



Strategic Planning

Duty Crew Implementation

Long Lake Fire Department Mission:

To minimize the loss of life and property for its fire service recipients in the cities of Long Lake, Orono, Minnetonka Beach, and Medina from fires, natural disasters, life threatening situations including medical emergencies and to assist other emergency agencies.

Purpose:

The purpose of this document is to outline strategic planning for the Long Lake Fire Department to implement duty crews as follows:

- Monday through Friday
- 0800-1700 at Station 1 with one personnel and 0800-1600 at Station 2 with two personnel
- Cost Estimate for 2023- \$16,500-\$33,000 if all shifts are filled
- Cost Estimate for 2024- \$39,000-\$78,000 if all shifts are filled

Long Lake Fire Department Duty Crew Implementation:

Effective August 1, 2023, the Long Lake Fire Department will be implementing daytime duty crew response to incidents which will compliment standard incident response via the paid on call model. The program will act as a variation of the organizational style of a paid on call Fire Department. Using current personnel, the FD will schedule Firefighters to work blocks of time during the days to respond to calls for fire and emergency service. The means of providing fire service with Duty Crews will benefit the level of service provided when call response may be limited based on availability or higher call volume during the day.

LLFD will be scheduling three (3) fire personnel for (2) two four (4) hour shifts five (5) days a week. The current program will be Monday through Friday and the shifts will be 0800-1700 at Station 1 with one personnel and 0800-1600 at Station 2 with two personnel. Station 1 is only one due to Chief Heiland already being on duty. Firefighters doing work as a Firefighter will receive \$50 along with 2 call credits per shift. Firefighters doing non-Firefighter work will receive \$25 along with 2 credits per shift. Probationary Firefighters will receive \$25 along with 2 call credits per shift. Normal call pay and credit will be issued to both morning and afternoon shifts.

	Day	Week	Year	Comments
Station 1	\$100	\$500	\$26,000	One member x two four-hour shifts per day total
Station 2	\$200	\$1,000	\$52,000	Two members x two four hour shifts per day total
TOTAL:	\$300	\$1,500	\$78,000	

*Above amounts are estimated based on all members performing fire fighter work during shifts



LONG LAKE FIRE DEPARTMENT - Mike Heiland, Fire Chief

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Over the next three weeks the leadership team will be continuing to finalize the SOP which will include firefighter expectations related to what firefighter work is. Some examples are checking Knox box keys, pre-planning, maintaining vehicles, station maintenance, etc

History of Long Lake Fire Duty Crews:

- In 2018, Station 1 and 2 went to an all-call response model
- In June 2019, Duty Crews were presented for budgeting in 2020. It was presented to the City Councils as 4 firefighters for 8 hours per day and 5 days a week. \$180,000 for personnel, \$20,000 for initial uniforms, \$8,000 a year for ongoing uniform allowance.
- In 2020, LLFD adapted to COVID regulations and did shift style scheduling to reduce exposure.



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Standard Operating Procedure
Duty Crew Program Standards
DRAFT

Number: First Issued: 07/02/2023 Current Revision Date: 07/02/03

Policy:

Effective August 1, 2023, the Long Lake Fire Department will be implementing day time duty crew response to incidents which will compliment standard incident response via the paid on call model. The program will act as a variation of the organizational style of a paid on call Fire Department. Using current personnel, the FD will schedule Firefighters to work blocks of time during the days to respond to calls for fire and emergency service. The means of providing fire service with Duty Crews will benefit the level of service provided when call response may be limited based on availability or higher call volume during the day.

Purpose:

The purpose of this operating guideline is to establish the parameters of the Long Lake Fire Department Duty Crew Program.

Objective: Reduce response times for emergency calls. Duty crews will have the expectation that in-service time is no more than 2 minutes. The Duty Crew Program will also provide Firefighters increased skill levels through training and station activities.

Rules: Daytime Duty Crew Monday through Friday unless otherwise directed by the Chief.
(Minimum of 4 Firefighters total between both stations)

- Station 1-One Apparatus Operator, one Firefighter, and/or one probationary Firefighter.
0800-1200 Morning
1230-1700 Afternoon
- Station 2-One Apparatus Operator, one Firefighter, and/or one probationary Firefighter.
0800-1230 Morning
1230-1600 Afternoon

Compensation: Firefighters doing work as a Firefighter will receive \$50 along with 2 call credits per shift. Firefighters doing non-Firefighter work will receive \$25 along with 2 call credits per shift. Probationary Firefighters will receive 2 call credits per shift along with \$25. Normal call pay and credit will be issued to both morning and afternoon shifts.