

Upper Macungie Township Fire & Rescue

Duty Staffing Incentive Program



Purpose and Scope:

Upper Macungie Township Fire Rescue is providing incentives to volunteer firefighters to provide an on-duty staffing crew. This would be to provide coverage for immediate response to all emergencies within Upper Macungie Township and our primary mutual aid partners. Staffing would cover hours Monday - Friday 1800 to 0600 hours and Friday 1800 till Monday 0600 hours. Staffing requirements for this time is to staff 1 Engine Company with a minimum of 3 and up to 4 personnel. Preferred requirements are as follows; 1-Trained Officer, 1-Operator, 2-Firefighters.

Objective:

The Staffing incentive program is to decrease response times to have a goal of a daytime response of 60 seconds and an evening response time of 120 seconds. This unit will respond to all fire department emergencies within Upper Macungie Township and will be the primary response unit to our mutual aid partners. The objective is to reduce the primary on scene times and allow for an increase in staffing to meet NFPA 1720 compliance. This will greatly increase the safety of our public and emergency responders.

Duty Crew Incentive Program:

The duty crew will consist of a minimum of 3 staffing members, with a goal of maintaining 4 staffing members on all shifts. Those members will receive 1 duty incentive point per 12 hours of staffing and 1 point per response to incidents while staffing. The staffing incentive will be distributed quarterly to the participating members. This will be outside of the call volume incentive program that Upper Macungie Fire Department members are eligible for when not staffing. The program will staff a single Engine Company to be provided by Upper Macungie Township within one of the current Upper Macungie Township Fire Stations. The staffed Engine Company will be the primary & single response unit for multiple incident types. The primary purpose is to decrease the response times while also securing staffing to meet the requirements set forth in the NFPA 1720 compliances. The Engine duty crew will be the immediate response unit for lower priority calls within Upper Macungie Township including alarm notifications. The duty crew will respond and if needed will upgrade the response based on the needs of the incident. Turn out gear may be kept by the Engine or inside but shall not

be hung on the side of the apparatus. While on duty, the crews will perform some assigned tasks within the department. Crews will be responsible for the checking of primary equipment being used for the shift. See attached Staffing Engine Equipment Checklist. Crews will be responsible for the cleaning of areas used and items used but will not be responsible for overall cleaning of any fire station, unless said area is utilized by staffing personnel. See staffing station responsibilities document attached. It is also expected that crews take time to perform in-house training to sharpen skills and increase crew uniformity. The Staffing Crew is permitted to attend Tuesday evening in-house trainings, but the apparatus and personnel must remain in the "ready to respond" status at all times. The Staffing Engine is permitted from time to time to be utilized for travel within Upper Macungie Township and for no reason is it permitted to leave the Township unless prior approval of the Fire Commissioner or Staffing Manager, or for incident responses. Full-Time "Live-In" Members are committed to a certain amount of staffing hours as part of the Live-In program. Should all requirements be fulfilled, said Live-In member will have the opportunity to sign up for (1) 12-hour staffing incentive shift per week. In addition to the Duty Crew, there will be (1) Duty Officer assigned to each shift utilizing the same scheduling as the Crew. 12-hour shifts will be prioritized but may be broken down to 6-hour shifts. The Duty Officer shall be a current Fire Officer in Upper Macungie Township. The Duty Officer shall be designated as Battalion 57 while on shift as the Duty Officer.

Dress Attire:

All staffing members will be issued a shirt or shirts to be utilized while staffing. BDU cargo style pants and black shoes/boots are acceptable, no jeans. BDU cargo style shorts are acceptable during the summer months, no cut off jean shorts or biker style shorts.

Bunk Room & Visitors:

The Bunk Room is available for over-night staffing from 10:00 PM to 6:00 AM and 10:00 AM to 6:00 PM for daylight staffing. No visitors are permitted at any time in the bunk room. Visitors are permitted from 6:00 PM to 8:00 PM during the week and weekends, and from 11:00 AM to 1:00 PM on the weekend, but must remain in the common area of the Staffed Engine Bay. Each staffing member is responsible for supplying their own linens and or sleeping equipment. All linens shall be removed after each shift and sleeping areas cleaned and organized prior to departure from said shift. Lockers will be available for the storage of personal belongings during and after the assigned staffing period provided the member is meeting the requirements of the staffing program.

Scheduling:

Upper Macungie Township has selected "When I Work" scheduling program to be used for the duty program. All eligible members will be given login information to the scheduling program. Crews will schedule their availability and will be assigned primary shifts by the Staffing Manager. The crews will be given scheduled time in order of rotation to allow for maximum eligibility. Preference will be given to 12-hour shifts and then will be broken down to 6-hour blocks if needed. Crews will be scheduled for weeknights starting at 6:00 PM and will continue

until 6:00 AM the following morning. Crews will be scheduled starting at 6:00 PM Friday evening and complete at 6:00 AM on Monday morning. During this time the crews will perform duties at the request of the staffing manager. All assigned duties will only be through the Fire Commissioner and or the Staffing Manager, any requests from a station will be directed to the staffing manager for assignment.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00AM TO 6:00PM	6:00PM TO 6:00AM	6:00PM TO 6:00AM	6:00PM TO 6:00AM	6:00PM TO 6:00AM	6:00PM TO 6:00AM	6:00AM TO 6:00PM
6:00PM TO 6:00AM MONDAY						6:00PM TO 6:00AM SUNDAY

Crew members will be expected to arrive prior to the start of their shift and fully complete the assigned shift. Any deviation to a scheduled shift will be directed through the Staffing Manager for approval. This includes but not limited to becoming unavailable for an assigned shift, needing to leave prior to completion of shift. The crew member with the assigned shift will be responsible for switching or coverage of a shift that they could not complete unless of an emergency nature. Crew members will contact the staffing manger as soon as possible if there is any change in availability.

Staffing will be assigned monthly and will be assigned by the 3rd Monday of the month prior. Crew members eligible for duty staffing will provide their availability for the coming month prior to the 2nd Friday of the month prior. All scheduling and availability will be submitted through the scheduling program. The Staffing Manager will assign the shifts in accordance with length of shift and needs of shifts. Eligible crew members will be placed on a list that rotates when each shift is assigned. This will allow for equal opportunities to all members for available shifts.

Duty Incentive Points:

Duty incentive points will be assigned through the Staffing Manager using record keeping from the scheduling program and with response call logs. One duty incentive point will be assigned the monetary value of \$100.00 for staffing and one point for each incident response at a monetary value of \$10.00. All incentive distributions will be directed through the Staffing Manager with the approval from the Office of the Fire Commissioner. Funds will be provided through the budgeted staffing stipend program provided by Upper Macungie Township to Upper Macungie Township Fire and Rescue Company. Distribution of funds will be performed monthly. For the 11 paid holidays for Township staff, to provide coverage from 6 AM to 6PM the monetary value for one point for staffing shall be \$150.00. The maximum amount of stipend any individual may receive is \$14,000.00. Each member shall receive a Form-1099 after receiving a stipend amount more than \$600.00. The Duty Officer will receive one point for each incident attended while on duty and receive the current stipend amount per incident. They will not receive the monetary amount for staffing the engine as the Duty Officer.

Staffing Manager:

The Staffing Manager will be assigned by the Fire Commissioner and will report directly to the Fire Commissioner. The Staffing Manager will keep contact with the chief officers of the Fire Department as to any staffing deficiencies. The Staffing Manager will be the direct contact for any incidents, problems or complaints involving the duty crew. The Staffing Manager will attempt to solve the reported claim, if possible, at that time. If any further investigation needs to be made it will be shared with the Fire Commissioner and will be addressed with proper authorities and needed parties. The Staffing Manager will hold the rank of a chief officer within the fire department system to allow for oversight of the program.

Duty Crew Members:

Eligible duty crew members will be required to meet the minimum standards set forth in each description of members. The members will be assigned for scheduling under the duties they are eligible for.

Crew Officer - This member will be assigned to act as the officer on the engine crew. The member assigned with this responsibility will lead the crew in emergency and non-emergency operations while on duty, The officer will be responsible to ensure the assigned duties are completed and will also be responsible for completion of NFIRS reports and other required incident reports. Requirements to be Crew Officer are either a current UMT Fire Department Officer or NFPA 1001 Firefighter 2, Advanced Vehicle Rescue, CPR/AED/First Aid, Hazardous Materials Operations training with a current (no more than 14 months old) Refresher Course, and recommendation from a station chief. Must have 2 years prior officer experience.

Driver/Operator - This member is responsible for apparatus operations and support on the fire ground. Apparatus driver is responsible for a shift operational check of apparatus and equipment. The driver is responsible for safe operation of the apparatus to and from the scene. Requirements to be apparatus driver/operator are to be either a current UMT Fire Department qualified driver, or the following, Driver Operator Pumper or Pump Ops 1&2, EVDT, CDL Class B with tanker endorsement, Hazardous Materials Operations training with a current (no more than 14 months old) Refresher Course.

Firefighter - This member is primarily responsible for fire attack and other firefighter functions. The firefighter will be responsible to assist with operational checks and other assigned duties. Requirements for a firefighter is minimum of NFPA 1001 Firefighter 1, Basic Vehicle Rescue, CPR/First Aid, Hazardous Materials Operations training with a current (no more than 14 months old) Refresher Course and cleared to act in the roll of interior firefighter within Upper Macungie Township. Must have 1 year of interior firefighting experience.

Eligibility List:

The staffing manager will maintain the eligible member list along with monitoring for rotation of members on that list. Any additions or subtractions to the eligibility list will be by the 1st of every month. This will allow for the additions or subtractions to be taken into consideration for the following month. Each member of a current UMT Fire Station will need to be placed on the eligibility list by request of the Staffing Manager. After the initial list is made each member will

rotate from the top of the list to the bottom of the eligibility list after completing a staffing shift. This will allow for fair and equitable assignments of shifts. The list will be broken into 4 sub-lists for eligibility. Sub list 1 will be for Crew Officers, sub list 2 will be Driver/Operator, sub list 3 will be used for Firefighters, and sub list 4 will be used for the Duty Officer. A staffing member can be listed on all 3 sub lists and will rotate on all 3 lists when staffing shift schedule is completed.

Scheduling Process:

Any firefighter on the eligibility list can submit availability through the scheduling program for the following month. Availability must be submitted prior to the 2nd Friday of the prior month. The Staffing Manager will go through availability and provide it to firefighters on the list. This will allow for the Staffing Manager to provide the schedule for the following month by the 3rd Monday. At that time any available shifts will be at a first come first serve basis for position. Any open shift will be sent out as a message to all available members as soon as possible. The staffing manager or Fire Commissioner has right to deny, cancel or alter any assigned shift depending on needs of the department. Only the Fire Commissioner has the right to increase or decrease staffing levels for the duty staffing program. This increase could be for any reason deemed necessary by the Fire Commissioner.

Peter Christ, Fire Commissioner

Date

Staffing Manager

Date

Staffing Member

Date