



# Depoe Bay Fire District

## Shift Volunteer Firefighter

(Procedures and processes)

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## **Program Intent and Overview**

Program goals and intent:

The Shift Volunteer Firefighter Program is designed to offer the citizens of our response area an initial four (4) person engine crew to mitigate emergencies that can be handled by a single unit response, and to provide a rapidly deployed ground work for larger emergencies requiring extra assistance. To achieve those goals with this program, the fire district is committed to maintaining minimum standards for firefighters, training requirements, modern and safe equipment, current safety standards, and consistent crew integrity which includes a career officer and three (3) shift volunteer firefighters (SVF).

This program allows the fire district to provide a quality response and offers its SVFs the opportunity to perform their duties in an environment that limits the variables. The intent is not to replace career firefighters with volunteer, but rather to better utilize willing resources so a safe, responsible, and professional response is achieved.

Shift Detail:

The fire district gives per diem and mileage to SVFs to compensate for the inconvenience experienced by volunteers who dedicate their time for our community's benefit. The fire district establishes the per diem calculation as follows: for a 24 hour shift you receive \$42.00 for each travel day Plus round trip mileage for a 24 hour shift for a 48 hour shift they would receive \$42.00 for each travel day plus \$56.00 for the non travel day plus round trip mileage. This would equate to \$84.00 plus mileage for a 24 hour shift or 140

plus mileage for a 48 hour shift(emergency callback or special event). Note mileage is calculated at the charitable rate which is currently \$0.14 per mile.

### **Application Processes:**

- To optimize the talent and sustainability of the Shift Stipend Program, the application process is designed to ensure each applicant is a good fit for the program and its personnel. This involves Application Review, Background Check, Urinary Analysis, Respiratory Evaluation, Physical Ability Test, and a Interview. After completion of all of the steps, each candidate will be placed in the candidate pool by ranking and may be used to fill spots as they open in the program.

### **Minimum Requirements**

To enter the Shift Stipend Firefighter Program at DBFD the candidate must have:

- 1 Year of Firefighting experience
- NFPA Firefighter Certification (DPSST)
- EMS First Responder Certification (Oregon)
- Valid Oregon Driver's License and insurable by the district's insurance policy
- NIMS 100/200 Certification

To enter the program as an Engineer the candidate must additionally have:

- NFPA Pumper Operator (DPSST)

Desired qualifications include:

- Oregon EMT Basic-Paramedic
- Rope Rescue experience
- Water Rescue experience

### **Initial Shifts and Probation:**

Initial shift schedule

The first four shifts will be scheduled with the SVF's assigned shift officer. This allows the officer and crew to orient the SVF to the district and give time to complete the firefighter check-offs with the assigned company officer.

FF check-off

The firefighter check-off is a set of skills that an SVF must show proficiency in to the company officer to establish a baseline for the basic skills required. Examples include vertical ventilation, search and rescue, and pulling hose.

- For probation review and requirements see the Probationary Firefighter Program

Document, which applies to all Probationary SVFs.

## **On Duty:**

### Officer's Authority

While on duty, each SVF is assigned to the company officer who is running that shift.

The company officer is additionally the duty officer for the fire district. All issues that pertain to that shift and/or its personnel should be directed toward the on-duty officer. All questions regarding non-shift related subjects, such as promotional processes and upcoming training, for example, should be directed toward your assigned officer.

The shift officer has authority and may send SVFs home should it be deemed necessary. Further disciplinary processes are as defined as found in the district policy manual. All SVFs are subject to the district Personnel Policy Manual, including the discipline provisions.

What is expected while on duty:

On duty, SVFs are expected to perform all crew-related functions pertaining to response, preparedness for response and basic cleaning of the living quarters and duties related to the presentation of district property. Examples of these duties include:

- Apparatus inspections check-offs
- Chainsaw sharpening
- Vacuuming and mopping the station
- Setting up for a board meeting and/or
- Washing the vehicles

What is not expected while on duty:

While on duty we do not expect our SVFs to perform regular functions as if they were paid personnel. This is an important part of the separation between paid and volunteer staffing. Duties that are not expected of SVFs include:

- Mowing the grass
- Vehicle maintenance such as changing the oil (beyond light maintenance related to their response vehicle i.e. E-2301)
- Filling paperwork (other than that which is directly related to calls)
- Administering programs

The program is response oriented and we will not take advantage of our SVFs as if they are full-time employees. Mostly, when not on calls, your time should be spent with what you need or want to do, while still keeping the crew intact.

### Training on Shift

With the exception of holidays and special events, the SVFs must complete at least one drill of a minimum 1 hour per 24 hours on shift. This ranges from EMS, rescue, administrative, and fire rescue related topics. SVFs will have the opportunity to learn new skills, improve on what they already know, and bring in new ideas to the collective training culture of the fire district.

### Call back Opportunities

Occasionally during the storm season or during special events a second crew may be required as increased coverage is needed or the regular crew is on special assignment. In these cases, the district will contact its SVFs through our Fire Manager© system. Anyone who is available and is not over on hours is encouraged to come in to meet that need. At no time will a SVF be required to come in for a shift they haven't signed up for.

## **Training Opportunities:**

### Local Opportunities

As mentioned in the "On Duty" section of this program, regular drills are scheduled daily. On top of those drills, the district also offers various classes that help improve us as a district. This has historically included officer development, technical rescue, and pumper operator classes, to name a few. When being taught in district those on-duty are welcome to attend while remaining available for calls and those not on-duty are encouraged to come in and participate as it applies to their and the department's goals.

### Regional Opportunities

The district is a participant in the regional training association for our geographical area. This also provides opportunities to attend classes that are taught within the rest of our county. These classes have included DPSST taught courses, officer development, the Fire Ground Leader series, and fire investigation courses among others. These classes are

provided free of charge and offer a great opportunity to advance in certification and grow within the fire service.

#### State wide Opportunities

Classes and courses are taught nearly everyday within our state. As an SVF of the district, certain classes may arise that are not taught locally or regionally but provide a benefit to both the SVF and the district by the SVF bringing a new set of skills and knowledge back with them. Under these circumstances, and when funding allows, the training division may approve to pay for these course as it sees necessary.

#### Recertification

State DPSST and Health division certifications must be renewed and stay active while operating as an SVF in the district. If inactive in any area, the SVF will not be allowed to act in that capacity. For example, should an Oregon EMT certification lapse, the SVF would not be allowed to utilize any function as an EMT. If an SVF were to lose critical certifications such as Firefighter or EMT and has no course to obtain the certification again, that SVF will be removed from the program.

Each SVF will be provided the opportunity with enough hours and skills test to recertify with DPSST every 2 years. Additionally, each SVF will obtain most of the required hours for EMT recertification. Each SVF who is solely with the district will be recertified with the district and at the district's cost. Those to which the district is a second department to

the SVF should go through the department in which they spend most of their time and energy at to recertify. If this is not possible, the SVF should contact the district's training division for possible assistance.

## **Disciplinary Procedures:**

### Progressive Discipline

SVFs serve as volunteer firefighters and may be removed from the program at any time.

The progressive discipline procedure applies to SVFs and is defined in the district's Policies and Procedures Manual and will be followed.

### Missed shift procedures

Missed shifts by SVFs are a potentially crippling problem for the district. Thus, each SVF should evaluate whether they have the ability to commit to shifts prior to signing up. All missed shifts and tardies will be tracked. Missed shifts may result in removal from the SVF program. Should an SVF need to miss a shift or come late for any reason they must contact the on-duty officer as soon as they find out.

All SVFs missing shifts will follow the following procedure.

- Excused absences
  - Any absence falling into this category will be tracked but completely excused:
    - Sick, or family is sick

- Bereavement
- Road conditions do not allow travel to the district
- If the SVF will not be able to make a shift they have signed up for with 24 hours notice.
  - 2 passes will be given prior to being given warnings seen in the next step.
- The SVF is absent or tardy for a shift with less than 24 hours notice
- Occurrences will be counted per 12 month floating period of time, i.e. if a person is absent with a 24-hour notice in July of 2015, in August of 2016 the occurrence will no longer count against their two passes.

**NOTE:** Even excused absences do not eliminate the 48-hour minimum requirement. If you choose to only commit to 48 hours and miss a shift, you are expected to make up the missed shift somewhere else in the month. The only exception is for those on approved leave of absence.

### **Shift sign-up and scheduling:**

Shift scheduling options:

There are four options for SVFs to choose from when signing up for shifts.

#### Option 1

- The SVF will sign up for a minimum of 48 hours worth of shifts. i.e. two 24-hour shifts.
- The first week of the month, preceding the month being scheduled, is open to anyone in Option 1 to select up to 48 hours worth of shifts

- After the first week of the month the schedule will be open to Option 1 SVFs and Option 2 SVFs to select up to a 10 shift maximum for that calendar month.

#### Option 2

- Option 2 SVFs elect to set themselves on a permanent rotation of 24 hours on and 120 hours off (1 day on and 5 days off). This will take, on average, 5 of the maximum 10 shifts. This option will be permanently installed in the scheduling system.
- The second week of the month preceding the month being scheduled the Option 2 SVF may sign up for any additional shifts they wish to take up to a 10 shift maximum for that calendar month.

#### Option 3

- Option 3 SVFs will sign up permanently to a 48/96 hour rotation tied to one of the shifts (A, B, or C). They will not be able to take any more shifts than those that are granted on a permanent basis but are guaranteed those shifts.
- No additional scheduling is required for this Option.

#### Option 4

- Option 4 is reserved for firefighters who live in-district. These firefighters may choose to be an Option 1-3 SVF if they meet the requirements and positions are available within those options.
  - In-district firefighters have no minimum shift requirement.
    - With this option the proceeding month's schedule will be open on the 20<sup>th</sup> of the preceding month. i.e. July 20<sup>th</sup> will be the start of open bidding for in-district firefighters for August.
    - The maximum shifts allowed per month are 10.

Option 4 firefighters are also able to respond to "all call" pages to their respective stations.

1. The SVF is responsible for finding their own coverage for all shifts they are signed up for in which they cannot cover.
2. If an SVF elects to choose Option 2 or Option 3 and then changes back to Option 1, they are ineligible to return to Option 2 or Option 3 for the following 6 months.
3. The maximum of 10 shifts will not be adjusted under any circumstances.
4. A shift is defined as one 24 hour block i.e. 10 maximum shifts mean 10 -24 hour shifts.

5. Leaving shift early will only be allowed under very specific circumstances:
  - a. The cause must be work related
  - b. The firefighter must be the 4<sup>th</sup> person on the shift so the shift is not left short staffed, unless the shift is within two weeks.
  - c. The situation must be communicated to the program manager as soon as the shift is signed up for.
  - d. The maximum a shift can be shorted is 2 hours. This can only be done at either the beginning or end of a shift, not both. Also, it cannot be taken in the middle of a shift.

#### Shift Schedule limited opening

- The shift scheduling system opens at 12 am, the morning of the 1<sup>st</sup> of the preceding month to which is being scheduled. I.e. February 1<sup>st</sup> at 12 am, the March schedule will be opened for bidding. The first week is set aside to sign-up for SVFs minimum shifts (48 hours).
- The shift becomes fully opened to option 1-3 SVFs at 12 am on the 8<sup>th</sup> of the preceding month.
- The shift becomes fully opened to option 4 (in district firefighters) on the 20<sup>th</sup> of the preceding month

#### Shift Schedule Full opening

The beginning of the second week of the preceding month to which is being scheduled, the schedule will be fully opened for SVFs to bid up to their maximum amount (10, 24 hour shifts).

#### Shift Trading

At any time and up to any amount each SVF may apply for shift trades. This is completed on the schedule website. Shifts are required to be covered by the SVF who signed up for

the shift. If no one accepts the trade request, it is still up to that SVF to find coverage or cover the shift themselves.

#### Shift off Request (Options 2 and 3 only)

For SVFs who elect to sign up for schedules on Option 3, 10 shifts per calendar year are available to take off and for those under Option 2, 5 shifts a year are available. To apply for a Shift Off Request, the SVF must email a request to the shift program manager prior to the month of the shift in question being opened up for bidding, i.e. if an SVF wanted July 2<sup>nd</sup> off they would need to send in the email prior to June 1<sup>st</sup> to be eligible. If an SVF decides they want to take back a shift off request, they must make that request within the same month as the original request and prior to the schedule being opened, i.e. an SVF may ask for July 2<sup>nd</sup> off on May 20<sup>th</sup> and then decide they can work the shift after all, they may then send a second request to be added back to the original schedule by May 31<sup>st</sup>. After May 31<sup>st</sup> the SVF can sign up for the original shift again but it will count against their 5 or 10 shift off requests they are allotted per calendar year.

#### Leave of Absence

When an SVF encounters an issue that restricts them from completing the minimum requirements of the program they should refer to the Leave of Absence Policy.

#### **Separation from the program in good standing:**

To exit the program in good standing, generally four objectives must be met.

1. The SVF must not have been asked or forced to leave by the leadership as a result of disciplinary issues
2. The SVF completes all shifts for which they have signed up. For Option 2 or 3 , SVFs this would mean until the last shift of the month that is currently open for bidding at the time of notice of resignation.
3. A letter of resignation must be drafted and sent to the Operations Chief, and
4. Completion of an exit interview with the Shift Stipend Program Manager or other designee

All or some of these steps may be skipped for extenuating circumstances (sickness, bereavement, emergency, job change restricting the completion shifts that have been established, etc.