


TITLE: Operations Line Staff Daily Duties	NUMBER: OPERATIONS 2.1
	CENTRAL LYON COUNTY FIRE PROTECTION DISTRICT <i>Standard Operating Procedure</i>
ISSUE DATE: September 1, 2000	REVISION DATE: May 28, 2026
REVIEWED DATE:	EXPIRATION DATE:

2.1.1 SCOPE

The scope of this Procedure applies to all Central Lyon County Fire Protection District (Central Lyon Fire) fire and EMS operations personnel.

2.1.2 PURPOSE

The purpose of this SOP is to establish a shared commitment to excellence in daily operations for Operations personnel at career-staffed stations. It serves to convey a clear, actionable guide to responsibilities carried out day-to-day, weekly, quarterly, seasonally, and annually. The goal is to work together to ensure District property, stations, equipment, and team members are consistently maintained and presented with pride and ownership. By collectively following these procedures, collaboratively preventing complacency, upholding professionalism, and reinforcing the trust our communities place in us, enhancing our pride and ownership.

2.1.3 Guideline

2.1.3.1 Shift Guideline

- A. Priorities
 1. Emergency Incident Responses
 2. Confirm Stations' display of Flags are properly positioned and compliant with policy
 3. Apparatus Maintenance and Preparedness Checks
 4. Battalion Daily Briefing
 5. Captains' Crew Briefings
 6. Weekly Maintenance and Preparedness Checks
 7. Fire, EMS, and Specialty Training
 8. Personal and Crew Physical Fitness
 9. Fire Station maintenance
 10. Completing all required and necessary documentation
 11. Completing Direct Orders/other duties assigned
 12. Areas Of Responsibility (AORs)
 13. Assigned Public Events
 14. Engine Company Inspections
 15. District Familiarization
 16. Perform other job description-related duties

2.1.3.2 During the Shift

- A. Shift change-pass off information exchange
- B. Apparatus Checks – Daily Checks will happen once during the 48-hour shift, promptly after shift change. Safety equipment / PPE should be used every 24 hours.
- C. Weekly checks- will be done on the assigned day, or within the 48-hour battalion shift.

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- D. Narcotic Logs- documented and signed on the first day of the set with a change of paramedic possession and witnessed with a signature; and any time possession of a paramedic is changed within the 48-hour battalion shift.
- E. Maintain general station neatness (maintain kitchen cleanliness, clean other common areas as needed, and bathrooms always to remain ready for communal use).
- F. Maintain battalion daily activity journal (Station 32 Captain will initiate the journal promptly at the start of the battalion shift; all Captains will keep the journal updated with incident number, location, outcome, and responsibility of their respective supervised Stations/Districts. All Officers will log detailed daily activities for each station, pass off important information to the oncoming shift, and check off completed charting. The BC will confirm the accuracy of the journal and pass it off).
- G. On Shift training – complete the required or desired training and training documentation.
- H. Physical Fitness – May perform up to 1 hour per workday dedicated to physical fitness activities (additional elective fitness time may be supervisor-approved based on operational workload and needs, including during personal time after 1700).
- I. Complete documentation and review charts for accuracy.
- J. Stay apprised of memos, emails, and any District-distributed information.
- K. Participate in Public Events, Inspections, Familiarization/pre-incident planning, and perform AOR and direct orders given.
- L. Prep the coffee, tidy up the station as needed, and run the dishwasher each night.
- M. First Morning wake up (day 2) 0700, breakfast completed by 0830.

2.1.3.3 Second Night Cleaning Duties

- A. Empty all trash in the living quarters and bathrooms, and bay, and place it in the dumpster.
- B. Sweep/vacuum all quarters, spot mop/dry mop high traffic areas.
- C. Clean kitchen - counter tops, appliances, sink area, and run dishwasher.
- D. Walk around to include: man doors are secured, bay doors closed, lights turned off, outside cooking equipment covered and gas valves turned off.

2.1.3.4 Shift Change Morning Duties

- A. Wake up and be ready by 0630.
- B. Wash dirty apparatus, clean cabs and windows and windshield, and the patient care area of the ambulance.
- C. Empty clean dishes from dishwasher.
- D. Clean bathrooms (including sink and toilet).

2.1.3.5 Weekly Checks and Maintenance (Assigned By Day of the Week)

- A. Monday – Utility/Patrol (see First Due Weekly check).
 - 1. Deep clean of all cab interior surfaces, all windows, equipment/cabinets, and engine bay and undercarriage.
 - 2. Station inventory/resupply, including cleaning supplies, paper goods, stationery supplies, water softener salt, ice melt, absorbent, Class A foam, DEF, bottled water, and coffee fund-related items.
 - 3. EMS inventory/resupply. To include station med room restocked according to par levels. Update the EMS BC on the status of the bio bins' capacity and O2 bottles.
 - 4. Charge BC Drone.
- B. Tuesday – Type 1 Engine (see First Due Weekly Check).
 - 1. Deep clean of all of the cab interior surfaces, all windows, equipment, and cabinets. Exercise extrication tools. Tilt the cab and check all fluids. Charge Drone(s).
- C. Wednesday – Rescue (see First Due Weekly Check).

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1. Deep clean and disinfect all cab interior surfaces, all windows, disinfect the patient care area of the ambulance and gurney, equipment, and cabinets.
- D. Thursday – Specialty Apparatus (Haz Mat Trailer, Squads, REMS, Water Rescue, and Tenders - see First Due Weekly Check).
 1. Deep clean of cab, interior windows, equipment, and cabinets.
- E. Friday – Brush Truck (see First Due Weekly Check)
 1. Wash out and squeegee bay floor, clean and organize bay, clean and organize PPE/Tool/Ice Machine room or area, and station 35/37 public entrance area.
 2. Drain the air compressor, check for any condensation in filters, and check the water softener system in the bay and quarters.
 3. Check the Riser room for any leaks or issues.
 4. Send all OOS SCBA packs/bottles to station 35 for repair and send an email to the respiratory protection committee.
- F. Saturday – Deep Clean Quarters – Dust and disinfect surfaces, full station mopping or applicable floor cleaning method, clean refrigerator and freezer, clean in, behind, and under appliances, organize and clean cabinets and drawers, wash bed covers, shower mats/curtains, deep clean bathrooms/showers, clean interior windows/seals.
- G. Sunday – Outside/Yard Maintenance (general weeding, tree/bush trimming, irrigation check/repairs, clean up leaves, tumble weeds, and remove all debris from the grounds. Check for trees or bushes that need to be removed/replaced. Clean BBQ and Smoker, and patio area).

2.1.3.5 Monthly Checks and Maintenance

- A. Check Drug/medical supply expiration dates and replace as needed, discard and replace damaged/discolored disposable medical equipment (1st of the month).
- B. Apparatus Inventory- Confirm all equipment is accounted for (1st of the month).
- C. Warehouse, outside storage or training building/equipment - ensure clean and tidy (1st of the month).
- D. Check and/or start generator (1st Sunday of the month).
- E. Bleed all air system tanks and then refill them (1st of the month).
- F. SCBA air compressor air samples gathered for sendoff (Respiratory Protection personnel 1st week of the month).

2.1.3.6 Quarterly Checks and Maintenance (March, June, September, December)

- A. Replace HVAC Filters.
 1. 1st Saturday of the quarter.
- B. Clean baseboards, doors, and door frames
 1. 1st Saturday of the quarter.
- C. Lubricate garage doors
 1. 1st Friday of the quarter.
- D. Thorough exterior checks on station roofs, windows, and exterior walls.
 1. 1st Sunday of the quarter.
- E. Exterior windows cleaned
 1. 1st Sunday of the quarter.
- F. Fuel station checked for leaks and clean the area
 1. 1st Sunday of the quarter.
- G. Rope equipment check
 1. 1st Thursday of the quarter.
- H. Fire Extinguishers in designated locations and properly serviced
 1. 1st Monday of the quarter.

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2.1.3.7 Seasonal Maintenance and Duties

- A. Winter
 - 1. Terminate and drain all water sources into evaporative coolers or irrigation systems before freezing temperatures at stations 32, 37, 35, 39, and 38.
- B. Spring
 - 1. Check irrigation and make necessary repairs; irrigation turned on at 32, 37, 35, 39, and 38(applicable stations). Confirm the AC and swamp cooler are in good working condition and ready for summer. In early spring, apply pre-emergent around stations.
- C. Fall
 - 1. Confirm heaters, boilers, and in-ground heating to be in good working condition and ready for winter. Confirm the heater is working in the exterior Riser rooms.

2.1.3.8 Annual Maintenance and Duties

- A. Wax apparatus
 - 1. 1st Week in February, in accordance with the weeklies on specific Apparatus.
- B. Hose testing
 - 1. (May-June)
- C. Ladder testing
 - 1. (Biannual in November)
- D. RO water filters replaced
- E. Replace refrigerator and ice machine filters

1.1.4 OTHER RELATED REFERENCES

1.1.5 APPROVALS

District Chief	Date
Fire Board	Date