

Fire Captain (2142)
Task List

OVERALL FUNCTION STATEMENT: Commands a Fire Department company, or unit involved in fire suppression, fire prevention, arson investigation, communications, training, the maintenance of rescue equipment, or occupational safety and health; or performs specialized staff work such as planning and community relations.

EMERGENCY OPERATIONS

1. Conducts size-up of fire scene by observing factors such as location, type, size, and construction of building, involvement of fire, exposure of surrounding buildings, and life hazards, and describes this information over the radio in order to plan firefighting and rescue strategy and tactics, determine if additional companies are needed (or dispatched companies aren't needed), and provide fire scene information to incoming companies.
2. Oversees emergency response activities and remains alert to situations which may threaten safety of firefighting and rescue personnel, such as changing fire conditions or hazardous surroundings, and takes any appropriate action including evacuating the surrounding area or changing firefighting strategies and tactics in order to ensure the safety of company members.
3. Reads and reviews pertinent alarm dispatch information (e.g., mobile data computer (MDC), maps, teletype messages, and building inventories) while traveling to the scene of emergencies and considers factors such as traffic, street closures, water supply, water main sizes, water system limitations (e.g., broken hydrants or shut off mains), exposure of incident, routes of incoming companies, and any other physical factors which could change response patterns in order to determine exact location of emergencies and where apparatus should be positioned.
4. Studies LAFD maps in detail in order to develop complete familiarity with first-in, first-alarm, and greater-alarm districts and to learn the major routes traveled by task forces and engine companies.
5. Directs and/or assists in conducting rescue operations, such as extracting people from vehicles and evacuating people from burning buildings in order to ensure that the emergency incident is brought under control as quickly, efficiently, and safely as possible.
6. Directs and/or assists applying the proper type and amount of extinguishing agents (e.g., water, foam, powder) in order to ensure that the emergency incident is brought under control as quickly, efficiently, and safely as possible.

7. Directs and/or assists ventilating buildings, including opening roof and positive ventilation (horizontal and vertical), in order to ensure that the emergency incident is brought under control as quickly, efficiently, and safely as possible.
8. Directs and/or assists placing ground and aerial ladders in order to ensure that the emergency incident is brought under control as quickly, efficiently, and safely as possible.
9. Directs and/or assists positioning of apparatus in order to ensure that the emergency incident is brought under control as quickly, efficiently, and safely as possible.
10. Directs and/or assists laying hose lines (supply lines and hand lines) in order to ensure that the emergency incident is brought under control as quickly, efficiently, and safely as possible.
11. Visually inspects fire area both during and after the fire by observing and/or noting things such as suspicious individuals, signs of forcible entry, color of flames and smoke, presence of incendiary devices, and odors present; and, if fire is of suspicious origin, either collects evidence present (e.g., empty containers or pieces of incendiary devices) or notifies arson investigators and secures the fire scene until they arrive in order to determine the cause of the fire and to ensure that all arson evidence is properly collected and preserved as incident commander determines origin and cause.
12. Directs and/or assists in overhauling the structure or area after the fire has been knocked down by separating burned and unburned material or instructing other firefighting personnel to do so in order to determine that the fire is fully extinguished, to salvage valuables, to ensure that the fire scene is as safe as possible when the fire company leaves, and, if needed, to post notice that structure or area is unsafe.
13. Directs and/or assists performing salvage operations (e.g., covering or removing furniture in a burning building) in order to ensure that the emergency incident is brought under control as quickly, efficiently, and safely as possible.
14. Directs and/or assists administering emergency medical treatment, such as giving cardiopulmonary resuscitation (CPR) to cardiac arrest victims and first aid to burn victims, in order to ensure that the emergency incident is brought under control as quickly, efficiently, and safely as possible.
15. Conducts pre-incident planning inspections (i.e., pre-fire planning) with station members and personnel from near-by fire stations by walking through buildings and other areas (e.g., Metrorail tunnels, freeway interchanges, brush covered areas, and ships) in first-in and first-alarm districts; observing and discussing sources and locations of water, important structural characteristics (e.g., type of

roof and locations of gas and electric shutoffs and how to use them) and specific hazards (e.g., presence of hazardous materials) related to emergency incidents; and formulating plans for dealing with emergencies in these places (either on-site or at a later meeting) in order to discover and report fire hazards and to be prepared with a plan for dealing with emergencies at major target hazards such as oil refineries, office high-rises, and crowded apartment buildings.

LEADERSHIP AND SUPERVISION

16. Behaves in a firm, just, and dignified manner at all times while on duty in order to set an example of proper behavior for other station personnel and maintain a professional work environment.
17. Monitors the work environment by maintaining an awareness of surrounding activities, observing workplace relationships, taking immediate action to correct improper behavior with a focus on risk management in accordance with department policies, and being receptive in order to ensure that all work locations are free from discrimination, harassment, hazing, and horseplay.
18. Conducts line up by holding meetings with on-duty station personnel to pass on important information from various sources (e.g., previous shift or headquarters), to schedule activities for the day (e.g., training or maintenance), and to discuss and critique previous emergency incidents.
19. Relieves previous shift at the fire station by reviewing company journals, discussing relevant issues or problems with personnel from previous shift (usually another Fire Captain), and conducting inspections of apparatus and equipment in order to ensure that all apparatus and equipment are accounted for, in proper working condition, and in readiness for any emergency.
20. Evaluates the performance of subordinate and probationary personnel by filling out the appropriate reports (e.g., Daily Observation Report [DOR], Member Performance Evaluation [F-1122]) in a timely fashion, provides any other necessary documentation, and discusses evaluation with employee in order to provide constructive feedback concerning job performance.
21. Reviews daily staffing report (F-11) to ensure appropriate personnel levels are maintained and takes action (e.g., call the member, talk to other company members) if necessary.
22. Conducts walk-through inspections of the fire station to determine condition of the facilities and assigned equipment and apparatus and to find and correct any potential safety issues such as spilled oil or tripping hazards.
23. Facilitates debriefing after traumatic event (e.g., loss of life) by discussing the incident with company members involved; observes members for signs of

abnormal behavior such as altered performance levels, attitude changes, and mood swings; and takes any necessary follow-up steps such as conducting further debriefing or arranging for Critical Incident Stress Debriefing (CISD) in order to minimize members' job-related stress.

24. Performs duties and responsibilities of immediate supervisor (i.e., Fire Captain II) in this member's absence.
25. Directs the recruitment and retention of qualified entry-level candidates and probationary members by providing mentoring and training.

ADMINISTRATIVE

26. Ensures appropriate staffing levels by using the proper Department hiring procedures, including Network Staffing System (NSS), F-590 instructions, and notifications to affected members.
27. Writes employee sick or injured reports (F-5020) and forwards it to Battalion Headquarters; coordinates medical treatment of injured or ill employee with Medical Liaison Unit (MLU) and appropriate supervisors; and provides any necessary explanations or instructions in order to document and provide assistance to station personnel going off or returning to duty for medical reasons.
28. Administers LAFD policies regarding Injured or Illness On Duty (IOD) and Not Injured or Ill On Duty (NIOD) medical leaves by ensuring that proper procedures are followed, assisting and representing LAFD members in matters concerning injury or illness, and investigating cases of suspected abuse of medical leave policies.
29. Provides information to department investigators regarding complaints against subordinate employees by holding discussions or writing reports.
30. Completes routine administrative duties, including listing personnel on duty in the company journal (F-2), filling out timekeeping forms (e.g., F-351), and writing various reports, (e.g., accident reports, fire reports, and requisitions for supplies) in order to document station activity.
31. Enters and retrieves data using computer programs such as Fire Prevention Occupancy System (FPOS) and Network Staffing System (NSS) in order to perform daily administrative duties, including the administration of a fire station, personnel and fire prevention responsibilities.

TRAINING

32. Schedules and conducts or directs training sessions, either at the station or in the field, concerning subjects such as placing ladders, advancing hose lines, and

building construction, in order to ensure that station personnel are trained in all aspects of firefighting and rescue operations.

33. Discusses emergency incidents, either immediately afterwards or at the earliest opportunity, including any lessons learned or dangers encountered, in order to reinforce Standard Operating Guidelines (SOGs) and to constantly improve tactics for handling fire, medical emergencies, and other types of emergencies.
34. Conducts human relations training in areas such as equal employment opportunity, sexual harassment, upward mobility, career guidance and community relations by providing information and updates regarding current policies and procedures in order to ensure a work environment that promotes fairness and equality, and that practices and procedures are in accordance with Department policies, City ordinances, and Federal requirements.
35. Conducts training in fire prevention inspection techniques such as checking for locked exits, overcrowding, storage of hazardous or flammable materials, and improper wiring, and overseeing the testing and service of fire protection equipment (e.g., sprinkler systems and standpipes) by outside agencies; and assists in or directs these inspections in order to ensure that all fire prevention inspections are properly completed.
36. Schedules fire prevention inspections in order to ensure that all buildings and areas that require fire prevention inspections receive them at appropriate intervals.
37. Schedules and assists in fire hydrant tests which include visually inspecting hydrant for damage or leaks, opening hydrant all the way to see that all parts are working properly, closing hydrant tightly, filling out hydrant test records, requesting any required maintenance, and assuring proper placement of any required markers (e.g., Botz Dots) in order to monitor the condition of each hydrant in the station's hydrant district.
38. Directs presentations on fire safety given to various civic groups (e.g., schools, churches, and businesses) by determining needed literature and ensuring its availability and overseeing scheduling and presentations in order to disseminate information, promote good community relations, and stimulate interest in careers with the Fire Department.