

BLACKWOOD FIRE COMPANY OPERATING GUIDELINE

6.4 IN-HOUSE DUTY CREWS

- 6.4.1 The primary purpose of the In-House Duty Crew Program is to provide a qualified crew available for immediate response to calls for service, thereby reducing response times. A secondary, but equally important goal, is to facilitate crew level training to elevate the skill level of company members.
- 6.4.2 While members are encouraged to staff the stations at any time for any available amount of time, approved in-house duty crews must comply with the provisions of this policy.
- 6.4.3 The duty crew shift must be a minimum of five continuous hours. Crews can be scheduled at any time, 24/7/365, and can be organized by any member. To encourage maximum participation, reasonable measures should be taken to notify all members of the planned duty crew. Suggested methods of notification include, but are not limited to, station postings, e-mail, and all-pages.
- 6.4.4 Once the plans for a duty crew are finalized, the Company Officer will notify the Duty Officer of the duty crew times, the number of members participating, the planned training, and the identify of the member acting as Company Officer (if Duty Officer is unavailable or position is not staffed, the senior available Line Officer will be contacted). The Duty Officer will ensure the planned detail is in conformance with the provisions of this policy. The Duty Officer will then take reasonable measures to notify company members of the scheduled detail, via the same means noted in 6.4.3, unless the notification is made during late evening or nighttime hours.
- 6.4.5 The Company Officer shall be responsible for maintaining crew integrity for the duration of the shift, and for ensuring the crew is prepared for immediate response in the event of a call for service.

- 6.4.6 Duty Crew members are permitted to sleep during their shift, provided the requirements of OG 6.3 are met.
- 6.4.7 The duty crew must be comprised of a minimum of four (4) S.C.B.A. qualified personnel. At least one of the members must be a qualified pumper driver.
- 6.4.8 More than one apparatus may be staffed by the duty crew, provided at least four SCBA qualified personnel are present for each apparatus. Any apparatus staffed with less than four SCBA qualified personnel shall wait for additional members to arrive at the station before responding, IAW OG 1.1.
- 6.4.9 A Line Officer should serve as the Company Officer for each staffed apparatus. If a Line Officer is not available, approval must be obtained from the Duty Officer (or senior available Line Officer) for a senior firefighter to serve as the Acting Company Officer during the duty crew.
- 6.4.10 All members of the Duty Crew shall be uniformly attired. The station uniform (station uniform shirt, pants, black belt and black shoes or boots) is the preferred uniform for the crew. The Company Officer may authorize the substitution of the company t-shirt or sweatshirt where appropriate (training, physical activity, etc...), however, all participating members will have the station uniform shirt available. The Company Officer shall be responsible for determining the proper attire, and for ensuring all participating members are uniformly attired and present a professional appearance.

- 6.4.11 A minimum of 90 minutes of the scheduled shift shall consist of approved training. Participation in the training session is mandatory for all duty crew members. The training shall be coordinated by the Company Officer, and may be scheduled at any time during the shift. Off-site training is permitted, but must be conducted in a location which will not cause an unreasonable delay in responding to calls in our local area. Members not participating in the duty crew may participate in the training activity, and will be eligible for an alternate drill credit. Under extenuating circumstances, the Chief or his designee may waive the training requirement.
- 6.4.12 With the exception of off-site training, the duty crew is expected to remain in quarters for the duration of the shift. While off-site meals are permitted, members are encouraged to obtain food or other needed supplies prior to the start of the shift, and to eat in station.
- 6.4.13 The Company Officer will take reasonable measures to ensure the safety and security of the apparatus during off-site activities.
- 6.4.14 IAW OG 1.6, duty crew members shall receive 5 fire credits. Members shall also receive standard credits for any calls for service during the shift. Members have the option to request an Alternate Drill Credit in lieu of the 5 fire credits, IAW 6.4.11.
- 6.4.15 The Company Officer shall complete a NFIRS report at or near the completion of the detail. The report type shall be "In-House Crew," which will automatically assign 5 credits to all listed members. Only members who participated in the full 5 hour duty crew are to be listed in the attendance section of the report. The remarks section of the report shall be used to document the topic(s) covered during the training session.

- 6.4.16 If any members participated only in the training session, the Company Officer must complete a separate NFIRS report for those members. The report type shall be "Activity Report." Only the members who participated in the training session will be listed in the attendance field. The box titled "Alternate Drill Credit Requested" shall also be checked. The remarks section should be used to document the topic(s) covered during the training session, and to explain that the member participated in a duty crew training session for the purpose of obtaining an alternate drill credit.
- 6.4.17 The Company Officer shall be responsible for ensuring all members of the duty crew comply with the provisions of this policy. In the event of multiple apparatus staffing, the senior Line Officer or firefighter (if no Line Officers are present) will bear this responsibility, and will be referred to as the Detail Supervisor.
- 6.4.18 Duty Crew members are also eligible for a meal stipend in an amount set by the Company President. For the current authorized stipend and the meal fund policy, see Attachment 6.4.

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Attachment 6.4 – In-House Duty Crew Meal Stipend

1. Members participating in the In-House Duty Crew Program are eligible for a meal stipend in an amount authorized by the Company President. The current stipend is \$10.00 per member.
2. The stipend may be used only for fees related to the duty crew meal (purchase of food and tip).
3. Duty crew members are responsible for any costs in excess of the authorized amount. Said costs must be paid at the point of sale. Under no circumstances will duty crew members submit a Purchase Order requesting payment in excess of the authorized amount (i.e. Maximum authorized amount for a 4 member duty crew is \$40.00)
4. If food is purchased from an authorized company vendor, a receipt must be obtained. The receipt and the Company Purchase Order must then be submitted to the Company Treasurer for payment.
5. If food is purchased from any other location, the duty crew members will be responsible for payment at the point of sale. A receipt must be obtained. The receipt must then be submitted to the Company Treasurer for reimbursement.
6. As previously stated, if the cost of the food purchase exceeds the authorized payment, duty crew members must pay the excess amount at the time of the purchase. The receipt should reflect only the amount to be paid / reimbursed by the company, and should not include any excess fees paid by the member(s).
7. A copy of the NFIRS report for the duty crew, specifically the attendance record, MUST accompany the request for payment. The Company Treasurer will review the attendance report to ensure the requested payment does not exceed the authorized amount.
8. The Company Officer shall be responsible for ensuring duty crew members comply with the provisions of the meal stipend program.

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