

Central County Fire Department



Position Task Book

Acting Battalion Chief

Task book assigned to:

Candidate name

Date issued

Primary Battalion Chief (mentor)

*Do not complete this section unless you are recommending the candidate for certification.

Final verification signatures

I certify that all tasks have been performed and are documented with appropriate initials.

Battalion Chief (mentor)

Date

Deputy Chief Operations

Date

This CCFD Position Task Book has been developed to train and mentor prospective Acting Battalion Chiefs and to ensure they meet the requirements for the position. The PTB lists the performance requirements (tasks) for this specific position in a format that allows the trainee to be evaluated.

Evaluation and confirmation of the trainee's performance for each task may involve more than one evaluator and can occur on incidents, training scenarios and other work situations. It is important that the work be critically evaluated and accurately recorded by each evaluator.

- **All tasks in the PTB Shall be completed with a Battalion Chief mentor and reviewed by the Deputy Chief prior to serving in the capacity Acting Battalion Chief.(FC discretion)**
- **It is the sole responsibility of the trainee to ensure the evaluation and documentation are completed and that timelines are met.**

Responsibilities:

Trainee requirements to open

- Meet the current requirements listed in the job description for Fire Battalion Chief
- Pass a Battalion Chiefs promotional exam, and placement on the current eligibility list
- Submit a written request to their Battalion Chief/ mentor to participate in the program. The request will be forwarded to the Deputy Chief. If approved the task book may be initiated

Trainee requirements to complete the TB

- Demonstrate competency in all tasks and discussions
- Complete the position task book within a 12 month period from initiation
- Retain a copy of this position task book for your records

Battalion Chief (mentor):

- Conduct an initial meeting with the trainee to outline expectations.
- Identify and review tasks to be performed during the evaluation period.
- Explain the evaluation procedures that will be used.
- Conduct meetings and training with the trainee to review assigned work and provide tabletop exercises or scenarios.
- Accurately evaluate, verify and record performance of tasks.
- Document progress of the PTB through the Kronos personnel evaluation process (goal setting, mid year and end of year as appropriate).

Deputy Chief:

- Approve the initiation of this PTB
- Review the process with the Battalion Chief/ mentor and the trainee.
- Ensure all tasks have been completed and provide final signature certifying the trainee is qualified.

Acting Battalion Chief trainee to schedule and attend meetings with Battalion Chief and Deputy Chief	Supervisor's signature	Date
Initial meeting - Battalion Chief (mentor) • Review PTB and program		
Initial meeting - Deputy Chief, Battalion Chief • Expectations		
Final meeting - Battalion Chief (mentor) • Review completed PTB		
Final meeting - Deputy Chief		

Evaluation codes:

O Task can be completed in any situation (classroom, simulation, daily job, training burn, etc.

I Task must be promoted on an incident

R Rare event. The evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/ knowledge through interview and simulation.



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Section 1 - Administrative Tasks	CODE	Battalion Chief Initials	Captains Initials
Describe and explain crew and shift expectations	O		
Review Staffing / Tele-staff • Access / login • Daily / routine staffing guidelines • Mandatory, Holliday • Leave types / SA, SL, FSL, BR, etc. • Strike teams, US&R • Up staffing, (storms, emergencies) • Notifications, timelines	O		
Review Incident report requirements / Image Trend • Retrieval of reports • Review and completion process • Release for public • Outside agency response	O		
Review Target Solutions • Input • auditing completed work • Training • EMS / Narc / equipment checks	O		
Review morning Conference calls • Calendar • Process • Company priorities / assignments • Scheduled events / Training • Inspections	O		
Review WC injury reporting/ documentation • Paperwork / documentation • Emergency vs Non-emergency • Notifications • Exposure reporting process	O		
Apparatus / Equipment status • Front line and reserve, whats in and out of service, locations • Strike team engines availability	O		



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Describe and explain specific daily Operational Policies & Guidelines • OPS-01 Daily schedule • OPS-02 Staffing standards • OPS-03 Overtime procedures • OPS-09 Incident reports • OPS-19 Out of County Strike team response • ADM-05 Injury Documentation • APP -07 Vehicle Accident Reporting	O		
	O		
Section 2 - Battalion Chief Communications Tasks	CODE	Battalion Chief Initials	Captain Initials
San Mateo County radio plan	O		
BC Cell phone • Access / Number / Forwarding to personnel cell • Conference calling • Voice mail • Emergency contact numbers	O		
City, County, State Government • Familiar with CM's, Council and Fire Board members • EOC setup • Police agency interaction • OSHA, SMCO health, Red Cross, PG&E, Pub Works, F&G			
Review Battalion vehicle radios / electronics • Mobile • Portable • BK radios • Mobile Data Terminal (MDT) • Ipad / Tablet command	O		
BC vehicle • Spare keys • Reserve vehicle, keys, access code • Familiarization with vehicle radios and electronics • Familiarization with vehicle inventory	O		
Section 3 - Human Resources Tasks	CODE	Battalion Chief Initials	Captain Initials



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Describe and explain the application of the FFBOR	☐		
Describe and explain the Department Personnel Rules	☐		
Discuss the labor and management MOU's	☐		
Describe specific Administrative Policies & Guidelines • ADM-41 Coaching counseling guidelines • ADM-42 Performance activity card • ADM-26 Disciplinary guidelines • ADM-37 Substance abuse	☐		
Section 4 - Prevention / Public Education Tasks	CODE	Battalion Chief Initials	Captain Initials
Discuss Prevention Policies & Guidelines • PRE - 01 Key Box Program • PRE - 02 New Construction • PRE - 03 Pre Fire Plan Guide • PRE - 05 Fire Origin and Cause • PRE - 06 Annual School Inspections	☐		
Discuss Fire Investigator call out procedures	☐		
Section 5 - Command / Operations Tasks	CODE	Battalion Chief Initials	Captain Initials
Describe and explain elements of Command • Size-up, Condition reports • Vehicle and ICP positioning • Unified command • Discuss incident priorities • Initial company assignments • Risk analysis • Strategy vs Tactics • Resource needs and allocation • Capabilities and use of IDT's • Charting incident and maintaining accountability • Discuss roles in all command positions	☐		



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Describe and explain Strategic and Tactical priorities • Residential structure fires • Commercial structure fires • Multi family structure fires • High rise operations • Wildland fires • Fire Alarms • Odor/ smoke investigations • Response on freeways • Hazardous Materials Incident • Mass Casualty Incident/ Active Shooter • Vehicle Accident • Technical Rescue • Water rescue • Public assist	O		
Discuss all Operational Policies and Guidelines • Central County Fire • San Mateo County	O		
Section 6 - Incident Simulations Tasks	CODE	Battalion Chief Initials	Captain Initials
Simulations (utilize BC vehicle & resources) • Single family residential SF • Multi residential SF • Commercial SF • Hi-Rise SF • MCI • Hazmat • Wildland • US&R	O		