

## 216 Fire Duty Crew

### **Purpose:**

To establish guidelines and procedures for the fire duty crew. The fire duty crew exists to provide staffing of apparatus during pre determined time frames for timely response to alarms, to promote the training function, general building and equipment maintenance, fire prevention and to support the EMS duty Crew when necessary.

### **Scope:**

This policy will apply to all active members who meet the qualifications to participate in the Fire Duty Crew.

### **Definitions:**

1. Duty Officer – The highest ranking line officer or his designee shall assume the Duty Officer position. In the event there are no line officers on the shift, the senior member or his designee shall assume the Duty Officer position.
2. EMS Duty Crew – EMT's that meet the requirements and are pre-assigned to staff an ambulance during times established under the EMS Division.
3. Fire Duty Crew – Firefighters that meet the requirements of section 200-215-01 pre-assigned to staff an apparatus. Duty Crew participants may elect to sleep at the fire station.
4. Full Staff – 3-5 firefighters of the fire duty crew or on call crew. One shall be a qualified driver and the balance shall be SCBA qualified. One trainee may participate as long as there are a minimum of three SCBA Qualified members.
5. On Call Crew – Firefighters that meet the requirements of section 200-215-01 pre-assigned to staff an apparatus. On Call Crew participants elect to sleep at their residence. They are however required to attend the training/maintenance portion of the shift and are **required** to respond to any alarms on the balance of the shift.

### **Duty Crew/On Call Crew Shift:**

The Duty Crew/On Call Crew shift shall run during the dates and times as prescribed by the attached directive from the Chief of the Department. Permanent shift changes/additions must be approved by the **Department Chief**. Temporary shifts may be scheduled due to natural or man made disasters, terrorist events, weather emergencies or any other time that the Chief of Department designates. The scheduling of additional shifts must be approved by the Chief of the Department or his designee.

Duty Crew participants must be up by 0700hrs.

Duty Crew participants shall wear Class "**B**" uniforms as described in section 200-255-01.

Members will be **required** to respond from their residence and fill the position as assigned to them. A reasonable amount of time shall be afforded to the “on call” member to arrive at the station and a position on the apparatus shall remain open for them. In the event there is a life threatening emergency such as a dwelling or motor vehicle collision with victims trapped, the next arriving qualified firefighter shall make up the balance of the crew.

Personnel must submit dates of availability on the Duty/On Call Program calendar by the 20<sup>th</sup> of the preceding month.

**Procedure:**

At the beginning of each Duty Crew shift, the on Duty Officer shall conduct a roll call and ensure that a full staff is present. During this time, riding assignments will be given, meal arrangements will be made (if necessary) and training and/or maintenance will be discussed. If there are any absences that allow the staffing to fall below the minimum, a suitable replacement shall be sought.

Firefighters on the weekday Duty or On Call crew will perform a minimum of 2 hours of training. All training shall be documented and forwarded to the Training Officer.

Firefighters on the weekend Duty or On Call crew will perform two truck checks according to the truck check log, and perform minor equipment maintenance and/or housekeeping duties at the direction of the On Duty Officer.

**Duty Crew Officer Responsibilities:**

The Duty Crew Officer shall be responsible for:

1. Roll Call – Ensure of at least 3 participants.
2. Log duty crew into Firehouse Software.
3. Meal – if needed
4. Training
5. Station/Equipment duties
6. Free time.
7. Restoration of the station for the oncoming shift.

**EMS:**

If the Fire Duty Crew has at least 2 EMT’s, they may choose to respond to Advanced Life Support (ALS) incidents to assist the EMS duty crew. The EMT’s on the Fire Duty Crew will also staff any “Second Rig” assignments provided that they meet the requirements of the EMS Division.

The requirements are as follows:

1. Certified EMT.
2. Certifications on file with the EMS Division (EMT, CPR, Valid Drivers License)
3. Name must be on to the NJ State Staff roster maintained by the EMS Division.

**Compensation:**

Members who participate and complete the in house duty crew shift shall receive three incentive points (credits) for in house duty crew, in addition to any alarms that they respond to. Members who participate and complete an on call duty shift shall receive 1.5 incentive points (credits) for duty crew in addition to any alarms that they respond to.

For example: FF Jones is part of the duty crew and during the shift they responded to 3 calls. FF Jones would then be given 6 credits for attendance.

These credits will be factored into the yearly incentive program. EMS/ALS calls will be considered an alarm for the purpose of this policy. If EMT's on the fire duty crew staff a second rig, they will receive compensation as dictated by the EMS policy.

**Enforcement:**

Excessive lateness (over 30 Minutes), absences and no shows during the on call duty crew without any notification will result in the following:

- First offense: Verbal warning
- Second offense (if within six months): written warning
- Third offense (if with in six months of the second): suspension from the program for one month.

This procedure will follow the Florence Twp. Fire Department Policy Manual Section 700-710-01, Fire Department Discipline Code.

**Non Resident members:**

Non resident members **must** do at least 28 hours of duty crew/on call duty crew a **month** in order to remain "Active" as described in section 200-215-01.

**Resident Members:**

Resident members **may use the duty crew/ on call duty crew during the month** to supplement their attendance and to meet the incentive program requirements as established in section **200-225-01**.

**This policy is not meant to discourage participation by non participating members, but rather to ensure responses to nuisance type calls on a number of nights per week as directed by the Department Chief per his DIRECTIVE.**

**All members are encouraged to respond to all alarms.**