

INTER-OFFICE MEMORANDUM

TO :

Sue Weller  
Director, Department  
Of Labor Relations

DATE :

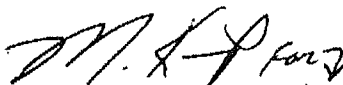
January 11, 2002

FILE :

SUBJECT :

Battalion Commander

FROM :

  
Chief W. W. Bryson, Director  
Department of Fire-Rescue

REFERENCES :

ENCLOSURES:

On December 20 2001 the Department of Fire Rescue created the position of Battalion Commander. The position will receive a benefit of 5% assignment pay given to them as an automatic earning. In order to fulfill this portion of the agreement the Fire Department will need a payroll code for the automatic earning.

Attached is the information about the position of Battalion Commander.

jsj

TLF/tlf

Cc: Local 587

## **BATTALLION COMMANDER**

### **Qualifications**

- Must be a permanent Chief Fire Officer.

### **General Responsibilities**

- Will report directly to the Chief of the Emergency Response Division
- Will have functional authority over the District Chiefs on their respective shift.
- Have general charge of all activities on their shift.
- Coordinate the scheduling of training for all personnel on their shift with the Training Division, District Chiefs, and EMS Captains..
- Coordinate daily staffing, hiring of overtime, and the swinging of personnel on their shift to maintain daily operational staffing needs throughout their tour.
- Coordinate overtime on their shift.
- Coordinate the annual vacation & EPL selection process on their shift.
- Coordinate and maintain the vacation, EPL and R-Day schedule and approve all unscheduled vacation requests, on their shift.
- Coordinate all SWAT assignments and training activities on their shift.
- Monitor ALS cross training on their shift.
- Schedule and coordinate station inspections for their shift.
- Assist the Chief of ERD with the Annual Station budget requests and the preparation of the Divisional budget as it pertains to their shift.
- Maintain the necessary records for efficient operation of shift activities for their shift.
- Respond to emergencies and assume command at their discretion, or as directed by the Chief of the ERD.

- Respond to all Code 1 or greater alarms on their shift.
- Assure that spare apparatus and equipment are properly maintained.
- Review and keep records of all vehicular accidents involving ERD response vehicles occurring on their respective shift. Update Chief of ERD on a monthly basis.
- Attend meetings of the Accident Review Committee on their shift.
- Investigate complaints by citizens and other individuals as directed by the Chief of the ERD.
- Visit and provide necessary assistance to shift personnel requiring medical treatment from injuries sustained while on or off duty.
- Oversee the disciplines for their shift.
- Perform other duties as determined by the Chief of the ERD.

#### **Position Benefits**

- 5% assignment pay.

#### **Operational Responsibilities**

- The BC will remain in his current bid assignment.
- During the time that he is performing the duties of the BC, a CFO or acting CFO will assume all of his responsibilities in his District.
- Once the BC returns to quarters;
  1. He will assume the role as D.C. in addition to his Batt Chiefs duties.
  2. Relieve the CFO or acting CFO and use him as needed.


#### **Selection Process**

1. Position advertised for a minimum of 15 days
2. Selection of Battalion Commander will be by Labor Management committee.
3. The committee will be made up of eight (8) persons. The Fire Chief will appoint four (4) and the Union President will appoint four (4).

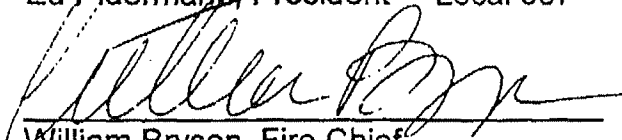
4. The committee shall select, by vote, from bidders the person they feel will be the best for the position of Battalion Commander.
5. If there is a tie vote the Fire Chief shall select from those that are tied.
6. Once a Chief Fire Officer has been appointed following the process in #s 2-5 above, he/she shall remain in that position until they elect to bid out, provided their performance is satisfactory. The Chief of ERD will present "unsatisfactory performance" issues to the Labor Management Committee (as specified within this agreement) who shall determine whether or not the performance is unsatisfactory. If the Labor Management Committee determines the performance is unsatisfactory, the CFO shall be removed and the position put out for bid. Determination of "Unsatisfactory Performance" requires at least 5 out of the 8 members of the Labor Management Committee to concur.
7. If there are no bidders, the same Labor Management Committee process shall be used to select the Chief Fire Officer that the committee feels will do the best job. The CFO drafted by this process shall retain rights to their bid assignment and a 52-hour workweek if they had it prior to being drafted. Drafted CFOs with a 52 hour work week shall continue to work a 52 hour work week for the period of time they are entitled to it, in the position they are being drafted from.
8. If a Chief Fire Officer is appointed using the process in #7 above, he/she shall remain in that position until another CFO bids for that position. If another CFO applies and is approved by the Labor Management process then the CFO currently holding the position shall have the right to remain in that position. If he/she chooses to remain in the Battalion Commander's position he/she shall then relinquish any rights to their previous bid assignment and/or a 52-hour workweek. The provision in #6 above shall then apply.
9. If the assignment of a Battalion Commander causes one shift to have a disproportionate number of Chief Fire Officers then the provisions of the ERD Assignment Agreement ("Openings", #8 B) shall apply and the Junior Swing person (Chief 4) shall be transferred.
10. When a CFO holding a Battalion Commander's position vacates that assignment, the bid position that he/she holds (i.e.: District Chief 1-B, etc.), shall be bid out first. (Example: A CFO assigned to District #1-B is also the "B" Shift Battalion Commander. If that person retires or transfers off of the "B" shift, the bid for District Chief #1-B shall be bid out first, according to the "ERD Assignment Agreement" without regard to the assignment of a new Battalion Commander. Once the bid process selects a new District #1-B Chief then the process for selection of a new Battalion Commander shall commence

according to this agreement. This would not be necessary if the CFO transfers to another "B" Shift District Chief position.

11. Vacancies will be filled in the same manner as listed above.

  
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Ed Pidermann, President Local 587

12/20/01  
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Date

  
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William Bryson, Fire Chief

12/20/01  
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Date