

East Lake Tarpon Special Fire Control District



SOG 217 Morning Shift Meeting and Communication

**Implementation
Date: 11/2000**

Revision Date(s): 03/26/2019

Reviewed Date(s): 03/05/2019

Forms or Attachments: None

Purpose

To assure that all communication and planning associated with the functions and responsibilities of the on-duty crews are completed each shift.

217.1 Procedure

A. The Division Chief will contact each station at the beginning of the shift to speak with the Station Lieutenant and communicate the following at a minimum:

1. Verify crew members are present for the shift.
2. Review requests from the Station Lieutenant to make changes to the scheduled staffing assignments of the crew.
3. Assignment of special details or events.
4. Department scheduled training occurring during that shift.

B. It will be the responsibility of the Station Lieutenant to assure his/her crew completes all assigned tasks, projects, training, and fire prevention duties. As a guideline, the following processes shall occur each shift:

1. Morning Shift Meeting: Convene an early meeting with the duty crew to plan for completion of all assigned tasks, projects, training, and fire prevention duties for the shift.

At a minimum, the following shall be planned/reviewed:

a. Communication: All forms of department communication will be reviewed during the shift meeting. (e.g.: email, Pinellas County memos, Fire District Memos/Directives/Special Orders.) The Station Lieutenant shall be responsible for reviewing and explaining all official communications received since the last on duty meeting for their assigned members.

b. Apparatus Checks: Are performed to ensure apparatus and all equipment on apparatus is inspected and in working condition. Deficiencies shall be reported through the appropriate chain of command. The apparatus shall be capable of responding to emergency incidents, and properly cleaned at all times.

- c. Station Maintenance Duties: Are to be carried out per the station check list as necessary throughout the day to assure the facilities and apparatus are neat and clean for the public and for the safety of our members.
- d. Special assignments or events assigned by the Division Chief.
- e. Fire Prevention: The Station Lieutenant will coordinate all in service inspections, hydrant maintenance, pre-fire plan completions, and locations maintenance updates for the shift as necessary.
- f. Training: The Station Lieutenant will coordinate all scheduled and required fire and EMS training for the shift as assigned/documented in the Target Solutions account.
- g. Physical Fitness: The Station Lieutenant will coordinate the crew physical fitness training as outlined in the Fire District's Physical Fitness SOG 206. (If interrupted by emergency incidents or special assignments, time specific tasks are expected to be completed as soon as possible thereafter.)
- h. Reports: The Station Lieutenant shall confirm the completion/review of all NFIRS, ePCR, staffing schedule, training documents, fire prevention documents, and any other required reports/logs for quality assurance prior to the end of the shift.