



Jackson Hole Fire/EMS Operations Manual

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Title: **Operational Shift
Personnel Guidelines**

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PURPOSE

To provide direction for the staffing, scheduling and organization of Fire/EMS career shift personnel in areas not specifically addressed in the Teton County Employee Policies Manual general employment policies or Appendix C.

See the County Employee Manual for general employment policies. The Employment Guide for Fire/EMS Shift personnel will be 'Appendix C' of the Teton County Policies Manual.

Note: The following guidelines may be changed at the discretion of the Chief in order to ensure appropriate operational coverage and staff administration.

SECTION I – WORK SCHEDULE AND DEFINITIONS

The current work schedule for operational Fire/EMS personnel, throughout the year, is two, twenty-four (24) hour on-duty shifts and four, twenty-four (24) hour off-duty shifts, or 48-on/96-off, for a maximum of 192 hours per 24-day work cycle.

The 'Work Cycle' for shift personnel is a 24-day cycle under the FLSA 7 (K) exemption defined for fire departments.

The 'Work Shift' shall be defined as one, twenty-four (24) hour day.

The 'Tour of Duty' assigned shall be defined as two (2) consecutive work shifts. A Tour of Duty is followed by ninety-six (96) hours off.

SECTION II – MINIMUM OPERATIONAL STAFFING (for Stations 1 & 6)

Standard Shift Staffing		
Total staff	Captains	Minimum # of Paramedics
6	2	3

Minimum Shift Staffing*		
Total staff	Captains	Minimum # of Paramedics
5	1	2

**During the high season, staffing may be reduced due to sick calls with no available coverage or urgent staffing issues. During the fall and spring, staffing may be reduced in order to facilitate vacations.*

SECTION III – VACATION REQUESTS

- Requests will generally be granted on a first come, first serve basis.
- Requests may be made up to 365 days in advance.
- Vacation requests will be submitted through the on-line scheduling system to the Shift Chiefs & Schedule Coordinator who will approve or deny the request.
- Minimum staffing must be maintained utilizing the guidelines noted above.
- The maximum number of consecutive shifts off that may be approved at the Shift Chiefs level will be 96 hours (two 48 hour tours).
- Additional hours may be approved at the discretion of the Fire Chief.

SECTION IV – MAXIMUM CONSECUTIVE HOURS WORKED

- Staff will not be scheduled to work more than forty-eight (48) consecutive hours.
- In extenuating circumstances and with the approval of the Duty Chief, staff may be held over for up to an additional twelve (12) hours to cover sick calls, or significant incidents.
- Staff must have a minimum of twenty-four (24) hours off before the next forty-eight (48) hour tour.
- Additional downtime during the shift may be necessary when call volumes significantly interrupt regular downtime hours.

It is recognized that during certain periods of heavy call volume or significant events, it will be necessary to adequately rehab crews to ensure safe operations for the personnel and the community. The status of the crews will be monitored by the Shift Captain as well as the Duty Officer. At their discretion, steps will be taken to provide rehab for physical, mental, and operational stressors. Trigger points may include high call volume, a working fire, calls with significant emotional impact and other stressful incidents. Actions taken may include station reassignments, additional staffing, taking a crew out of service and provision of physical or emotional support. The safety of both our personnel and our community will be the priority.

SECTION V – SENIORITY IN SCHEDULING/BIDDING

- For the purpose of seniority in scheduling, the staff will be divided into the following categories.
 - Officers
 - Full-time shift personnel
 - Pool shift personnel
- Within each group, seniority will be based on the hire date to full-time status.

SECTION VI – SPLIT WORK SHIFTS

- During general operations, work shifts will not be split into increments of less than 24 hours.
- 24 hour work shifts may be split in order to ensure staffing for short notice sick coverage or during periods of significant call volume.

SECTION VII – TIME RECORDS

- Hours will be recorded on the timecard in chronological order.
- As per Appendix C, overtime pay would apply when actual hours worked exceed 182 hours in a work cycle of twenty-four (24) consecutive days.
- For hours between 182 and 192 the employee will receive monetary overtime compensation at time and a half.
- For hours greater than 192 in a 24-day cycle, the employee may elect to either receive monetary overtime compensation, or accumulate compensatory time at the overtime rate of one and one-half hours.
- The Chief reserves to the right to change these guidelines as necessary for budgetary or staffing reasons.

SECTION VIII – HOME STATION INVOLVEMENT

All shift personnel will be assigned to a home station for response and training purposes.

- Shift personnel are encouraged to respond to their home or shift station calls as available.
- Shift personnel may be required to attend key station-based annual trainings (CPR, EVOC, Wildland Refresher, etc.) at their home or shift station.

SECTION IX – SHIFT RESPONSIBILITIES

Each shift will have daily responsibilities based on the 48 hour tour as well as a weekly, monthly and quarterly schedule.

Tour of Duty

- Apparatus checks and rehab
- Training (all-hazards) – All-hazards training will include EMS, Fire and Special Operations (HazMat, Rope Rescue, Swiftwater, TEMS, etc.) on a rotating basis in order to maintain proficiency. A training plan will be implemented by each Captain.
- Physical Training – Crews are encouraged to choose exercises based upon duties associated with position description and appropriate for the crew members and the work place. Exercise induced injury is a risk. Reduce the risk through appropriate decision making and risk management.
- Cleaning- Leaving the station clean for the following shift; including clean and tidy living and sleeping quarters, clean bathrooms, kitchen, gym, bays, as well as spot checking the entire station prior to the am shift change.
- Equipment and apparatus maintenance

Weekly

Monday	Equipment wipe-down & Medic 70
Tuesday	Training room clean/set-up and supplies restock/organize
Wednesday	Station Exterior & Recycling
Thursday	Ambulance & Engine interior wipe down
Friday	Outlying stations & Medic 70
Saturday	Tools (cleaning/sharpening/run/fuel/repairs)
Sunday	Captains choice

Outdates

- Equipment- Quarterly
- Medications- Monthly

Duties shared across shifts.

Each area of responsibility will have a master coordinator and a representative from each shift.

- Scheduling
- Supplies and ordering
- Shift Training
- IT contact/Image Trend

SECTION X – TOUR OF DUTY DAILY WORK SCHEDULE GUIDELINES

Tour of Duty guidelines are flexible, based upon the Captain's discretion. Call volume will dictate the need for additional downtime.

Day 1

07:00	Shift Change – Personnel on Apparatus floor in Uniform
07:00-08:00	Shift Exchange/Rig Checks
08:00-17:00*	PT/Training/Daily Duty/Projects/Preplanning with Lunch and Breaks provided
17:00-22:00	Evening Activities – Downtime & Training
22:00	Quiet Time

Day 2

Captain should be aware of any Volunteers/Observers/Students starting at 07:00.

08:00	Personnel available in Uniform
08:00-09:00	Crew Breakfast/Teambuilding
09:00-17:00*	PT/Training/Daily Duty/Projects/Preplanning with Lunch and Breaks provided
17:00-22:00	Evening Activities – Downtime & Training
22:00	Quiet Time

Day 3

By 07:00 Clean Living Quarters/High Use Areas

* Downtime in afternoon to account for Evening Trainings