



# SOUTH LYON FIRE DEPARTMENT

## Manual of Procedures 121

### Weekday Staffing

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Approved: Chief Robert Vogel

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#### I. PURPOSE

The South Lyon Fire Department shall strive to have one person on-duty person weekdays from 0700 to 1600. On-duty personnel will not be scheduled on holidays when the City of South, City Hall is closed.

The on-duty staff will provide the following functions:

- Maintain one person that is available to respond to all incidents throughout the tour of duty.
- Conduct apparatus, station, and equipment maintenance and cleaning.
- Conduct public education events.
- Fire inspectors assigned to a shift shall conduct fire inspections.
- To complete tasks as assigned by the Fire Chief or his designee that support the business or activities of the South Lyon Fire Department.

#### II. ELIGIBILITY TO WORK

Shifts shall be awarded based on the following training levels.

1. Personnel who possess an EMT license and are cleared to drive Ladder 1.
2. Personnel who possess an EMT license and are cleared to drive Engine 2 and 1.
3. Personnel who possess a MFR license and are cleared to drive Ladder 1.
4. Personnel with a black helmet, possess an EMT license, and are cleared to drive Rescue 1.

#### III. UNIFORMS

On-duty staff shall be clean shaven with a professional appearance and clean/ironed uniform. When on-duty staff is at the station performing work, a SLFD issued t-shirt (SLFD patch on left breast) and uniform pants are an acceptable uniform. Work shirts with "SLFD" sewn on back are also acceptable. T-shirts or work shirts that have holes or are showing wear are not acceptable. While outside of the station and engaging with the public, the employee shall wear a uniform shirt. While outside of the station and performing manual labor e.g. hydrant painting, the SLFD issued t-shirt is acceptable. Staff shall wear polished black shoes or boots that have a professional appearance.

#### IV. EXPECTATIONS

The on-duty staff shall be at the station and ready for work at the assigned time.

Employees are expected to perform work during the entire shift. Watching television, being on the Internet for personal use, excessive cell phone usage/texting shall not be permitted and will be grounds for revocation of the ability to work shifts.



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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.

### **V. SCHEDULING**

The Fire Chief will be responsible for scheduling. All shift transfers shall be pre-approved by the Fire Chief. If the scheduled person cannot fill his/her 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.

Besides the Fire Chief, fire inspectors have priority selection of days.

On-duty staff will make their regular hourly rate while on duty. They will not receive additional pay during an alarm(s).

#### **Lunch period**

- On-duty staff is eligible for 1 hour paid lunch. This time includes time spent picking up take out, preparing food, and cleaning up.
- On-duty staff shall eat at the fire station.
- Lunch periods shall normally be from 1145 to 1245. The lunch period will be moved to accommodate assignments.
- On-duty staff working less than a nine hour shift are not eligible for an hour paid lunch period.
- On-duty staff is able to watch television or use the Internet for personal use within the Internet Usage Guidelines during the hour lunch period.
- On-duty staff is expected to answer the phone, greet visitors, and respond to alarms during the lunch period.

### **VI. INCIDENT RESPONSE**

On-duty staff shall monitor LYF\_FD1 during the shift. All alarms will continue to be toned out. On-duty staff shall acknowledge the alarm within thirty seconds of dispatch. On-duty staff shall use Rescue 1 when performing functions such as inspections and other assignments away from the station. For public education events, on-duty staff shall take Engine 2.

#### **EMS Alarms**

- On-duty staff along with any other available staff at the fire station shall immediately respond in Rescue 1. If less than two personnel respond on Rescue 1, additional responding on-call personnel shall respond per procedure "402 Alarm Assignments".

#### **Non EMS Alarms**

- If away from the station, on-duty staff shall respond back to the station and respond with the appropriate apparatus and additional personnel.



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- If five minutes have passed from the initial dispatch and no additional on-call personnel have responded to the station, on-duty staff shall respond with the appropriate apparatus alone.
- For emergency incidents where no additional SLFD on-call personnel respond, on-duty staff shall request mutual aid from Lyon Twp FD as necessary.
- If two people are on duty, they shall immediately respond in Engine 2 for non-EMS alarms.

### **VII. TOBACCO USE**

On-duty staff is prohibited from using tobacco products when not at the fire station. This prohibition includes traveling in apparatus.

### **VIII. PAY**

On-duty staff shall make their regular hourly rate while on shift. On-duty staff will not be paid additional pay during alarms.

### **IX. LATE / AWOL / SICK**

Staff that fail to report for duty at his/her scheduled time is considered late. Personnel must be dressed in the designated uniform and all other items needed for shift duty. Time will be read off of the "official" clock in the radio room. If a person is late he/she 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 a removal from the weekday staff program for thirty days and/or other disciplinary action as decided by the Fire Chief.

Staff who fail to report for duty within one hour of his/her 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 he/she must make contact with the Fire Chief prior to the time that he/she was scheduled to report for duty. Shift personnel do not have "sick time," and they will not be paid for hours missed due to sickness. If a person takes more than 16 hours off due to sickness within a thirty-day period, he/she must submit a note from a physician confirming the sickness in order to remain eligible for future shifts.

### **X. ASSIGNMENTS**

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

On duty staff will complete 1 hour of training per shift either officer assigned, or self-driven. Topics can include but are not limited to videos / articles / practical evolutions related to the fire service or EMS continuing education credits (CE solutions).



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The station phone shall be answered within two rings, messages taken, and forwarded to appropriate staff.

When on-duty 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.

The schedule will indicate which shift activities shall be completed on a given day. For the first 7 days of each month the “Week 1” equipment inventory will be completed in Fire Station Checklist. For the remainder of the calendar month a surrogate equipment inventory shall be completed.

### Day of Month and Shift Assignment

A	B	C	D	E
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

#### Shift A

- Engine 1
- Vacuum carpets in all offices and runners

#### Shift B

- 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 and large bed between police station parking spots and Whipple Street).
  - 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 windows/glass, both interior and exterior (if outside temperature is above freezing) e.g. apparatus bay doors and office doors.
- Doors



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- Clean/wipe pedestrian all doors.

### **Shift C**

- Ladder 1
- Vacuum carpets in all offices and runners

### **Shift D**

- Rescue 1
- Vacuum carpets in all offices and runners
- Radio Room and hallway outside radio room
  - Sweep and mop floor
  - Wipe off countertops
  - Wipe computer screen and keyboard

### **Shift E**

- Engine 2
- Vacuum carpets in all offices and runners

### **All Shifts - End of Day**

- Apparatus towels washed/dried.
- Kitchen wiped down, refrigerator cleaned out and floors swept and mopped
- Bathrooms cleaned, floors swept and mopped
- All trash consolidated into one bag and emptied. Do not replace all trash bags daily.
- The coffee service area will be cleaned.
- Apparatus washed and placed back in-service.
- Complete FRMS entry daily log and pay sheet.

Approved by  
/s/ Chief Mike Kennedy