



Priority: 1

Issue Date: January 1, 2019

Approved: Michael O'Brian, Fire Chief

I. SCOPE

In order to provide the highest level of quality customer service for our citizens and ensuring constant operational readiness the following minimum employment requirements have been defined with clear and appropriate levels of engagement for operational employment with Brighton Area Fire Authority.

II. NEW EMPLOYEES

A. Residency:

1. Paid-on-call applicants must reside within the Authority's fire jurisdiction. Applicants who reside outside our jurisdiction must obtain authorization from the Fire Chief or his or her designee to be considered for employment.
2. Current paid-on-call employees who move outside the Authority's fire jurisdiction must obtain authorization from the Fire Chief or his or her designee to maintain active employment with the Brighton Area Fire Authority.

B. Age requirements:

1. New employees must be at least 18 years of age.

C. Educational requirements:

1. New employees must have attained a high school diploma and/or a G.E.D. Certificate.

Junior Cadets- See SOP 301.1 for age and participation requirements

III. ATTENDANCE REQUIREMENTS, CALLS FOR SERVICE

A. In order to provide a high level of customer service, all paid-on-call personnel are required to meet the following minimum performance for emergency response. The point system is as follows:

1. Paid-on-call (POC) personnel will be held to 30% (POC Officers 40%) of the available points each month. If your station is dispatched to 30 calls in a month, a firefighter is responsible for 9 points (30 x 30%) and an Officer is responsible for 12 points (30 x 40%).
2. Points are calculated as follows for the incident start time:
 - a. 1800 – 2259 = 1 point
 - b. 2300 – 0559 = 3 points
 - c. 0600 – 1759 = 2 points
3. POC personnel who respond to "all calls" that immediately precede and run over into scheduled shift start time or "all calls" that immediately precede and run over scheduled shift end time. In these situations, points will be issued.
4. POC personnel will not be responsible for points for incidents that occur from 0600 to 1800 hours, Monday–Friday. POC personnel that are not on duty who respond to "all-call" incidents during these times will receive one "bonus" point.

5. POC personnel who are on a scheduled shift will receive point credit only for runs in which their assigned stations were dispatched *except* as described in sub-section #4 above. It is the responsibility of the employee to insure point credit is entered into Fire Authority's Fire Records Management System (FRMS).
6. POC personnel have an opportunity every quarter to earn "Participation Points" which will be added to their quarterly points detail report.
 - a. Training/Maintenance - Employees will earn ½ point for each Authority training and/or maintenance in **excess** of the minimum requirement, not to exceed 3 points per quarter. Minimum Training requirement is defined as five (5) Authority trainings and two (2) maintenance sessions per quarter. An employee must meet the minimum in both categories to earn participation points. Authority Training will be defined through the posted Authority training schedule and will be communicated to personnel through the Authority training matrix. Quick drills do not qualify for training credit. External trainings may be approved for Authority training credit at the discretion of the Fire Chief. If approved, external training will be listed on the training matrix. Make-up training will be allocated Authority training credit if procedures are followed under Section X of this policy.
 - b. Public Education - Employees will earn 1 point for leading or taking a significant role in a public education event, not to exceed 3 points per quarter. Examples of qualifying public education events would be teaching a CPR class to the public or leading a Scouting event. However, not all public education events will qualify for a participation point. The Authority will notify personnel if a public education event qualifies through the pub-education notice sent via email. Public education participation points will not be credited to employees working scheduled shift hours.
 - c. Shift Participation- Employees will earn 1 point for every 12 hour shift worked, not to exceed 3 points per quarter.
 - d. Floating Response- Eligible floating employees will earn 1 bonus point for every floating response, not to exceed 3 points per quarter. This bonus point will be categorized in the Authority's FRMS as "Floating" under activity selection.
7. Points are to be entered into the Authority's FRMS at the time of the run, in the section titled "points".
8. During storms, standbys, and larger incidents a Chief Officer shall determine the total points awarded to responsible personnel. Though multiple points may be awarded, the standby will only count as a "one run all call" in the run book unless otherwise noted by the Chief Officer.
9. When employees are attending Authority approved training activities or details, the employee shall be given point credit only, for runs dispatched for their assigned station only.
10. Employees that are under approved leave or suspension will not be responsible for points during their absence. Once reinstated, the employee will be responsible for points as of the first full month back in service.
11. Employees newly eligible to respond to calls will be responsible for points effective as of the first full month of service.

IV. TRAINING/MAINTENANCE SCHEDULE

A. Attendance at training and maintenance sessions will be as follows:

1. First Tuesday – Station / Apparatus Maintenance 1900 hrs.
Wednesday following the first Tuesday – Station / Apparatus Maintenance 0900 hrs.

2. Second Tuesday – Training, 1900 hrs.
Wednesday following the second Tuesday - Training, 0900 hrs.
 3. Third Tuesday – Training, 1900 hrs. (Feb., April, June, Aug., Oct., and Dec.)
Wednesday following the third Tuesday -Training, 0900 hrs. (Feb., April, June, Aug., Oct., and Dec.)
 4. Fourth Tuesday – Training, 1900 hrs.
Wednesday following the fourth Tuesday -Training, 0900 hrs.
- B. Station Definitions:
1. Host station: The station in which the training/meeting is taking place.
 2. Non-host station: The station which has to move personnel and apparatus to the host station for the training/meeting.
- C. Station Start Times:
1. The non-host station employees shall be at their stations at 1830 hrs. They will depart the station and go to the host station at 1840 hrs. Their pay for the training/meeting shall start at 1830 hours and will end when they are back in their station and their apparatus is back in service.
 2. The host station employees shall be at their station and ready to proceed at 1900 hrs. Their pay will start at 1900 hours and end after the training/meeting session is over, and all the equipment is put back in service.

V. ATTENDANCE REQUIREMENTS, TRAINING

- A. Paid-on-call personnel shall attend a minimum of five (5) training sessions in each quarter. When employees are attending Authority sponsored training activities that conflict with Authority scheduled training, the employee shall be given credit for non-mandatory training. All BAFA personnel will have shared access to the department training schedule via Google calendar.
- B. Training credit may be applied from outside emergency organizations to achieve minimum training requirement but not to accumulate participation points.
- C. Full-Time personnel shall average sixteen (16 hrs.) of monthly training in each quarter. Training will include: maintenance, classroom, license certification and practical training sessions. Every training session must be entered into the Authority's FRMS.
- D. Mandatory Training (*All Personnel*) - In addition to the Fire Authority Requirements, there are several annual trainings which the Fire Authority must provide in order to satisfy various requirements. Examples include: Blood-borne Pathogens, Anti-Harassment, CPR, etc. All Officers and Firefighters both paid-on-call and full-time must complete these mandatory trainings. Whenever possible, make-up sessions will be scheduled. If not, it is the responsibility of the employee to schedule a make-up session.

VI. ATTENDANCE REQUIREMENTS, MAINTENANCE

All paid-on-call fire personnel shall attend a minimum of two (2) fire station/apparatus maintenance sessions per quarter. An employee can arrange with the Station Lead at their assigned station to perform two (2) hours of documented work at an alternate time in order to fulfill the requirement for one maintenance session.

VII. ATTENDANCE REQUIREMENTS, AGILITY

All fire personnel are required to successfully complete the agility test twice annually, no more than 6 months apart. Agility test must be completed in accordance with SOG 1002, Agility Testing.

VIII. PHYSICAL EXAMINATION

To ensure the health and safety of all fire personnel, a physical exam is required based on the following schedule:

- A. 40 years and above – annually.
- B. 18- 39 years – every two years.

The Authority will provide notice to employees and the employee shall schedule the exam within the time frame given. A copy of the physical examination protocol will be provided upon request to Human Resources.

IX. OFFICER MEETINGS

Officers shall attend a minimum of 80% of scheduled officer meetings. Officers will be allowed to make-up a maximum of two (2) officer meetings per calendar year. The make-up session must be scheduled with a member of Senior Staff. It is the responsibility of the Officer to insure the make-up session is entered into the Authority's FRMS.

X. MAKE-UP TRAINING PROCEDURES

The Authority understands there may be times that an employee may struggle to meet the minimum training requirements due to conflicts such as primary work schedules or childcare. To assist our employees, the following make-up training procedure has been established.

- A. The employee shall submit an email requesting a make-up training session to the station lead including the following information:
 - 1. Reason for missing the normally scheduled training day / night (include the date).
 - 2. Training topic that will be missed (according to the training schedule posted on the web site).
- B. Once approved, the station lead will coordinate scheduling and will contact dept. training officer for training outline if applicable. *All missed trainings must be completed in the quarter that they were missed.* It is expected that these events are somewhat forecasted and the employee is not addressing this at the end of the quarter.
- C. The Make-Up Training sessions are not to be considered a third training opportunity for individuals that do not make the normally scheduled training. This training is a pre-approved session and will not be on a normal weekly rotation.
- D. The employee is responsible for being prepared for the session and documenting the make-up session in Fire Authority's FRMS with the correct code.

XI. PAID-ON-CALL RELIEF OF CERTAIN MINIMUM REQUIREMENTS

- A. Every paid-on-call employee will be a given (2) one-week increments to be used over the remainder of the calendar year which will provide temporary relief from department required points and maintenance (only if maintenance falls during the approved time frame).
- B. Personnel must use the relief time in a minimum of one week or can combine both weeks for two weeks if necessary. Personnel should attempt to schedule the relief time two weeks in advance and in one-week increments with their respective station lead. The request shall be made via Authority email. The station lead will notify the employee and HR of approved relief time.
- C. If an employee returns home from a vacation or is not out of the area for the entire allotted days, the employee can respond to incidents and should advise the station lead that they are back in service.
- D. Personnel will be responsible for all minimum performance criteria outside of relief period unless on approved leave of absence.
- E. This policy does not eliminate the minimum performance requirements for agility testing or training as outlined in SOP 101. If multiple employees request relief during the same period of time, the station lead may need to deny a request in order to provide a minimum response.

XII. CORRECTIVE ACTION

- A. Those personnel that do not meet one and/or all Authority requirements specifically: minimum points, training, and maintenance in a quarter will be reduced (1) pay grade for the next quarter. Once an employee successfully achieves minimum performance, pay will be reinstated in the next quarter. Reinstatement pay will mirror the progression of pay reduction. Example: If reduced 2 pay grades over 2 quarters it will take 2 quarters to achieve full pay status.
- B. Any employee, who fails to meet the minimum requirements for two consecutive quarters or six months within a 12 month period, will be referred to the Fire Chief. The Chief can impose a corrective action ranging from a verbal warning up to and including termination.
- C. Employees who fail to maintain compliance with the physical agility requirement and physical examination will be referred to the Fire Chief and may be disciplined including immediate suspension.
- D. The Fire Chief has the authority to assign employees to special duties, which may relieve that employee of any or all of the above requirements.


Approved by

Rescinds SOP 101 dated 04/01/16
Rescinds DIR. 2015-02 dated 04/22/15
Rescinds SOP 101 dated 01/01/14
Rescinds SOP 101 dated 09/28/11