



POLICY MANUAL

Goals & Objectives Emergency Services Bureau

Revised: 05-13-03

Code: 1 – 1 – 3

Book Chapter Subject

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3.0 Purpose: Define the role of the divisions of the Bureau of Emergency Services (Shifts) in fulfilling the Mission Statement.

3.01 Scope: All Fire Department Personnel.

3.02 EMERGENCY SERVICES BUREAU

Divisions of the Emergency Services Bureau provide all the emergency services and a number of the non-emergency services as part of the overall Fire Department's commitment to fulfill the Mission Statement.

3.03 EMERGENCY SERVICES

Each Emergency Services division provides the following emergency services:

- Fire suppression
- First responder emergency medical care (basic life-support/defibrillation)
- Rescue services (auto extrication, trench rescue, building collapse, etc.)
- Hazardous materials response and scene management
- Disaster services and scene management

3.04 NON-EMERGENCY FUNCTIONS

Each division is responsible for certain non-emergency functions that relate to preparing the Department and the citizens of Clovis to effectively deal with an emergency situation. They include the following:

- Training on firefighting skills
- Keeping physically fit
- Pre-fire planning of major fire risks
- Keeping fire apparatus and equipment in a ready state
- Fire safety education for the public
- Conducting fire drills
- Preventive maintenance on all fire hydrants
- CPR training for citizens and City Employees
- Buildings/grounds maintenance

The most important non-emergency functions these divisions perform is basic fire safety and fire prevention services. These include the following:

- Inspection of commercial occupancies as directed
- Fire hazard complaint inspections
- Inspection of fireworks stands, assure only legal fireworks are being discharged or sold
- Fire safety education at block parties, station tours upon request, school presentations



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3.05 PERSONNEL INVOLVEMENT

Each Fire Department member plays an integral part in providing these services and is expected to put forth their full energies in continually improving them. The Fire Department management believes that each member has a unique set of talents and abilities that if fully utilized can enhance the quality and quantity of the services that are provided.

3.06 GOALS

Each year goals are developed or continued from the previous year to meet the Mission Statement. The emphasis in developing these will be on maintaining service levels with continued improvements each year.

Each goal will have a number of objectives that must be accomplished. Objectives are broken into projects and programs, with most of these being carryovers from the previous year and listed in the program work plan.

3.10 PROJECTS AND PROGRAMS

Projects are any short term activity that will not be repeated and typically results in a tangible end product, such as a new community event or a study group report. Typically, projects result in expansions or modifications to Department programs or changes in Department policy and procedures. Projects are assigned on a need basis.

Programs are the ongoing activities that directly accomplish the goals and objectives that are necessary to meet the Fire Department Mission Statement. Examples would include maps, protective clothing, pre-fire planning and equipment.