



Seneca Hose Company #1/West Seneca Fire District #5

Duty Shift Program

- **Scope:**

Due to an increased demand on human resources in Emergency Services nationally, Seneca Hose Company #1 is implementing a Duty Shift Pilot Program to ensure that a work-life balance for the member may be achieved while attempting to guarantee and improve rapid and safe response to 911.

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- **Objectives:**

- Improve response times to incidents by having trained members at the fire station available and ready to respond.
- Improve retention of current membership by offering a workable schedule program to meet membership requirements.
- Recruit new members to Seneca Hose Company #1 and West Seneca Fire District #5
- Increased training opportunity to the membership.

- **Program Eligibility:**

- Any member of Seneca Hose Co. 1 and West Seneca Fire District #5 who has met the requirements to be active on the truck room floor as a responding member.
- The Duty shift program is administered by the Chief and or delicate of the Co/District.
- Program is open to new members with the understanding they will still be required to meet the requirements set forth by the company and district.
- Educational requirements:
 - All new members meet the existing educational requirements set forth by West Seneca Fire District #5 including NYS EMT and NYS Firefighter 1
- At minimum members operating within the duty shift program must be qualified as a driver for 7-1. Members on probation will need to complete an EVOC course prior to being cleared as a driver for 7-1.

- Leave of absence do not change any program or alter hour requirements.
 - Accepted leave of absence are for....
 - Medical
 - Military absences
 - All Duty Shift participants have all the same rights of an on-call member providing they remain a member in good standing meeting hours and training requirements:
 - They may participate on committees.
 - They may participate in social activities.
 - They have the same voting rights as a percentage member.
 - Duty shift members may not be an active member of any other volunteer fire company or district participating in a LOSAP Program.
- **Program Structure:**
 - The Duty Shift program is a PILOT program and is subject to revisions and changes with appropriate notification.
 - Methods of Notification
 - lamResponding
 - Email
 - Posted notice in truck room.
 - The Chief, President, Commissioner Board, & Company Board of Directors reserves the right to change/alter the requirements of the duty shift program provided those changes:
 - Become effective on October 1st of each year.
 - Provide 60 days' notice to the Board of Commissioners prior to the effective change and:
 - Provide 30 days' notice to the Company prior to the effective change.
 - Changes to the program must be agreed upon by the Board of Fire Commissioners in order to maintain compliance with the LOSAP program.
- Total minimum annual duty shift hours required is 288 Hours
 - Max Duty hours: 36 hrs./mo.
 - Minimum Duty hours: 16 hrs./mo.
 - The duty shift minimum is 4 continuous hours.
 - 4 continuous hours are credited with service award points to be tracked in the approved district electronic platform.
 - Shift maximum hours is 12 hours per 24-hour period. With the exception of a State of Emergency declaration that encompasses the Town of West Seneca.

- In the event a Duty Shift Member is held past their scheduled shift end time, all additional time will be prorated to their total monthly hours.
 - All additional time served will be rounded up to the nearest 15-minute increment.
- Duty hours will be tracked in the approved district electronic platform, members will be required to punch in at the start of a tour utilizing the kiosk.
- Duty hours will be maintained and reported as needed by the program administrator.
- Members must enroll into the duty shift program from September 1st to 30th & March 1st to 31st of each year and commit to the duty shift program for a six-month period.
 - Duty Shift members must complete and sign a commitment agreement and submit it to the Chief prior to October 1 and April 1 of each year.
 - Members may revert to the percentage program at the end of six months.
 - If a duty member lives outside the Seneca Hose Co. 1 residency boundaries and wishes to convert to a percentage member, that member must relocate within the company membership boundaries within 60 days.
 - Members who reside outside of boundaries set forth by Seneca Hose Co. 1 must remain a duty shift member.
- Members of the duty shift program are encouraged to attend calls outside their scheduled shift.
 - Those responses will not count toward duty shift hour requirements.
 - Members will accrue service award points for any call, event, or detail attended outside of duty shift hours.
 - Members responding to calls from outside the boundaries of the town of West Seneca may not use a blue light or any other type of warning/signaling device (4-way flashers, etc.) until they are within the boundaries of the Town of West Seneca.
- All drills and work detail requirements as defined by the district/Co. remain the same.
- Duty Shift members are LOSAP eligible.
 - Duty Shift members must meet the LOSAP requirements set forth by West Seneca Fire District #5.
 - Service award credit will be awarded to current LOSAP requirements.
 - Duty shift pilot year will be tracked with regards to LOSAP. Necessary changes to the program will be considered with regards to duty shift members' LOSAP.
- Duty Shift members are eligible and encouraged to take outside State/County classes. These will count towards drill credit requirements, but not hourly commitment.

- Drill sheets must be appropriately filled out and dropped in drawer at watch desk, along with any certificate of completion, within 30 days of completing the class for review.
 - Drills, meetings, work details, miscellaneous details (any full company event) do not count toward required duty shift hours.
 - Duty shift members have the option of obtaining credit for participation or credit for their service hours. There is no “double dipping”.
 - Duty shift members are discouraged from signing up for duty shift hours on regularly scheduled drill/training/meeting nights.
 - Any member who fails to meet the requirements set forth by both the district and fire company will be considered a member not in good standing and not be eligible for social company events and or other privileges afforded to members.
- **Requirements of the Duty Shift:**
 - Duty shift members must go through Duty Shift Onboarding/training.
 - Traditional probationary member onboarding
 - Electronic software training
 - Reports and documentation
 - Response procedures and apparatus designations
 - Members participating must sign up for a shift in the approved district electronic platform.
 - Until an approved scheduling platform is selected, members will be required to drop a drill sheet signing in with time in and time out. This ensures program tracking.
 - The shift minimum is 4 hours.
 - Shift maximum is 12 hours within a 24-hour period.
 - Sign-ups and tracking will be done through the approved district electronic platform.
 - Members are required to log in at the beginning of the shift.
 - Members are required to stay on Seneca Hose property (except for responses, details, training, or meals as outlined) the entire shift.
 - Members are required to log out when the shift is complete.
 - Duty shift members are encouraged and expected to learn the approved district electronic platform NFIRS reporting and approved district electronic platform PCR program and enter the appropriate information at the appropriate times.
 - Members will be “Fit for Duty” West Seneca Fire District #5 policy on impairment will be enforced.
 - Members are required to wear Seneca Hose issued attire while on duty if uniform has been provided. Those without uniforms issued yet are encouraged to wear navy blue shirts and duty pants with closed toe shoes, preferably work boots.

- Response:
 - Members are required to respond to all calls while on shift.
 - *Example: Remaining in an office working on other projects or details is in direct conflict of the objectives of this program.*
 - Minimum Staffing requirements:
 - 7-1: Two members (including driver)
 - One must be a currently certified NYS EMT.
 - R-5: Four members (including driver)
 - One must be a currently certified NYS EMT.
 - Three SCBA cleared.
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 - E-1&2: Four members (including driver)
 - One must be a currently certified NYS EMT
 - Two interior qualified firefighters
 - L-6:
 - Special Request for Ladder alone: Four Members (including driver)
 - Two interior qualified firefighters
 - 2nd due after Engine response: Two members (including driver)
 - One interior qualified firefighter.
- Training:
 - At minimum 1 hour of training to be completed. Drill credit will not be awarded for duty shift members, duty shift members may receive bonus credits.
 - Training outside the fire station is permitted from the hours of 0800-2100hrs weather permitting.
 - Training within the fire house permitted 24hrs.
 - Apparatus may be taken out of the fire house for training purposes provided:
 - The apparatus and equipment have been checked out- recorded in the approved district electronic platform for truck check complete.
 - The apparatus is staffed with the minimum required for the apparatus with appropriate PPE.
 - The crew responds to all calls dispatched to Seneca Hose.
 - Apparatus and crews remain within West Seneca Fire District #5 except for when prior approval from the chief's office for training.
 - The command staff is notified of training and at least one of the four give approval.

- Apparatus based training is limited to the hours of 0800-2100hrs.
 - Driver training may occur after 2100hrs provided it's limited to driver training not involving pump operations or water flow. Under the supervision of a district qualified officer.
- **Record Keeping:**
 - All record keeping will be done on the approved district electronic platform.
 - ePCRs will be performed on the approved district electronic platform. If a technology issue occurs paper PCRs may be completed on scene of an incident with the understanding the PCR will be transferred to an electronic PCR back at the station.

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