

BLACKWOOD FIRE COMPANY OPERATING GUIDELINE

1.6 INCIDENT RESPONSE - ATTENDANCE CREDIT

- 1.6.1 Upon receipt of an alarm, available members are expected to make every effort to respond to their assigned station as safely and expeditiously as possible to staff the appropriate apparatus for the response.
- 1.6.2 Members in the station when a call is dispatched are expected to promptly staff the apparatus and respond to the call, unless excused by the OIC. Staffing requirements, work obligations and/or other important obligations will be considered by the OIC in deciding whether to excuse a member from responding.
- 1.6.3 To receive credit for a call for service, members must arrive at the station and report their presence prior to return of the last apparatus. For calls of short duration, the OIC may choose to give credit to members who arrive after the apparatus has returned, provided the officer is satisfied the member attempted to arrive prior to the return of the apparatus.
- 1.6.4 After responses in which one or more apparatus has been operating, members are expected to assist with cleaning the equipment and restoring the apparatus to service.
- 1.6.5 Members who staff apparatus responding to cover assignments will receive extra credits, as per Attachment 1.6. Members who respond to the station but are not selected to respond to the cover (see OG 1.18) may receive the same extra credit if they remain in our station for the entire length of the cover.
- 1.6.6 Members on a cover assignment will receive one credit for each call handled during the cover. The OIC of the cover crew is responsible for completion of a separate NFIRS report for each call handled during the cover (see OG 1.18)
- 1.6.7 Members are not to depart the station or the incident scene unless released by the OIC or designee. Members with legitimate excuses (illness, work, important family obligation) will be released as soon as practical.

- 1.6.8 The OIC shall have the authority to deny credit to any member who departs the station or incident scene without permission.
- 1.6.9 On an annual basis, the Chief shall promulgate an Attendance Schedule identifying the number of credits provided for specific responses. The Attendance Schedule shall be communicated to company members via appropriate means no later than September 1st of each year, and shall take effect on October 1st. The most recent schedule shall be attached to this policy as Attachment 1.6.

Revised June 2009

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ATTACHMENT 1.6 - ATTENDANCE CREDIT

- A. Calls for service (including EMS) between 7:00 am and 10:59 pm = 1 credit
- B. Calls for service (including EMS) between 11:00 pm and 6:59 am = 2 credits
- C. Cover Assignments between 7:00 am and 10:59 pm:
- Personnel who staff cover apparatus or remain in our station for duration of cover = 2 credits
All other responding personnel = 1 credit
- D. Cover Assignments between 11:00 pm and 6:59 am:
- Personnel who staff cover apparatus or remain in our station for duration of cover = 3 credits
All other responding personnel = 2 credits
- E. Incidents handled without company being toned = 1 credit
NFIRS Response Type = All Call
- F. In-House Duty Crews = 5 credits
NFIRS Response Type = Duty Crew
Duty Crews members also receive standard credits for any calls for service during detail
- G. Calls dispatched, then retuned as Recall or Disregard = 1 credit
NFIRS Response Type = All Call
- H. Probationary members are exempt from responding to calls dispatched within 4 hours of the scheduled start time of FF I Class, and will receive 1 credit for any calls dispatched during said time frame.

All listed times are based on time of dispatch.

Revised June 2009