



# **SOUTH LYON FIRE DEPARTMENT**

## **Manual of Procedures 121**

### **SHIFT STAFFING**

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Revised: May 26, 2017  
Approved: Chief Mike Kennedy

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#### **I. PURPOSE**

The South Lyon Fire Department shall strive to have two staff on-duty weekdays from 0700 to 1700 and Saturdays from 1000-2000. Additional staffing will be implemented as needed.

#### **II. UNIFORM**

Shift staff shall be clean shaven with a professional appearance and clean/ironed uniform. When staff is at the station, an approved SLFD t-shirt and uniform pants are acceptable. Work shirts with "SLFD" sewn on back are also acceptable. T-shirts or work shirts that have holes, faded, or are showing wear are unacceptable. While outside of the station, staff shall wear a uniform shirt with patches or official polo. While performing manual labor such as hydrant inspections, the SLFD issued t-shirt is acceptable. Staff shall wear polished black shoes or boots that have a professional appearance.

#### **III. SCHEDULING**

The fire chief is responsible for scheduling. All shift transfers shall be pre-approved by the fire chief. If the scheduled person cannot fill their shift, the employee shall notify the fire chief and shall not fill the shift independently. Shift assignments are not guaranteed and may be revoked by the fire chief with or without cause. Tardiness or absenteeism may result the revocation of the ability to work shifts.

Staff shall be scheduled shifts based upon a host of factors including rank, training, seniority, and duration of working shifts. The fire chief reserves the right to hire external personnel to fill shifts if SLFD personnel fail to fill shifts. SLFD personnel shall have priority over external personnel to fill shifts.

Staff who fail to report for duty at their scheduled time are considered late. Staff must be dressed in the designated uniform and ready for shift at their assigned start time. Time will be read off of the "official" clock in the radio room. If a person is late they will receive a verbal reprimand. A second offense within six months will result in a written reprimand. A third offense within six months of the first offense will result in revocation of the eligibility to work shifts.

Staff who fail to report for duty within one hour of their scheduled time are considered absent without official leave (AWOL). AWOL is grounds for revocation of future shifts.

If a person is unable to report for duty due to sickness or other conflict, they shall contact with the fire chief as soon as possible. Shift staff do not have paid time off and will not be paid for hours missed due to sickness or other conflict.



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### **IV. DAILY SCHEDULE AND EXPECTATIONS**

At the beginning of each shift, staff shall review the memo book for any scheduled public educations. Daily assignments shall be performed around public educations and other specially assigned activities.

Staff shall monitor LYF\_FD1 on a portable radio during the entire shift.

Apparatus maintenance / inspection shall be started within the first thirty minutes of each shift.

During work hours, watching television, being on the Internet for personal use, excessive cell phone usage/texting is not be permitted and will be grounds for revocation of the ability to work shifts.

When staff is at the station and the outside temperature is above 50°F, at least one apparatus bay door facing Whipple Street shall be fully opened along with Rescue 1's bay door.

Shift staff is eligible for a one hour paid lunch on weekdays along with an additional one hour paid dinner, after 1800, on weekends. This time includes time spent picking up food, preparing food, and cleaning up. Shift staff shall eat at the fire station. The lunch period will be moved to accommodate assignments. Shift staff is expected to answer the phone, greet visitors, and respond to alarms during the lunch period.

On weekends, if scheduled and assigned work activities have been performed, staff is allowed personal time after 1800. Shift staff is expected to answer the phone, greet visitors, and respond to alarms during personal time.

Below are the priorities and minimum expectations of staff:

- A. Respond to incidents.
- B. Conduct apparatus, station, and equipment maintenance along with daily assignments.
- C. Complete tasks as assigned by the fire chief or other fire officers.
- D. Conduct public education events.
- E. Perform hydrant maintenance and inspections.
- F. Answer station phone, take messages, and forward to appropriate staff.
- G. Complete training, e.g., OJT, pump operations, throwing ladders, driving, watching an online training video or fire, or even reading an article in *Fire Engineering*. The specific type of training conducted should be documented in the shift summary.
- H. Weekday check of the fire department mailbox at city hall.
- I. If the above tasks are complete, staff is able to work out using the equipment in the police administration building.



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### End of shift

- Apparatus towels washed/dried.
- All trash consolidated into one bag and emptied. Do not replace all trash bags daily.
- The coffee service area will be cleaned.
- All dishes will be cleaned and dried. No dishes will be left in the sink.
- Apparatus washed and placed back in-service.
- Complete FRMS entry daily log and pay sheet.

### Day of month: 1, 6, 11, 16, 21, 26

- Engine 1
- Vacuum carpets in all offices and runners
- Clean rest-rooms: toilets, mirrors, countertops, mop floors, restock supplies

### Day of month: 2, 7, 12, 17, 22, 27

- Car 1, Car 2
  - Clean cab interior, clean all cab windows
  - Wash exterior if necessary
- Grounds maintenance
  - Clean-up any trash or debris around exterior and lawn
  - Shovel snow if necessary
  - Weed all landscape beds around the fire station (including beds in front of HVA quarters)
  - Water landscaping if it has not rained within the last 24 hours.
- Clean apparatus bay floors
  - Turn off radiant heaters and pull out apparatus if outside temperature is above freezing.
- Windows: clean all glass, both interior and exterior, if outside temperature is above freezing
- Doors: Clean/wipe pedestrian all doors.

### Day of month: 3, 8, 13, 18, 23, 28, 31

- Ladder 1
- Vacuum carpets in all offices and runners
- Clean rest-rooms: toilets, mirrors, countertops, mop floors, restock supplies

### Day of month: 4, 9, 14, 19, 24, 29

- Rescue 1
- Vacuum carpets in all offices and runners
- Kitchen: clean stove, cabinets, countertops, refrigerator (throw out all expired food and unlabeled food)
- Radio Room and hallway outside radio room
  - Sweep and mop floor
  - Wipe off countertops
  - Wipe computer screen and keyboard



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Day of month: 5, 10, 15, 20, 25, 30

- Engine 2
- Vacuum carpets in all offices and runners
- Clean rest-rooms: toilets, mirrors, countertops, mop floors, restock supplies

Approved by  
/s/ Chief Mike Kennedy