

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

1230.025

Daily Roll Call

Implemented: 10/23/20

Revised:

Page 1 of 4



Paul Williams, Fire Chief

PURPOSE:

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

OBJECTIVE:

To provide a consistent and enhanced means of communications for all shifts and stations assisting the on-duty Battalion Chiefs with incident response planning, move-ups, coverage, and staffing/available specialty apparatus.

SCOPE:

All Personnel

PROCEDURE

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

- Review of any new or amended policies and department procedures
- Review requests from the Station Lieutenant to make changes to the scheduled staffing assignments of the crew
- Assignment of special details or events
- Department scheduled training occurring during the shift

Volunteer Duty Crews will communicate the following information to the appropriate Battalion Chief at a minimum:

- The certified and non-certified staffing and estimated time the personnel will be on-duty
- The apparatus that will be staffed (engine, aerial, tanker, etc.)
- Assignment of special details or events
- Department scheduled training occurring during the shift

It will be the responsibility of the station Lieutenant or volunteer officer 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:

- **Daily Roll Call:** 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:
 1. **Communication:** All relevant department communications will be reviewed during the daily roll call. (e.g.: email, Escambia County memos, ECFR memos, directives, SOG's) The station Lieutenant or volunteer officer shall be responsible for reviewing and explaining all official communications received since the last on duty meeting for their assigned members.



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2. **Apparatus Checks:** Verify that all apparatus and equipment has been inspected and is in good working condition. The station Lieutenant or volunteer officer shall be responsible for guaranteeing that deficiencies are reported through the appropriate chain of command and documented in Firehouse, as well as that the apparatus is capable of responding to emergency incidents, and has been properly cleaned.
3. **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.
4. **Special Assignments:** Review any special events scheduled in Firehouse, on the station calendar or events assigned by the Battalion Chief/District Chief. The station Lieutenant or volunteer officer shall be responsible for establishing expectations for uniforms in accordance with SOG 1205.015, roles, and tasks associated with special events.
5. **Fire Prevention:** Establish a plan for fire prevention activities. The station Lieutenant or volunteer officer shall be responsible for coordinating all in service inspections, hydrant maintenance/checks, and pre-fire plans for the shift or duty crew.
6. **Training:** Establish a plan for company or station training. The station Lieutenant or volunteer officer shall be responsible for coordinating all scheduled and required fire and EMS training for the shift as assigned/documented in Target Solutions, training developed by the company officer, the training division or as assigned by the Battalion Chief/District Chief.
7. **Physical Fitness:** Establish expectations for crew or station physical fitness routines. The volunteer officer will coordinate the crew's physical fitness training. The station Lieutenant shall be responsible for scheduling a minimum of one hour for the crew's physical fitness training.
8. **Reports:** The Station Lieutenant or volunteer officer shall confirm the completion and/or review of all NFIRS, PCR's, training records, fire prevention entries, and any other required reports/logs for quality assurance and/or completion prior to the end of the shift.

The District Chiefs may utilize their web cameras at their discretion to meet with the Battalion Chief or participate in County meetings/business.

The use of webcams and online platforms is an acceptable method of holding shift meetings with multiple crews simultaneously. This allows for more effective and efficient coordination between various crews when discussing operational assignments and issues.

The use of web cameras shall follow the Escambia County Social Media Policy.

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Page 3 of 4

Paul Williams, Fire Chief**Escambia County Fire Rescue****6575 North W Street****Pensacola, Florida 32505****Telephone (850) 475-5530****Fax (850) 475-5535****OPERATIONAL DIRECTIVE 16-07****To: All Company Officers and Acting Officers****From: Patrick T. Grace, Chief****Date: September 12, 2016****Ref: Daily Roll Call**

A key component of the success of a fire company is the performance of the daily roll call. The roll call should take place as close to the beginning of the tour, as possible. The roll call shall include the officer's inspection of the members to ensure their presence, appearance in the proper uniform and their fitness for duty. It shall include the reading and posting of all recently received Department Orders, details, e-mails, pass down from the off-going tour and the Daily Riding List, at least of all of the neighboring companies.

Thank you to Lieutenant Greg Campanella for his development of the attached Daily Roll Call Checklist. Use of this checklist will aid the company officer to make sure he touches on all of the important elements of the roll call.

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Page 4 of 4



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Escambia County Fire Rescue Roll Call
12 September 2016

Team 1	Officer					Nozzle		
Team 2	Driver					Irons		
Weather	<i>High</i>		<i>Low</i>		<i>Wind</i>		<i>Precipitation</i>	
Emails								
Training								
Daily Cleaning Detail								
Administrative Duties								
Errands								
Special Events								
Notes								
Apparatus Defects								
Equipment Defect	1	2	3	4				
Battalion Chief	Request				Question			

- | | |
|--|---|
| <input type="checkbox"/> Roster printed and reviewed | <input type="checkbox"/> Duty Board filled in |
| <input type="checkbox"/> American Flag raised | <input type="checkbox"/> Daily checks completed |
| <input type="checkbox"/> American Flag lowered (night or inclement weather) | <input type="checkbox"/> RFMs entered (if any) |
| <input type="checkbox"/> Surf flag raised and correct | <input type="checkbox"/> Clean uniform and appearance |
| <input type="checkbox"/> Correct front piece in place | <input type="checkbox"/> Gear staged or on apparatus |
| <input type="checkbox"/> Review seating assignments and expectations with personnel that are not normally assigned to the company. | |
| <input type="checkbox"/> Discuss significant calls from the previous 2 shifts. | |