



SOUTH LYON FIRE DEPARTMENT

Manual of Procedures 121

SHIFT STAFFING

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Approved: Chief Robert Vogel

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 or during any public education event, staff shall wear a uniform shirt with patches or official polo, This will be known as a class "B" uniform. The official polo shall be worn from April 30th through October 1st. The uniform shirt with patches and no tie will be worn from October 1st through April 30th. 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 in the revocation of the ability to work shifts. After an open shift has been listed on the weekly report, the fire chief shall wait 24 hours to give interested employees an opportunity to submit for the open shift. If the opening is sent out via I am Responding, the fire chief shall wait 6 hours to gather submittals if the shift is greater than 48 hours away. The fire chief shall use their discretion in awarding the open shift to interested employees for shifts less than 48 hours away.

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



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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.

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 7-1'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.



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- 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.

V. 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, and practical evolutions related to the fire service or EMS continuing education credits (CE Solutions).

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

The schedule will indicate which shift activities shall be completed on a given day. At the beginning of each month each apparatus shall receive a “week 1” inspection in Fire Station Checklist until all apparatus have been completed. Each subsequent apparatus inspection shall receive a “surrogate inspection” for the remainder of the calendar month.

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 7-1
- Vacuum office carpet and runners

Shift B

- Car 7-1 & Car 7-2
 - Clean cab interior and windows



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- Wash exterior if necessary
- Grounds Maintenance
 - Pick-up any trash or debris around exterior and lawn
 - Shovel snow if necessary
 - Weed all landscape beds around station (including bed in front of HVA quarters and bed between police station parking and Whipple Street)
- 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
 - Clean/wipe pedestrian all doors.

Shift C

- Ladder 7-1
- Vacuum office carpets and runners

Shift D

- Rescue 7-1
- Vacuum office carpets and runners
- Radio Room and hallway outside radio room
 - Sweep and mop floor
 - Wipe off countertops
 - Wipe computer screen and keyboard

Shift E

- Engine 7-2
- Vacuum office carpets 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.
- All dishes will be cleaned and dried. No dishes will be left in the sink.
- Apparatus washed and placed back in-service.
- Complete Fire station Checklist daily log and pay sheet.

Approved by
/s/ Chief Robert Vogel



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