

SUBLIMITY FIRE DISTRICT

Operational Guide

SUBJECT: Duty Shifts	O.G. NUMBER:
PURPOSE: To describe the Duty Shift Program	Original Date: 5/10/98
	Revision Date: 10/08/03

Duty Shifts

RESPONSIBILITY

Members on a shift are expected to respond to ALL alarms occurring during their shift.

AVAILABILITY

New calendars for the coming month will be posted on the office door prior to the coming month. Signups are on a first come first served basis.

Shift personnel shall remain close enough to their response Station so that they are able to arrive at the station before a second tone out occurs.

Personnel may stay at the Fire Station if they prefer, but are not required to and are free to do as they please. Some may choose to stay home until late evening and then spend the night at the station. This is all at the option of each individual. A bed is available in the upstairs day room if needed

SHIFT SCHEDULE

--Weekday shifts, Monday through Friday are scheduled from 6:00 pm to 6:00 am (12 hours)

--Weekend shifts, Saturday Shift from 6:00 am to 6:00 am Sunday (24 hours)

Sunday shift from 6:00 am to 6:00 am Monday (24 hours)

If a person is not able to work all or part a shift it is their responsibility to find a replacement.

Resident Volunteers will include the days shift staffing in their daily alphaspage each morning. If space is available on a given day a volunteer can sign up prior to the beginning of the shift.

POINT PAY

Members will receive points as follows for shifts.

Weekday (12 hr) = 5 points

Weekend (24 hr) = 7 points

Shift Point pay will be distributed quarterly after Board Meetings in April, July, Oct, Jan

Regular points will also be received by the shift personnel and any other responders based on the current point pay policy

RESPONSE

Shift personnel are not guaranteed a position on the unit responding. Since "Service" comes first, any unit properly staffed is to respond immediately. Shifts are to assure the district a minimum of two responders.