



Jackson Hole Fire/EMS Operations Manual

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Title: **Operational Shift
Personnel Guidelines**
Division: 5
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PURPOSE

To provide direction for staffing, scheduling and organization of Fire/EMS career shift personnel in areas not specifically addressed in the Teton County Employee Policies Manual general employment policies or Appendix C.

See the County Employee Manual for general employment policies. The Employment Guide for Fire/EMS Shift personnel will be 'Appendix C' of the Teton County Policies Manual.

Note: The following guidelines may be changed at the discretion of the Chief in order to ensure appropriate operational coverage, staff administration, and for budgetary reasons.

SECTION I – WORK SCHEDULE

The work cycle and tour of duty are defined in Appendix C. The schedule within the work cycle will be four (4) tours of duty, in an ABC rotation.

SECTION II – MINIMUM OPERATIONAL STAFFING (for Stations 1 & 6)

Standard Shift Staffing		
Total staff	Captains	Minimum # of Paramedics
6	2	3

Minimum Shift Staffing*		
Total staff	Captains	Minimum # of Paramedics
5	1	2

**During the high season, staffing may be reduced due to sick calls with no available coverage or urgent staffing issues. During the fall and spring low seasons, staffing may be reduced in order to facilitate vacations. For scheduling purposes, the low seasons will be defined by the following dates:*

- March 15th through May 31st
- October 1st through December 15th
- These dates may adjusted by the chief as necessary.

SECTION III – VACATION REQUESTS

- Requests will generally be granted on a first come, first serve basis.
- Requests may be made up to 365 days in advance.
- Vacation requests will be submitted through the on-line scheduling system to the Shift Battalion Chiefs & Schedule Coordinator who will approve or deny the request.
- Minimum staffing must be maintained utilizing the guidelines noted above.
- The maximum number of consecutive work shifts off that may be approved at the Shift Battalion Chiefs level will be 4 (96 hours).
- Additional hours may be approved with a written request at the discretion of the Fire Chief.
- Exception for Captain's Spring Break vacation requests:
In an attempt to balance the limited opportunities during this desirable period, the following guidelines have been developed for the 14 day period of the public school Spring Break (starting Sunday and ending the second Saturday).
 - Captains may initially request off only one 48 hour tour.
 - Captains desiring to request off additional time will need to confirm in writing that other Captains will not be requesting off during that period.
 - Captains may be switched between shifts in order to maintain minimum staffing in order to allow two Captains on a particular shift to be off during the same tour.
 - Other options for additional time off include trades and/or time off requests for a tour prior to or following Spring Break.

SECTION IV – SENIORITY IN SCHEDULING/BIDDING

- For the purpose of seniority in scheduling, the staff will be divided into the following categories.
 - Captains
 - Full-time shift personnel
- Within the Captain group, seniority will be based on the promotion date to Captain.
- Within the Full-time group, seniority will be based on the hire date to full-time status.

SECTION V – OPEN SHIFTS & OVERTIME ALLOCATION

- Open shifts will be initially offered to Pool Staff.
- Shifts that remain open and must be filled in order to maintain minimum staffing will generally be offered to all full-time staff approximately two weeks prior to the open shift.
- These shifts will be granted equally among all interested full-time staff utilizing a rotating list, where the most recent staff member to receive an overtime shift will move to the bottom of the list.
- Short notice sick coverage will be filled on a first come/first served basis and will not impact the list.

SECTION VI – TIME RECORDS

- Hours will be recorded on the timecard in chronological order.
- As per Appendix C, overtime pay would apply when actual hours worked exceed 182 hours in a work cycle of twenty-four (24) consecutive days.
- For actual hours worked between 182 and 192 the employee will receive monetary overtime

compensation at one and one-half times.

- For actual hours worked greater than 192 in a 24-day cycle, the employee may elect to either receive monetary overtime compensation, or accumulate compensatory time at the overtime rate of one and one-half hours.

SECTION VII – HOME STATION INVOLVEMENT

All shift personnel will be assigned to a home station for response and training purposes.

- Shift personnel are encouraged to respond to their home or shift station calls as available.
- Shift personnel may be required to attend key station-based annual trainings (CPR, EVOC, Wildland Refresher, etc.) at their home or shift station.

SECTION VIII – SHIFT RESPONSIBILITIES

Each shift will have daily responsibilities based on the 48 hour tour of duty as well as a weekly, monthly and quarterly schedule.

Tour of Duty

- Apparatus checks and rehab
- Training (all-hazards) – All-hazards training will include EMS, Fire and Special Operations (HazMat, Rope Rescue, Swiftwater, TEMS, etc.) on a rotating basis in order to maintain proficiency. A training plan will be implemented by each Captain.
- Physical Training – Crews are encouraged to choose exercises based upon duties associated with position description and appropriate for the crew members and the work place. Exercise induced injury is a risk. Reduce the risk through appropriate decision making and risk management.
- Cleaning- Leaving the station clean for the following shift; including clean and tidy living and sleeping quarters, clean bathrooms, kitchen, gym, bays, as well as spot checking the entire station prior to the am shift change.
- Equipment and apparatus maintenance

Other scheduled duties will be coordinated amongst the Captains.

- Monthly medications outdates and Quarterly equipment outdates
- Scheduling
- Supplies and ordering
- Pre-Incident planning
- Public Education

SECTION IX – TOUR OF DUTY DAILY WORK SCHEDULE GUIDELINES

Tour of Duty guidelines are flexible, based upon the Captain's discretion. Call volume will dictate the need for additional downtime.

Day 1

07:00	Shift Change – Personnel on Apparatus floor in Uniform
07:00-08:00	Shift Exchange/Rig Checks
08:00-17:00*	PT/Training/Daily Duty/Projects/Preplanning with Lunch and Breaks provided
17:00-22:00	Evening Activities – Downtime & Training
22:00	Quiet Time

Day 2

Captain should be aware of any Volunteers/Observers/Students starting at 07:00.

08:00 Personnel available in Uniform

08:00-09:00 Crew Breakfast/Teambuilding

09:00-17:00* PT/Training/Daily Duty/Projects/Preplanning with Lunch and Breaks provided

17:00-22:00 Evening Activities – Downtime & Training

22:00 Quiet Time

Day 3

By 07:00 Clean Living Quarters/High Use Areas

* Downtime in afternoon to account for Evening Trainings