lifeguard Chief is responsible for the efficiency and effectiveness of personnel within the Lifeguard Services Division, [Figure 2-15](#).

As directed by the Fire Chief or Assistant Fire Chiefs, the Lifeguard Chief will respond to and take command of large-scale incidents on coastal areas and waterways of San Diego, Mission Bay and the Pacific Ocean. This also includes water and cliff rescues and water-related emergency medical aid services. He or she is also responsible for the development of the Lifeguard Services Division budget.

Lifeguard Lieutenant

The Lifeguard Lieutenants plan, assign and supervise the activities of subordinate lifeguards within an assigned district or boating safety unit as well as handle special administrative duties, [Figure 2-16](#). They also oversee all major beach, cliff, and water-related rescue operations; provide instructions in water safety, work methods and procedures and coordinate marine safety services with the activities of other governmental and law enforcement agencies. The Lifeguard Lieutenants also formulate and administer a program of training for lifeguard personnel.

A Lifeguard Lieutenant can be equated to the rank of a Fire Battalion Chief.

Lifeguard Sergeant

Lifeguard Sergeants serve as first-level supervisors over an assigned area of a lifeguard district, [Figure 2-17](#). Lifeguard Sergeants supervise lifeguard activities within an assigned area while supervising and assisting in rescue operations. They also are responsible for instructing and training subordinates in various aspects of marine safety operations. Lifeguard Sergeants patrol in a radio equipped emergency vehicle or vessel to monitor activities within assigned areas as well as command a fireboat during fires and major rescue incidents.

A Lifeguard Sergeant can be equated to the rank of a Fire Captain.

Lifeguard III

Lifeguard III's lead subordinate lifeguards in maintaining surveillance over an assigned area on the oceanfront or Mission Bay, or on bay patrol activities. They safeguard the use of public beaches, provide technical instruction and training in various aspects of marine safety including the safe and proper operation of inflatable rescue boats, fire, bay patrol and surf rescue boats, cliff rescue vehicles and all-terrain cycles, portable pumps, and in the operation of a marine dispatch center. Lifeguard III's perform beach, cliff and water-related rescues, administers first aid, enforce aquatic and beach regulations and ordinances as well as other related duties.



Figure 2-16 Lifeguard Lieutenant Badge



Figure 2-17 Lifeguard Sergeant Badge



A Lifeguard III can be equated to the rank of a Fire Engineer.

Lifeguard II

Lifeguard II's serve as the in-charge guards of a lifeguard station and lead the work of Lifeguard. Incumbents of this class are subject to 24-hour emergency call and are assigned to varying work schedules including night schedules. Lifeguard II's also perform marine fire fighting functions and pump-outs of vessels taking on water, tow disabled boats, check registration of vessels and inspect safety equipment for compliance with specified requirements as well as other related duties.

A Lifeguard II can be equated to the rank of a Fire Firefighter.

Lifeguard I (Seasonal Employee)

This class is used primarily to fill seasonal, summer lifeguard positions. They are subject to 24-hour emergency call and are assigned to varying work schedules including night schedules. Lifeguard I's perform the full range of duties of the journey-level Lifeguard II class and as well as training and leadership functions.

Fire Operations Division (Deputy Chief)

Fire Department Operations consists of all the fire suppression, rescue, and medical aid activities performed every day by firefighters. The SDFD Fire Operations is broken into 7 battalions which encompass 47 Fire Stations, [Link 2-9](#). Employees in these positions work a 24-hour shift with at least one, and up to six days off between shifts. Employees work a 56 hour week insuring residents have protection 24 hours a day, 365 days a year.

Deputy Chief/Shift Commanders (A,B,C Divisions)

There are three Deputy Chiefs assigned to the role of Shift Commander, one per division. Each of the three Shift Commanders oversees all field operations during the course of their twenty-four hour shift and directly report to the Assistant Chief of Operations. Shift Commanders are responsible for responding to and taking command of large-scale incidents citywide as well as managing all Battalions within the city.

Shift Commanders are of equal rank to the Lifeguard Chief, the Fiscal & Administrative Service Manager and the Human Resources Manager, and subordinate in rank to the Assistant Fire Chiefs. They assist the Chief in formulation and administration of Department policy, rules, regulations, practices, and procedures governing personnel and operations. They assist in the administration of the



Link 2-9 SDFD Fire Stations Locations

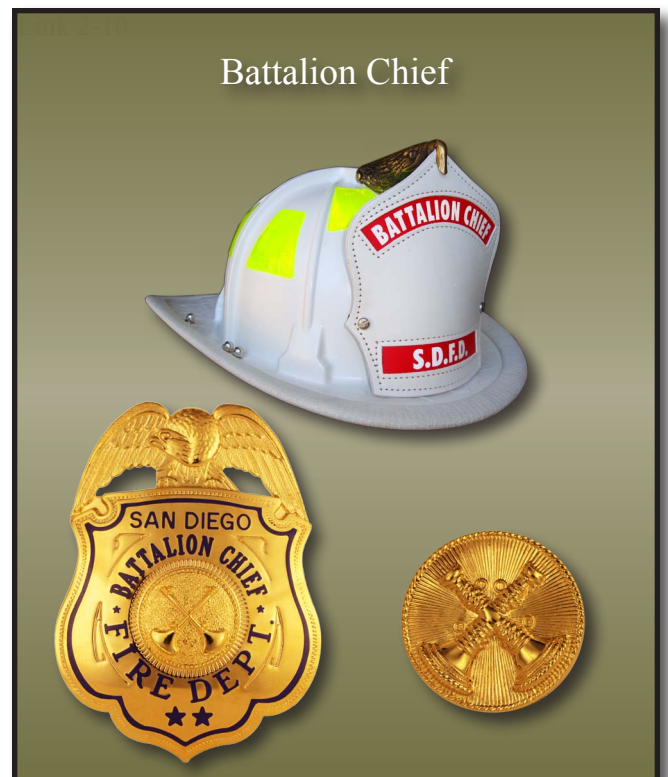


Figure 2-18 SDFD Battalion Chief



Department and direct the operation of a division within the organization.

Battalion Chief

A Battalion Chief supervises a Battalion which consists of 6 to 7 stations, 35 to 40 firefighters, and coordinates fire suppression activities within a designated geographical area. Battalion Chiefs act as incident commanders at large scale incidents, as well as perform administrative and management duties within their Battalion.

The Battalion Chiefs report to the Deputy Chief or Shift Commander and are identifiable by their white helmet with white shield, gold badge and 2 gold bugles, Figure 2-18.

Captain

Under the direction of a Battalion Chief, the Captain is in command of a Fire Station or a single fire company (a fire company consists of an individual piece of equipment such as a fire engine or a fire truck and the personnel assigned to it). The Captain is in charge of day-to-day activities at his or her station, which may include inspections, in-service training or community education events. At a fire, medical or other emergency incident, the Captain directs the operations of the crew and is the overall scene commander unless relieved by a Battalion Chief.

The Captain reports directly to the respective Battalion Chief and is identifiable by their red helmet with red shield, silver badge and 2 silver bugles on their collar.

Engineer

Under the direction of the Captain, a Fire Engineer operates and maintains fire apparatus and associated equipment. Engineers are responsible for the safe driving and delivery of fire crews to and from emergencies as well as pumping water, operating aerial devices and performing fire fighting duties.

The Fire Engineer reports directly to their respective Captain and is identifiable by their black helmet with black shield and silver badge.

Firefighter

Under the direction of a Captain, a firefighter is directly responsible for rescue and extinguishments of fire, providing first aid for medical calls as well as performing station maintenance and continuous training. The SDFD operates with a minimum staffing of four persons to a crew. While all members of the San Diego Fire-Rescue Department are Emergency Medical Technicians (EMTs), it is mandated that one firefighter on the crew must also be certified as a Paramedic.

A firefighter reports directly to their respective Captain and is identifiable by their black helmet with black shield and silver badge.

Probationary Firefighter

A probationary firefighter performs the same duty as a firefighter, however, they are distinguished by the fact that they are on a one year probationary



Fire Captain



Fire Engineer



Firefighter



Fire Recruit



G.R. PLUMLEE

Probationary Firefighter



G.R. PLUMLEE



evaluation period following the completion of the Fire Academy. A probationary firefighter is identifiable by their black helmet with orange shield, silver badge and blue name plate.

Fire Recruit

Fire Recruits attend a fire academy lasting approximately three to four months. During the academy, recruits learn fire, rescue and medical techniques. Upon completion of the academy, recruits are assigned to a fire station as probationary firefighters.

Fire Recruits report directly to their Academy Coordinator, who is a Captain, and are identifiable by their black helmet with yellow shield, blue name plate and no badge.

Support Services Branch

The Support Services Branch of the San Diego Fire-Rescue Department is responsible for the Fiscal/Administration, Communications, Fire Prevention, Logistics, Training and Education, and the Professional Standards Unit. The Support Services Branch is headed by an Assistant Fire Chief.

Fiscal/Administration Division (Civilian Program Manager)

The Assistant to the Chief is a civilian position (not to be confused with Assistant Chief) which oversees the Fiscal/Administration Division of the Fire Department. This person is of equal rank to Deputy Chiefs and the Lifeguard Chief and subordinate in rank to the Assistant Fire Chiefs. This division provides analytical, fiscal and clerical support, payroll and grants. The Division prepares the annual budget and revenue and expenditure forecasts, and provides centralized word processing, receptionist and preliminary accounts payable services.

Human Resources (Civilian Program Manager)

Human Resources (HR) coordinates labor relations, discipline and equal employment matters along with department recruitment and promotions, designs and implements human resources and cultural diversity training and oversees the Critical Incident Stress Debriefing Program. Human Resources administers random drug and alcohol screening, Hepatitis B and infection control programs, and acts as a liaison to other city departments and outside agencies.

Fire Prevention Bureau (Fire Marshal/Deputy Chief)

The Fire Prevention Bureau oversees the brush management program, the Combustible, Explosive, and Dangerous Materials Program (CEDMAT), the Fire Company Inspection Program (FCIP), as well as provide fire prevention services for new construction compliance and special events. Tasks include fire code enforcement, such as annual inspections of high-rise occupancies; permit issuance; coordination of weed/brush inspections; inspection and code enforcement activities; and control of the hazardous materials processes.



The Fire Marshal holds the rank of Deputy Chief. The duties of the office include: directing the operation of the Fire Prevention Bureau, serving as ex officio member, City Board of Appeals, and advising the Fire Chief on matters of fire and life safety.

Communications Division (Civilian Program Manager)

Communications encompasses the Fire Communication Center (FCC) and Information Systems for the SDFD. This includes maintenance, purchase and development of all communications system and equipment. FCC operates the Computer Aided Dispatch System and 9-1-1 dispatch center, coordinates emergency operations and provides data for analysis of emergency operations, Figure 2-19. The Communications Division is headed by a civilian employee under the title of Program Manager.



Figure 2-19 Fire Communications Center

Logistics Division (Deputy Chief)

The Logistics Division is responsible for coordinating the construction and maintenance of SDFD facilities and fire stations, purchasing supplies, equipment and personal protective equipment, and for acquiring, maintaining, and coordinating the repair and overhauling of fire apparatus with the Fleet Services Division of the City. The Logistics Division is headed by a Deputy Chief.

Training & Education Division (Battalion Chief)

Training and Education is responsible for educating San Diego Fire-Rescue personnel in the safe and efficient performance of assigned duties. This includes coordinating in-service training, the basic fire academy, driver training, supervisor and leadership training, oversight of the Joint Apprenticeship Training Program and the upkeep of the San Diego Regional Public Safety Training Institute. The Training and Education Division is headed by a Battalion Chief.

Profession Standards Unit (Battalion Chief)

The Professional Standards Unit (PSU) is responsible for investigating allegations of misconduct involving any member of the Fire-Rescue Department. The PSU is led by a Battalion Chief who has been trained in personnel investigations and disciplinary issues. The PSU is meant to provide a thorough and fair review of misconduct allegations.



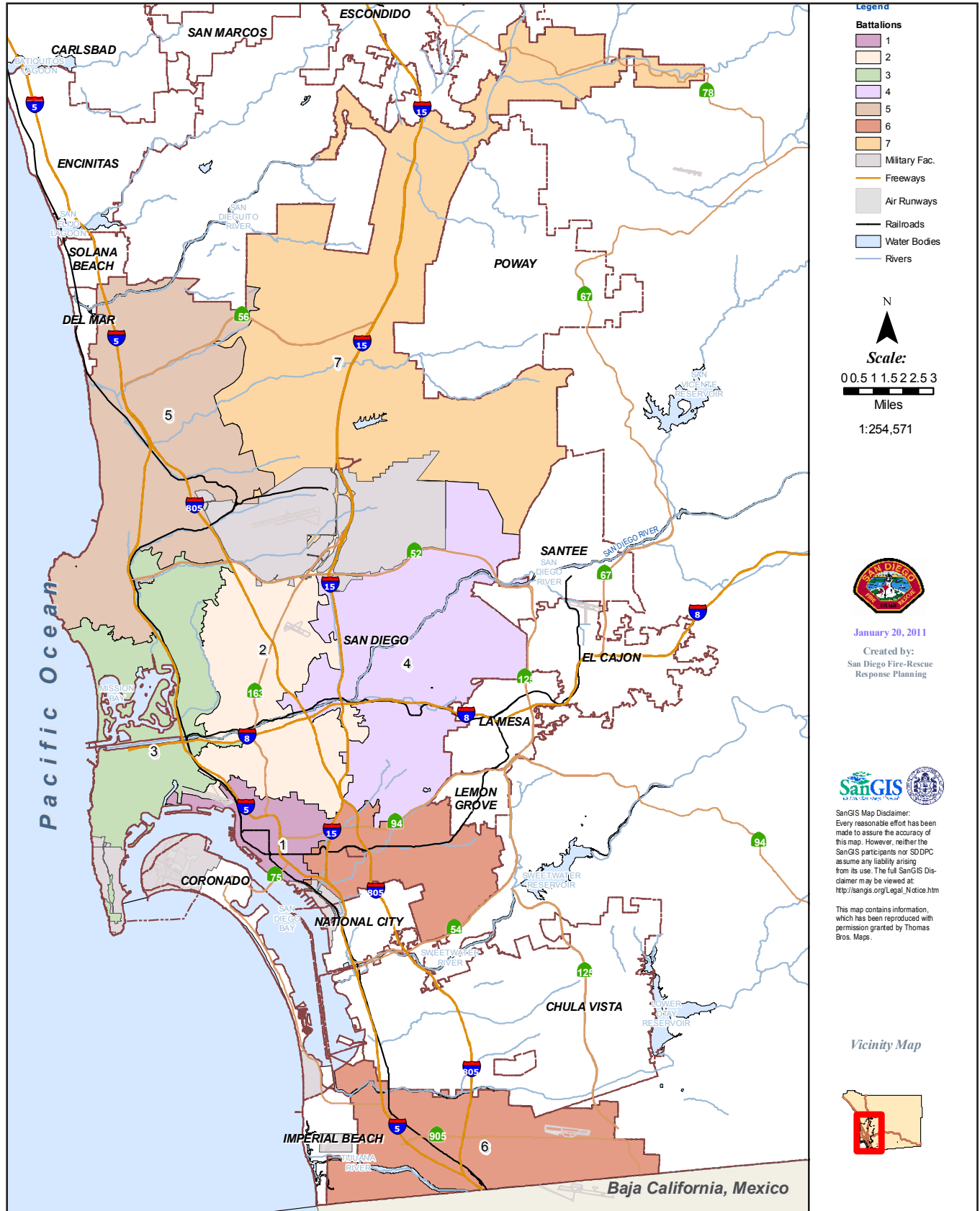
Summary

The fire service has evolved into a multifaceted and complex organization. For us to stay vigilant and effective, we must be guided by our mission statement and values, work with many different agencies and organizations and be flexible enough to change with the demands for new and different services. Understanding our own organizational structure, chain of command and functions will allow us to more effectively perform our duties and services as well as see the importance of working together as a cohesive team.

The fire service prides itself on professionalism and hard work. We must always keep in mind our purpose for existing, which is to serve the public and community; without their support and trust, we will struggle to perform effectively into the future.



SDFD Battalion District Map



January 20, 2011
Created by:
San Diego Fire-Rescue
Response Planning



SanGIS
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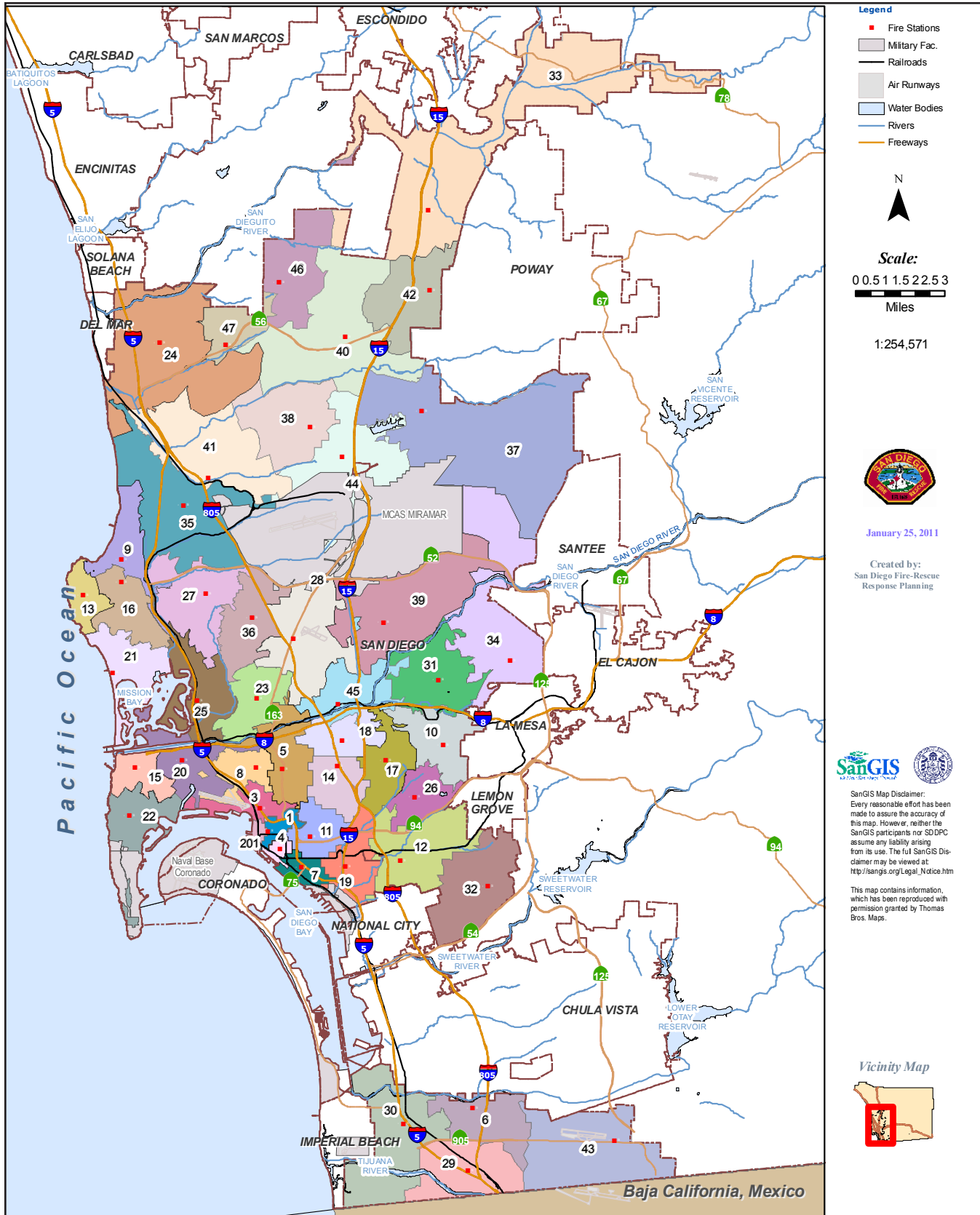
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Vicinity Map



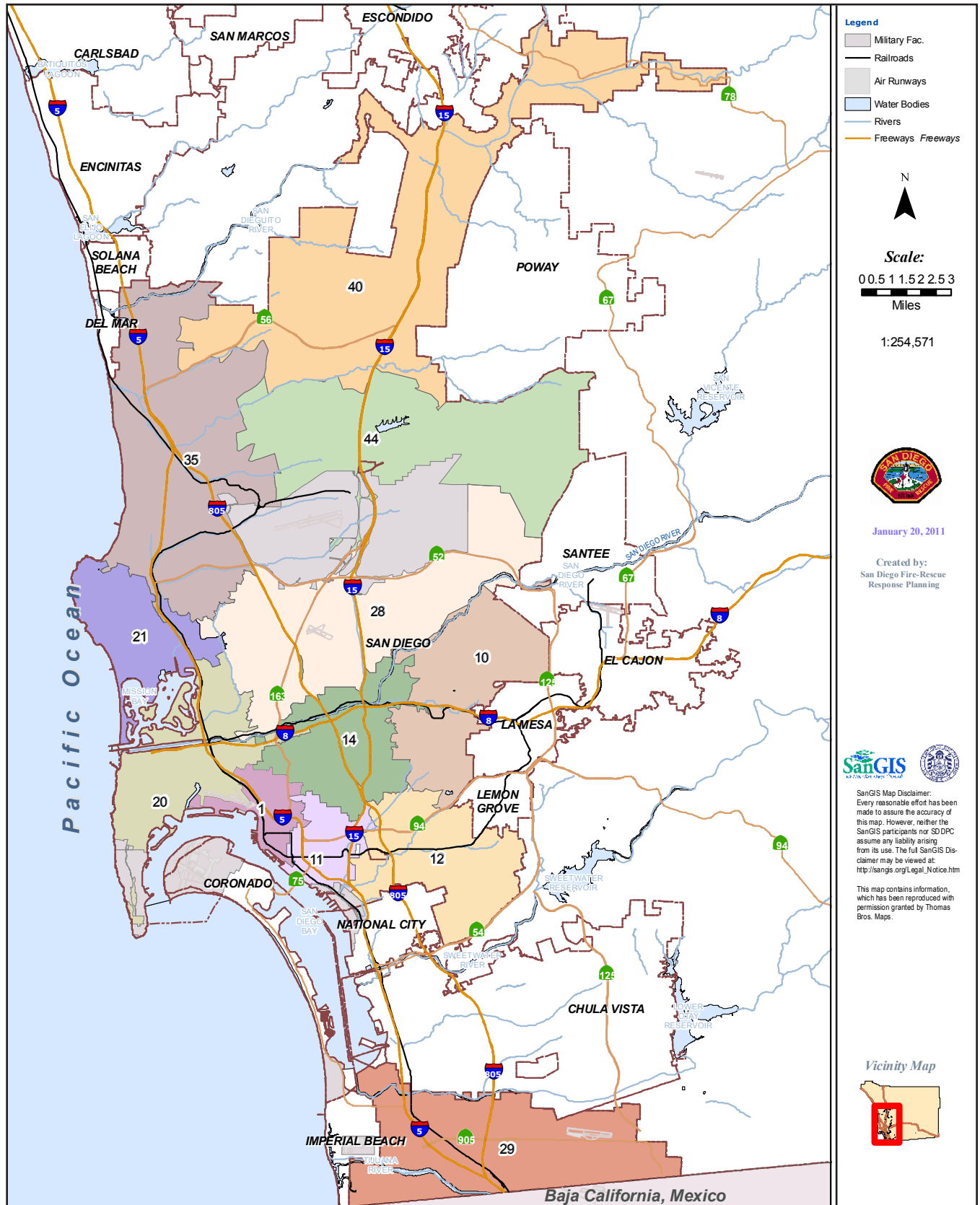


SDFD Engine District Map





SDFD Truck District Map





Media & Link Index



San Diego City Governing Departments



California Disaster & Mutual Aid Agreement



SDFD Pre-Fire Plan Manual



SDFD Admin Manual



Dimensions in Discipline Manual



San Diego Firefighters Local 145



City of San Diego EEO Policy



SDFD Fire Stations Locations



SDFD Organization Chart

NOTE: Some of the above links to SDFD Manuals may require that you be logged in to Target Safety in order for them to work correctly. If you are still having difficulty with the links, all SDFD Manuals can be found by clicking the “Manuals” link on the Target Safety home page.



References

1. SDFD Administration Manual Standard Instruction 02 Subject: Fire Rescue Officers Section I – XVI circa 04/01/2006
2. Cengage Firefighter Handbook, Chapter 2 Fire Department Organization.
3. <http://www.oceansidepolice.com/psu.asp>
4. SDFD Annual Fiscal Report FY2006 <http://www.sandiego.gov/fm/annual/pdf/fy06/40v3sdfire.pdf>
5. <http://www.sandiego.gov/fireandems/about/suppressroles.shtm>
6. SDFD Captains Study guide CD (2009)

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