



Strategic Planning

Duty Crew Implementation

Duty Crew Goals and Objectives

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Purpose

To reduce overall average turnout time and provide minimum staffing throughout weekdays and Saturdays. This is a pilot program and is on a voluntary basis.

Policy

- The weekday duty crew is intended to augment staffing and not to replace any response requirements. Members who are available should still respond when needed for events as they are paged.
- Duty crews will initially be staffed by two members at each station. The Duty Officer or the Fire Chief may implement larger crew sizes if conditions warrant.
- Participation in the duty program does not excuse any member from meeting all other Department requirements.

Procedure

- (1) FAO and (1) firefighter at Station 1, and (1) FAO and (1) firefighter at Station 2.
- New recruits/probationary members are encouraged to participate as an extra member.
- The weekday duty crew will be divided into (2) shifts each as follows:
Morning shift from 8:00 am - 12:00 noon; and
Afternoon shift from 12:00 noon - 4:00 pm.

Primary Goals

- Safety = predictable timely response
- Cross training all firefighters
- Small group trainings
- Truck checks
- Station duties
- Radio etiquette
- Have apparatus in service within two minutes
- Engage in physical fitness





Secondary Goals

- Pride and ownership
- Team building
- Professional skills development
- Command and control skills
- Community engagement
- Fire prevention and education

Tasks and Duties

- Duty crews shall complete assigned tasks for the shift, subject to response to emergency incidents. If all tasks are completed by the crew, they may travel about the service area. Each crew should stay in their designated area as much as possible so they are able to immediately respond to emergency incidents.
- At the completion of the shift, the truck shall be washed if it has left the station to respond to emergency incidents or other activities. The truck shall be left with at least one-half tank of fuel. Any repair needs for the truck or equipment on the truck shall be attended to by the duty crew; or properly communicated to the Duty Officer, apparatus coordinator, or to Deputy Chief 4.
- The duty crew shall complete any NFIRS report and the required duty crew credit form at the completion of their shift
- Duty crews shall wear duty crew uniforms when on shift.
- The four main areas of focus for the weekday duty crew program (all subject to emergency calls first) are:
 - a. Truck checks - assigned at each shift
 - b. Training - (1) hour required per shift
 - c. Station duties - assigned to each shift
 - d. Personal time - physical fitness is strongly encouraged during this time.

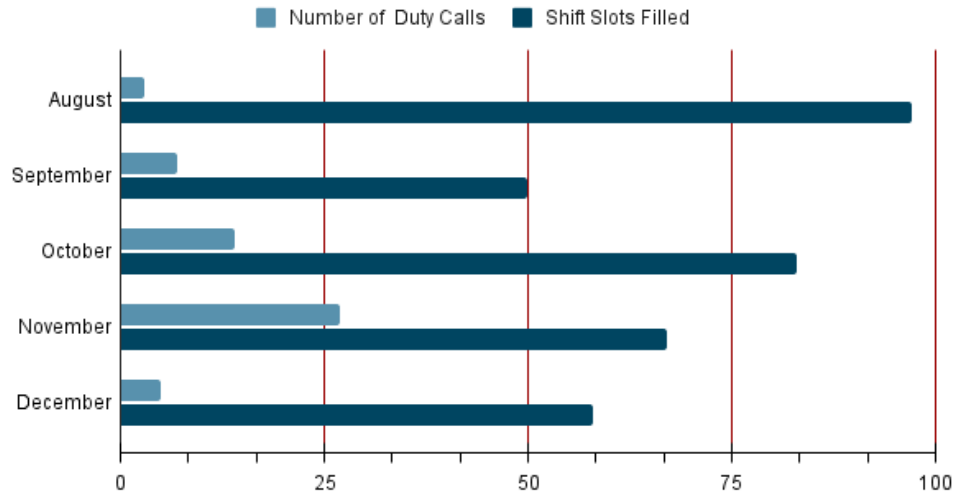
Compensation

- For (1) four-hour duty shift:
 - a. For a regular duty shift as a firefighter, you will receive \$50 along with (2) call credits
 - b. For a non-duty shift (doing personal work), you will receive \$25 along with (2) call credits
 - c. For a probationary firefighter shift, you will receive \$25 along with (2) call credits





Duty Crew Shifts Filled Vs. Calls Received



Duty Crew Response Times

