



Burlington Fire Department



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Section: 00- Administration	
SOG Number: 00.16	Effective Date: Aug. 5, 2019
Subject: Battalion One Operational Guide	
By Order of Fire Chief Steven A. Locke	

I. Purpose:

The purpose of this document is to provide consistent and uniform operational practices pertaining to the administrative duties of the officer assigned to Battalion One as the Shift Commander.

II. Scope:

This document applies to those fire officers assigned as the Shift Commander on Battalion One. Their rank may include Deputy Chief, Battalion Chief, or Captain (acting out of grade in the absence of a Chief).

III. Definitions:

A-1 Form: A departmental document which shows the daily ride list and payroll codes for the on-duty members of the Burlington Fire Department. This form will transition in October of 2019, where it will be formally be replaced by Aladtec Scheduling Software.

Aladtec: A web-based scheduling software used by the Burlington Fire Department for staffing purposes. See SOG 00.17 *Aladtec Scheduling Software*.

Roll Call Sheet: A document that is distributed daily across the department which shows the daily ride list, the allocation of resources, personal

leave, status of apparatus in/out of service, daily activities and training schedule for the day, and the weather forecast. See Appendix A.

V-1 Form: A departmental document announcing a vacation cancellation.

IV. Guidelines:

A). Arriving for duty.

1. Once your gear has been stowed on Battalion One, conduct a pass-off with the off-going Battalion One officer.
2. Complete your daily Staffing form and verify adequate staffing (See section B).
3. Print a copy of the Aladtec Daily Staffing form (Daily Summary View) to the dispatch printer. Paramedics that are on duty are delineated on the Aladtec form with the letter (P) after their name, so dispatch can identify the locations of paramedics across the City.
4. Check your e-mail for any special notifications for the day from the Chiefs, DPW, or the National Weather Service.

B). The A-1 Form.

1. This form is located in the Captain's folder on the Shared drive. It will appear as JAN A-1, etc. Open the proper month and go to the master for the shift on duty, make the necessary changes to reflect the on-duty staffing profile of the department and save as the first three letters of the month and date. The date format shall include a place holder for single-digit dates (e.g. 02, 03, 04, etc.). The font for the A-1 form shall be Times New Roman, size 10.
2. Members working overtime shall be listed in green font.
3. Members checking on or off the sick list shall be in red font.
4. Print a hard copy of the A-1 and place it on the metal clipboard (front seat) of Battalion One for the shift accountability. If you had not printed a copy to dispatch, do so at this time. This should be done prior to the start of the shift if possible, so that dispatch may announce the location of the Paramedics on duty across the City.
5. The A-1 form is expected to sunset with the evolution of the Aladtec Software. The complete transition away from the A-1 form is scheduled to occur October 2019.

C). The Daily Roll Call Sheet.

1. Complete the daily roll call sheet (See Appendix A).
2. Print a daily roll call sheet to each of the five fire stations across the City and at dispatch.
3. E-mail a copy of the daily roll call sheet to all RTS members on duty, the Chief Engineer, the DC of Admin, the DC of Operations, and the BC of Training (the BC of Training is optional on weekends).
4. The apparatus staffing section of the daily roll call sheet will be replaced with the use of the Aladtec Software effective October 2019.

D). Daily Mail.

1. Bring all paperwork from the Battalion One office outgoing mailbox to the Administrative Office and distribute as appropriate.
 - a. A-1 forms shall be sorted into the "Payroll" mailbox.
 - b. Outgoing mail shall be sorted into their respective stations or personal mailboxes.
 - c. Invoices for payment processing shall be sorted in the "Invoices" mailbox.
2. Distribute all outgoing station mail daily. This includes materials that may have been sorted for distribution in one of the station file folders located on the wall in the administrative office.
3. While conducting station tours collect the station mail from all of the outside stations. This must be done daily, regardless of day of the week.
4. Sort all collected station mail and redistribute once back at the administrative office at Central Fire Station.

E). Aladtec Approvals

1. Prior to 1900 hours on your duty shift, authorize or decline all leave requests received during your shift. This includes all electronic requests received through the Aladtec Scheduling software..
2. Ensure that personnel requesting leave have sufficient accrued leave time on the clipboard next to the Battalion One desk (this is updated weekly by the Administrative Assistant).
3. Vacation cancellations greater than 14 days out must be posted per the CBA. See section "J" below.

F). Staffing

1. Sometime after 1800 hours on your duty shift begin setting up the staffing for the next two weeks of your shift.

- a. Utilize the Aladtec Software to confirm electronic leave requests through the software.
- b. Prepare the allocation of resources for the next day's shift using the Aladtec Software. Be sure to include personal leave requests and members who may be detailed to cover those vacancies.
- c. If minimum staffing for the next day's shift has not been met, follow the guidance outlined in SOG 00.17 *Advanced Staffing of Fire Department Shifts*, to fill the existing vacancies.

G). Staffing vacancies that occur during the shift (after shift change).

- 1. If a vacancy occurs as a result of unscheduled leave of an on-duty member, a notice to fill the vacant position shall be sent to off-duty members as soon as practicable, but no later than 30 minutes after being notified of the vacancy.
 - a. This notification will be done utilizing the Aladtec program by selecting the purple highlighted vacancy on the shift.
 - b. If within 15 minutes, the position is not filled with voluntary overtime, a second notification will go out, indicating the transition to mandatory overtime. If after 15 minutes, no one has signed up for the overtime, mandatory hire in will occur.
 - c. Any member who calls in after this notification will be considered a mandatory hire in.
 - d. Vacancies that occur after shift change will be filled rank for rank. If a full canvass of the department results in no volunteers who accept the overtime, a member of any rank may be considered to voluntarily fill the vacancy.
 - e. If no member fills the vacancy voluntarily, the guidance in section 11.7 of the City of Burlington/BFFA Collective Bargaining Agreement shall be followed.

H). NFIRS Incident Reports Quality Assurance/Quality Improvement

- 1. QA/QI will be done daily in accordance with SOG 00.08 *Incident Reports*, Section D, 1, a-f.

I). Injury and Accident Reports

- 1. The member covering Battalion One is responsible for collecting, evaluating, and re-distributing all accident and injury reports.
 - a. Be sure to check each document for accuracy and completeness.
 - b. Enter the appropriate information into the Cities' insurance web-portal.
- 2. Request that Form A-45 Witness reports be completed by personnel who witnessed the event.

3. Conduct a supervisor's investigation and complete departmental form A-44.
4. Scan all forms and forward them electronically to the DC of Administration.
5. Submit all hard copy forms to the DC of Administration through interdepartmental mail.

J). Vacation Cancellations and postings

1. If a member cancels a vacation through the use of the A-31 form or Aladtec, the Shift Commander on duty shall remove the member from the approved time off calendar.
2. If the vacation cancellation occurs greater than two weeks prior to the start of the vacation and more than two other members are scheduled to be on vacation that week, a form V-1(with Header) shall be completed and distributed the same day.
3. Short notice cancellations shall be distributed via e-mail to the Department utilizing Form V-1 and posted in Aladtec.
4. A notice of the vacation cancellation request should be forwarded to the administrative offices for payroll purposes.

K). School Leave

1. Members who have been authorized to attend Department-sponsored training events, and will require leave time off, shall be placed in Aladtec by the BC of Training or his/her designee.

V. Responsibility:

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline.

Revision History			
Revision Date	Section	Summary	Principal Author
Initial release of document.	All	Formalizes current practices	Murphy/Collette

BURLINGTON FIRE DEPARTMENT ROLL CALL SHEET

-APPENDIX A-

		DATE		YEAR		SHIFT	
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UNIT	OFFICER	CODE	CODE	CODE	CODE
BATTALION 1	OFFICER				
ENGINE 1	OFFICER		FIREFIGHTER		FIREFIGHTER
AMBULANCE 1			FIREFIGHTER		FIREFIGHTER
TOWER 1	OFFICER		FIREFIGHTER		
LADDER 2	OFFICER		FIREFIGHTER		FIREFIGHTER
AMBULANCE 2			FIREFIGHTER		FIREFIGHTER
ENGINE 3 *MEDIC*	OFFICER		FIREFIGHTER		
LADDER 4	OFFICER		FIREFIGHTER		FIREFIGHTER
ENGINE 5 *MEDIC*	OFFICER		FIREFIGHTER		

TRUCKS OUT OF SERVICE: *List apparatus that are out of service here.*

ACTIVITIES / TRAINING PLANNED FOR TODAY:

Training Schedule Goes Here:

0900-1200 (UNIT LIST)
1300-1600 (UNIT LIST)

MEDICS FOR TODAY:

List the name and apparatus assignment of the Medics on duty here.

ANNOUNCEMENTS:

Type important announcements here.

PERSONAL TIME:

List the time of any personal leave request here. Be sure to list the Name of the Person requesting the time off, who is assigned to cover the time off, and what station will be covering the vacancy.

STREET CLOSINGS:

List any known street closings here.

HYDRANTS OOS:

List any known out of service hydrants here.

BURLINGTON FIRE DEPARTMENT
ROLL CALL SHEET

-APPENDIX A-

TRAINING MINUTE:

Feel free to use this area to share a quick note or tidbit that may increase the operational readiness and knowledge of your on-duty crews here.