

	BEDFORD COUNTY DEPARTMENT OF FIRE & RESCUE Standard Operating Guideline	
	Discipline: Operations	Date: August 27, 2024 Revised:
	Reference Number: FR 14-4	
	Approved By: Janet Blankenship, Chief Author: Abbey Johnston, Deputy Chief-Operations	
	Subject: Field Lieutenant Backup & Shift Contact	

Purpose:

Field Officer positions are vital to daily operations. Due to vacation, illness, etc. there are times when the assigned Field Lieutenant is not on duty, leaving the position vacant. The purpose of this guideline is to establish the process by which personnel may be considered for designation as a Field Lieutenant Backup. Backups use Advanced Life Support training, fire suppression skills, and leadership skills to oversee field staff while promoting a safe working environment. This role requires extensive medical knowledge and sound fire suppression abilities.

Scope:

As a Field Lieutenant Backup, employees are responsible for staffing County 10 when the assigned Lieutenants are unavailable. It is ideal to maintain two Field Lieutenant Backups per shift, however, this may be impacted by staffing and personnel eligibility. Individuals granted this designation may sign up for open shifts on County-10 on other shifts or be appointed to fill in on County 10 in the Lieutenant’s absence on their own shift. This position requires exceptional leadership and management skills to motivate and guide staff as well as critical-thinking, problem-solving, and analytical abilities.

Definitions:

Field Lieutenant-The Field Lieutenant position is held by an assigned Lieutenant and carries the radio designation “County 10.”

Field Lieutenant Backup- Provider who has been designated using the process described in this SOG and who works in the absence of the assigned shift Lieutenant, performing associated duties while assigned to the County-10 response vehicle. A Field Lieutenant Backup may serve in this role on their assigned shift or may sign up on other shifts when Lieutenant vacancies exist and a Lieutenant Backup is not available on that shift.

Shift Contact: Provider who is designated to serve as a point of contact for the shift when a Field Lieutenant or Field Lieutenant backup is unavailable, performing associated duties while assigned to an ambulance. Ideally, shift contacts will be utilized when the Lieutenant is out of service for less than 8 hours. It is preferable to utilize a Field Lieutenant Backup for Lieutenant vacancies exceeding 8 hours. Shift contacts may serve in this role on their assigned shifts only.

Eligibility/Selection Process:

The following guidelines will be utilized in determining the eligibility of a candidate for Field

Lieutenant Backup designation as well as appointment as shift contact. Ideally, shift contacts will be utilized when a field Lieutenant backup is unavailable or when the Field Lieutenant position is only going to be vacant for a short time.

Field Lieutenant Backup	Shift Contact
Full-time Employee	Full-time Employee
VA Paramedic or Intermediate Certification	VA Emergency Medical Technician Certification or Higher
CPR Certification	CPR Certification
ACLS and PALS/PEEP	NIMS ICS 100, 200, 700 & 800
NIMS ICS 100, 200, 700 & 800	VDFP Firefighter-II
VDFP Firefighter-II	VDFP Hazardous Materials Operations
VDFP Hazardous Materials Operations	Department seniority and performance will be considered
Department seniority and performance will be considered	

Knowledge, Skills, & Abilities- Requisite knowledge of the Fire/Rescue system, agency/station locations, and dispatch procedures. Knowledge of the Department's rules, regulations, EMS protocols & methods of fire suppression. Ability to organize, coordinate, supervise the work of others, plan work for subordinates while maintaining discipline, and to direct the activities of others under stressful conditions. Able to communicate effectively; verbally and in writing. Be able to establish and maintain an effective working relationship with career staff, volunteers, and the public. Will maintain required levels of certifications for this position and adhere to all County policies & procedures.

Duties-

- Complete Daily Staffing Report (As Needed)
 - On Fire manager- Forms- Daily staffing report (check events for extra personnel/ students)
- Check the schedule for events.
 - Truck maintenance, ride-a-longs, etc.
- Give Shift Report to the on-coming County 10 (if applicable)
- Monitor radio traffic throughout the shift. Coordinate response/redirect units (as needed)
 - For distance, unit certification level, call priority/severity
- Respond to calls for service and perform fire suppression duties and render emergency medical care as needed.
- Foster relationships/reach out to volunteer rescue leadership to check for staffing.
- Work with county Fire and EMS departments to mitigate incidents.
- Ensure all injuries/exposures are documented correctly and Nurse Line is notified.

- Documented in Fire Manager.
- Ensure all incidents are documented and proper forms are filled out.
 - Incident report and insurance form for damage to County Insured Vehicles.
- Act as the liaison with the Communications Center during the assigned shift.
- Act as the liaison with the Law Enforcement during the assigned shift.
- Answer phone calls/text messages in a timely manner.
- Ensure all supply/equipment needs are addressed.
 - If supplies that need to be purchased with a P card are requested, relay the request to the next day C10 for purchasing and delivery.
- Handle employee call outs by notifying on-coming County 10.
 - If an employee calls out and their partner is an hourly employee, the hourly employee should be sent home, unless their certification level is needed on another unit. (Example, paramedic riding third on an Advanced level truck)
 - If an FTO calls out and has someone scheduled with them, see if another FTO is scheduled that can precept the certification level of the new employee. If not, call next shift County 10 or Operations Captain.
- Requesting mutual aid is based off call priority/units available at the time of call. Always do what is best for the patient.
- Giving mutual aid to other jurisdictions is acceptable- consider call priority and units available in County.
 - Use judgement based on call information provided by dispatch.
- If a Rescue Squad member volunteers to help with staffing for a few hours, this is acceptable as long as they are EMS certified.
- Point of contact for the Field Lieutenant Backup is the oncoming County 10 or the Operations Captain.