

Groom Creek Firefighters

Proposed Staffing Policy

Definitions

- Shift – One 24 hour period of time starting at 0700 hrs and ending the next day at 0700 hrs
- Tour – Two consecutive shifts lasting 48 hours
- AWOL- When an individual is absent from work without notice, or approved leave.
- Reserve Firefighter – Must have AZ State FF I &II, AZ State EMT-B or higher, Wildland Redcard, and completed GCFD Reserve Taskbook.
- Duty Chief - Person acting as the Fire Chief during absence of the Fire Chief

Minimum Staffing

- Station 41 will be staffed with a minimum of 2 personnel
 - One Captain/Acting Captain
 - One Firefighter/Reserve Firefighter (Must be a qualified operator)
- Every possible effort must be made to attempt ALS coverage.
- There will be a Duty Chief on duty or on call 24/7.
- It shall be understood that all situations that arise concerning minimum staffing which cannot be addressed in SOP. The Fire Chief or Duty Chief can authorize exception to this SOP based on District need, special or unusual circumstances.

Shift Holdover

- Personnel must holdover at the end of their shift until properly relieved.
- Holdover time will be considered trade time. The person reporting for duty must pay the time back and may be subject to disciplinary action.

Allowable Hours

- An employee may work up to 72 consecutive hours without special approval.
- An employee may work up to 96 consecutive hours under extenuating circumstances only with approval from the Fire Chief or Duty Chief.
- If an employee work more than 72 hours straight, it is mandatory to take 24 hours off.

Shift Trades

- Shift trades will not affect the minimum staffing policy.
- All agreed trades will be documented on the shared calendar.
- Any compensation other than time worked for time worked is not allowed. Trades involving monetary payment are expressly prohibited.
- Employees may work trades for partial or full shifts.
- All attempts shall be made to prevent an individual from working more than 72 Hours.
Any trade time that requires an employee to work more than 72 consecutive hours must be approved by the Fire Chief or Duty Chief.
- Two people from the same shift may be absent due to trades provided it does not affect the minimum staffing policy.
- The Fire District shall not incur any additional cost from shift trades.
- Once a trade is made, the employees are obligated to work the agreed time frames.
- If an individual fails to report for an agreed upon trade, the employee is considered AWOL.
• Vacation time will be deducted at a rate of 2:1 and the individual will be subject to

disciplinary action.

- If an individual reports sick for a shift trade the individual will be docked sick time for the duration of the trade. The firefighter scheduled to work the shift will still be required to work the trade.