

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: C-27  
SECTION: Operations Division  
DATE: 4/2/98  
SUPERSEDES:  
TITLE: **Shift Meetings**

Goal: Improve department communications

Objective: Give B/C's opportunity to meet with all personnel assigned to their respective shifts, allow all personnel the opportunity to discuss issues with their B/C and for a limited time all Chief Officers.

Conducted during the first tour of the month, on weekdays.

B/C's responsibilities:

1. Acts as chairman of the meeting.
2. Develops agenda, allowing for 30 minute question and answer period with division chiefs and 90 minutes of formalized training conducted by Training Division. Interact with division chiefs for inclusion of items.
3. Reviews memos, policies etc. produced during the last month.
4. Coordinates with Operations Chief the coverage of stations either by neighboring agencies or District volunteer personnel, thereby allowing entire shift to attend meeting at the same time.
5. Coordinates with Operations Chief the development of shift projects.
6. Coordinates with Training Division for a minimum of 90 minutes of formalized training.
7. Maintain a quality, productive and above all highly interactive meeting.

Operations Chief responsibilities:

1. Attend meeting during question and answer period.
2. Coordinate with B/C to support any portion of the meeting.
3. Monitor meeting for quality, content and productivity.
4. If needed support the B/C in development of agenda items.

Training Division responsibilities:

1. Attend meeting during question and answer period.
2. Coordinate with B/C to develop and instruct a 90 minute period formalized training.
3. If needed support the B/C in development of agenda items.

Prevention Division responsibilities:

1. Attend meeting during question and answer period.
2. If needed support the B/C in development of agenda items.

Fire Chief's responsibilities:

1. Attend meeting during question and answer period.
2. Use meeting as a forum to announce new programs, objectives, etc. for the department.
3. If needed support the B/C in development of agenda items.

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Date: April 2, 1998