


# VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

|  |                                      |               |                         |
|--|--------------------------------------|---------------|-------------------------|
|                   | Subject:                             |               | S.O.G # 1.1.13          |
|  | Acting Fire Chief                    |               | Page 1 of 3             |
|  | Volume:<br>1                         | Chapter:<br>1 | Section:<br>13          |
|  | Approved By:<br>Fire Chief Robertson |               | Date Issued:<br>12/1/10 |
| Attachments:   | Resources/Cross Reference:           |               |                         |
| <b>Purpose:</b><br>To provide for a continuous command structure in the absence of the Fire Chief. |                                      |               |                         |

**Procedure:**

**A. Absences by Fire Chief**

**1. Planned Absences**

- a. The Fire Chief notifies the department and the City Manager, in writing, of the dates of expected absences and the name of the person assigned as Acting Fire Chief.
- b. Assignments to the position of Acting Fire Chief shall be made at the discretion of the Fire Chief with consideration given for the equitable rotation of qualified and available personnel.
- c. A reliable means of communications shall be established between the Fire Chief and the person assigned as the Acting Fire Chief prior to a planned absence.
- d. The Fire Chief shall specify specific duties to be performed in his absence.

**2. Unplanned Absences**

- a. In the event of an unplanned absence, the senior on duty Chief Officer shall immediately assume command, report the absence to the City

|   |          |                |
|---|----------|----------------|
| <b>VALLEJO FIRE DEPARTMENT MANUEL OF OPERATIONS</b> |          |                |
| Subject:  |          | S.O.G # 1.1.13 |
| Acting Fire Chief                                   |          | Page 2 of 3    |
| Volume:   | Chapter: | Section:       |
| 1   | 1        | 13             |

Procedure:

- b. Manager, and serve as Acting Fire Chief until relieved by the City Manager.

B. Functional Obligations of Acting Fire Chief

1. Daily Duties

- a. Review daily rosters for staffing levels
- b. Maintain discipline
- c. Delegate tasks
- d. Review Fire Chief's in-basket and establish priorities of
  - (1) Items that must be dealt with prior to the return of the Fire Chief included dated items which need to be delegated or completed prior to the return of the Fire Chief.
    - (a) Respond to requests from the City Council or City Manager
    - (b) Respond to citizen complaints
    - (c) Review calendar for conflicts
  - (2) Items which can be dealt with by the Fire Chief, but can wait.

2. Weekly Duties

- a. Attend City Manager's Wednesday Staff meetings
- b. Attend Tuesday City Council meetings as appropriate.

|   |          |                |
|---|----------|----------------|
| <b>VALLEJO FIRE DEPARTMENT MANUEL OF OPERATIONS</b> |          |                |
| Subject:  |          | S.O.G # 1.1.13 |
| Acting Fire Chief                                   |          | Page 2 of 3    |
| Volume:   | Chapter: | Section:       |
| 1   | 1        | 13             |

Procedure:

3. Bi-weekly Duties

- a. Review and sign payroll certifications.

C. Policy Matters

1. The Acting Fire Chief shall, at all times, mirror the position he/she believes the Fire Chief would assume in a similar circumstance.
2. The Acting Fire Chief shall maintain confidentiality.
3. The Acting Fire Chief shall abide by labor agreements.
4. The Acting Fire Chief shall support the Civil Service rules and regulations.

D. Report of Action Take as Acting Fire Chief

1. Acting Fire Chiefs shall maintain a log and thoroughly brief the Fire Chief or his/her successor, on actions taken during their tenure.
2. Actions taken in regards to labor issues or matters involving the City Council shall be reported in writing.
3. Acting Fire Chiefs shall provide the Fire Chief with a record of all meetings attended in the place of the Fire Chief.