

Aspinwall Volunteer Fire Department
Aspinwall, Pennsylvania

Voluntary Station Staffing Program Guidelines

February 12, 2019

Aspinwall Volunteer Fire Department
Voluntary Station Staffing Program SOG

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Attachments

Daily Task List - Station Cleaning
Daily Task List - Engine Equipment Check
Daily Task List - Rescue Equipment Check

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ARTICLE I: PURPOSE

In the interest of public safety, this initiative has been set forth to attempt to improve apparatus staffing for fire and emergency incidents, to ensure that station and equipment maintenance are conducted, and provide a platform for mentoring and crew level training opportunities. The Program will hereafter be referred to as the “Voluntary Station Staffing Program.”

ARTICLE II: DEFINITIONS

- A. "Fire Department" refers to the Aspinwall Volunteer Fire Department.
- B. "Active Members" actively respond and function at emergency incidents, assist with work and fund-raising functions and attend scheduled training.
- C. "Bunk-In Members" are Active Members who sleep at the facilities designated to be occupied by the Fire Department, but it is not their primary residence.
- D. "Fire Officers" refer to the elected Fire Chief, Assistant Fire Chief, Captain and Lieutenant(s) of the Fire Department.
- E. "Duty Officer" refers to the highest ranking or most senior member at the station, 18 years of age or older.
- F. "On Duty" is defined as "the time spent at the station and available to respond to emergency incidents."
- G. “Rig Checks” refers to the process of checking that the apparatus, and the equipment mounted on the apparatus, are in a working and serviceable condition, ready to be utilized at an emergency incident.
- H. “Incident Credits” refer to credits accrued by a department member for participating in this program. Accrued credits will be added to the number of Incidents responded to over the course of the year and used to augment said members “percentage of calls responded to.” Credits can also be used to redeem other incentives.
- I. “Demerits” may be issued for infractions against the program guidelines. They are described in more detail in Article VIII.

ARTICLE III: STAFFING APPLICATION SOFTWARE

- A. The Voluntary Station Staffing program will be utilizing the free on-line application “Homebase” to manage fire department members participation and staffing schedule. The “Homebase” software has easy to use applications for both Apple and Android devices.
- B. Members wishing to participate in the Station Staffing Program shall coordinate with the department’s “Homebase” administrator(s) to set up a personal account within the scheduling software.

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ARTICLE IV: STAFFING GUIDELINES

- A. It is the priority of this Program to ensure that fire station #1 is staffed between the hours of 15:00 (3:00pm) and 23:00 (11:00pm) Monday through Friday and 08:00 (8:00am) to 15:00 (3:00pm) on Saturday and Sunday.
- B. Staffing may occur at any time or day of the week and will not be limited to those hours or days.
 - a. **EXCEPTION:** There will be no staffing from 19:00 (7:00pm) to 23:00 (11:00pm) on Tuesday evenings during meetings, training or work details.
- C. The Program is designed to support a four (4) hour staffing shift. (ie. 15:00-19:00, 19:00-23:00, 23:00-03:00, 03:00-07:00, 07:00-11:00, 11:00-15:00)
- D. The minimum “On Duty” Staffing commitment is four (4) hours.
- E. If a member volunteers to be “On Duty” for a shift or shifts, using the approved Station Staffing application software as noted in Article III, and find that they are unable to meet that commitment, that member shall find another member to cover their shift, using the “Find Cover” feature of the software application, no less than 12 hours prior to the start of their shift.
- F. It shall be the responsibility of the fire officer, or duty officer, to be sure that each member of the “On Duty” crew logs in and out of the Homepage software, with their unique Personal Identification Number (PIN), on the fire department computer or iPads. This will allow for more accurate tracking of “Incident Credits.”
 - a. The fire officer, or duty officer, will note which members of the “On Duty” crew are eligible for additional “Incident Credits” for performing the Daily Tasks.
- G. “On Duty” members staffing the station should be in Class C uniforms.
 - a. Class C Uniform consists of clean, navy blue or black work or EMS pants, a Fire Department t-shirt (long or short sleeved), navy blue or black socks and black work shoes.
 - b. All components of this uniform are to be provided by the individual.
- H. “On Duty” members staffing the station shall remain “Safety Conscious” at all times whether they are working in and around the fire station, out on the apparatus, or relaxing.
- I. “On Duty” members staffing the station should present a professional demeanor at all times be it at the fire station or anywhere else.

ARTICLE V: INCENTIVES

- A. For every four (4) hours served “On Duty” staffing fire station #1 the member will receive one (1) “incident credit.”
- B. For fully participating in and completing all the Daily Tasks and Crew Level Training, the member will receive one (1) additional “incident credit.”
- C. “Incident Credits” will be applied to the members overall responded emergency incident counts and used to determine final percentages needed to be eligible to nominate, vote in, and run for Line Officer positions.
- D. For every twenty “Incident Credits” earned, the member is eligible to request a free long or short sleeved “Commemorative Design” t-shirt. (i.e. St Patrick’s Day, Breast Cancer Awareness, etc.)

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ARTICLE V: INCENTIVES (Cont.)

- E. The Fire Department will reimburse members who are “On Duty” staffing the fire station for eight (8) hours, the cost of food in the amount of \$10.00 per instance.
 - a. Bottled water and soft drinks will be provided by the fire department for the use of the “On Duty”
 - b. Submit receipts for food, dated and noted, at the next Monthly Meeting for reimbursement.

ARTICLE VI: GENERAL RESPONSIBILITIES

- A. The responsibilities of ALL MEMBERS, (Active, Probationary, Junior & Associate) shall be as follows:
 - 1. Members are, at all times, under the direction of the Fire Officers and will follow the instructions of the Fire Officers. If instructions are not followed, the incident will be reported to the Chief or President who will determine the proper action to be taken.
 - a. This includes performing crew assignments to clean, check, maintain the station and equipment and participate in crew level training activities.
 - 2. Maintain the fire station spaces so they are in a neat, clean and orderly condition at all times.
 - 3. Clean up after themselves when using the rooms in the facility. This includes throwing away trash, drink containers, washing dishes, etc. DO NOT expect someone else to clean up after you. Do not wait to be asked to clean up. You should instead be asking what needs to be done.
 - 4. Pay particular attention to their personal hygiene, which can and may be offensive to other members. It is strongly recommended that a member not occupy fire department spaces if they have not showered or changed clothes within a 24-hour period.
 - 5. Make certain the furniture and lockers remain odor free.
 - 6. Follow all Fire Department By-Laws, Chief’ Rules” and SOG’s.
 - 7. Make an effort to maintain building security and appearance.
 - 8. Smoking/Vaping is allowed outside the fire station, but not within fifteen (15) feet of any doors into the facility. The use of tobacco, in any form, is not permitted inside the fire department spaces.
 - 9. All members are to remain adequately clothed at all times while in department spaces. Exception; the Bathrooms.
 - 10. Minimum night attire will be athletic shorts and crew neck t-shirt.
 - 11. Members are allowed to invite one (1) guest to the station. Any guest brought to the station is subject to the By-Laws, Chief’ Rules and SOG” of the Fire Department and remains the responsibility of the member who brings him/her.
 - 12. No horseplay
 - 13. Fighting and/or harassment will not be tolerated.

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ARTICLE VI: GENERAL RESPONSIBILITIES (Cont.)

14. Personnel shall treat all department and personal property in such a manner so as to avoid damage and prevent loss, theft or destruction of that equipment or property. Any willful destruction, theft or damage, or failing to make efforts to stop such damage, theft or destruction will be grounds for disciplinary action according to Fire Department policies and the laws of the Commonwealth of Pennsylvania.

15. All Members and Guests are to refrain from the use of profanity or offensive language while on Fire Department property.

16. Illegal Drugs are strictly prohibited on Fire Department property.

17. Consumption of, possession of, or being under the influence of alcohol on Fire Department property is strictly prohibited, with the exception of special parties or events sanctioned by the Fire Department, and approved by the Board of Directors.

18. Members will report problems with or failures of equipment or fire company property to a Chief Officer or Duty Officer immediately. An incident card will be completed and placed in the proper location.

ARTICLE VII: BUNK-IN GUIDELINES

- A. Bunk-In Members are only allowed if there are un-assigned bunks available.
- B. No members under the age of 18 may participate in the Bunk-In Program.
- C. Bunk-In Members may not stay more than three (3) days in a week, and a total of no more than eight (8) days in a month. Chief Officers may extend or reduce the number of days a Member may Bunk-In.
- D. Bunk-In Members are accountable to assist with all chores, tasks and assignments. If chores are not completed, the Member's Bunk-In privileges may be suspended for a minimum of one (1) month at the discretion of the Chief Officers.
- E. Members who wish to use their Bunk-In privilege must notify a Chief Officer and sign-up a minimum of three (3) days in advance of their expected stay.
- F. All Bunk-In Members must also follow the rules, regulations and guidelines set forth in this document.
- G. Bunk-In Members should address all concerns and questions to the Chief Officers.
- H. Bunk-In Members must provide their own, clean, fitted and flat, twin size, extralong, bed sheets, pillow, pillow case and blanket; and take it away with them at the end of their stay. Vinyl mattress covers will be provided by the Fire Department and must be used.

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ARTICLE VIII: IMPLIED AGREEMENT & INFRACTIONS

- A. Participation in the Aspinwall Volunteer Fire Department’s Voluntary Station Staffing Program and use of the Staffing Application Software implies that the member agrees to abide by the program guidelines.
- B. Failure to Turn-out for a Scheduled Staffing Period will result in two “demerits” and forfeiture of one (1) accrued “Incident Credit” if one is available.
- C. Tardiness, by more than 30 minutes, will result in one (1) “demerit” and loss of accrual of a “Incident Credit” for that four (4) hour period, and Food allotment for that eight (8) hour period.
- D. Not participating in the Daily Tasks and Crew Training, for any reason, will result in one (1) “demerit”
- E. Not adhering to any portion of the Voluntary Station Staffing Program Guidelines will result in one (1) “demerit” for each infraction.
- F. A member earning five (5) or more “demerits” will result in a temporary suspension from the Voluntary Station Staffing program until such time as the member meets with the Chief Officers to discuss their conduct and appropriate disciplinary action is determined.

ARTICLE IX: DAILY TASKS AND CREW TRAINING

- A. It is the expectation of the fire department officers that the tasks of cleaning the station, performing “rig checks” and participating in a crew level training activity take approximately an hour of time total. Each set of tasks is expected to last no more than 20 minutes with a crew of three to five members.
 - a. For shorthanded crews of two or less, it shall be the fire or duty officer’s discretion as to what Daily Task(s) their crew will address, if any are left to be done.
- B. Check lists outlining the Daily Tasks for Station Cleaning, Apparatus and Equipment Checks will be provided by the Fire Department. Examples are attached at the end of the program guidelines.
- C. Crew Training is an essential part of the Voluntary Station Staffing program as it helps to build individual confidence and team cohesion ultimately leading to improved morale. They should be led by the “Duty Officer.”
 - a. Examples of Crew Training might be: SCBA Drills, Hydrant Drills, Cross-Lay or Trash Line Packing, Scene Size Up, Fire Service knots, Setting up the RIT Basket, Ladder Carries/Raises, etc.

ATTACHEMENTS:

- Daily Task List – Station Cleaning (1 page)
- Daily Task List – Engine Equipment Check (2 pages)
- Daily Task List – Rescue Equipment Check (2 pages)

DAILY TASK LIST

STATION CLEANING

Date: _____

Task		Completed (Circle)		Member's Initials
1. Bathroom				
	Clean toilet, sink & shower with disinfectant.	Y	N	
	Sweep and wet mop the floor.	Y	N	
	Empty the trash container.	Y	N	
	Restock toilet paper & paper towels. (As needed)	Y	N	
2. Kitchen				
	Wipe down countertops with disinfectant.	Y	N	
	Wipe down stove top with soap & water. Dry with paper towel.	Y	N	
	Sweep and wet mop the floor.	Y	N	
3. Duty Room				
	Sweep the floor.	Y	N	
	Vacuum the area and entry rugs.	Y	N	
	Spot mop the floor. (As needed)	Y	N	
4. Radio Room				
	Sweep and wet mop the floor	Y	N	
5. Empty Trash Containers; Replace Liner / Bag. (As needed)				
		Y	N	
6. Leaf, snow and ice removal. (Seasonal) (As needed)				
		Y	N	

DAILY TASK LIST

ENGINE EQUIPMENT CHECK

Date: _____

Task		Completed (Circle)		Member's Initials
Engine				
	SCBA's (All units checked & present?)	Y	N	
	All Straps Extended?	Y	N	
	Bottle Pressure within 500 PSI of full?	Y	N	
	Low pressure alarm sounds on activation?	Y	N	
	PASS device operates?	Y	N	
	Spare Bottle Pressures within 500 PSI of full?	Y	N	
	Issues?			
	Handlights (All units checked & present?)	Y	N	
	Lights light up?	Y	N	
	Straps stowed properly?	Y	N	
	Issues?			
	Gas Powered Equipment			
	Roof Saw (Fueled? Chain Oil? Starts? Runs?)	Y	N	
	Rotary Saw (Fueled? Starts? Runs?)	Y	N	
	PPV Fan (Fueled? Starts? Runs?)	Y	N	
	Honda Generator (Fueled? Starts? Runs?)	Y	N	
	Issues?			
	Electric Powered Equipment			
	PPV Fan (Operates? Stowed properly?)	Y	N	
	4-Gas Meter (Starts? Zeros? Calibrated?)	Y	N	
	Natural Gas Meter (Operates?)	Y	N	
	Hot Stick (Operates?)	Y	N	
	Issues?			

Task		Completed (Circle)		Member's Initials
Engine (Page 2)				
	Hydraulic Powered Equipment			
	Exercise Portable Spreader Cutter	Y	N	
	Exercise Rabbit Tool / "Bunny Pump"	Y	N	
	Issues?			
	Tools and Extinguishers present and clean?	Y	N	
	Issues?			
	Compartments Organized?	Y	N	
	Issues?			
	Apparatus Conditions (To be completed by Apparatus Driver)			
	Vehicle Starts	Y	N	
	Check Headlights, Turn-signals, Brake and Running Lights	Y	N	
	Check Warning Lights, Arrow Sticks	Y	N	
	Check Scene Lights	Y	N	
	Check Fuel (3/4 tank or better?)	Y	N	
	Check Sirens & Air Horn	Y	N	
	Check Radios, Intercom System	Y	N	
	Engage Pump / Disengage Pump	Y	N	
	Clean Vehicle (Wash and/or rinse as needed)	Y	N	
	Issues?			

DAILY TASK LIST

RESCUE EQUIPMENT CHECK

Date: _____

Task		Completed (Circle)		Member's Initials
Rescue				
	SCBA's (All units checked & present?)	Y	N	
	All Straps Extended?	Y	N	
	Bottle Pressure within 500 PSI of full?	Y	N	
	Low pressure alarm sounds on activation?	Y	N	
	PASS device operates?	Y	N	
	Spare Bottle Pressures within 500 PSI of full?	Y	N	
	Issues?			
	Handlights (All units checked & present?)	Y	N	
	Lights light up?	Y	N	
	Straps stowed properly?	Y	N	
	Issues?			
	Gas Powered Equipment			
	Roof Saw (Fueled? Chain Oil? Starts? Runs?)	Y	N	
	Rotary Saw (Fueled? Starts? Runs?)	Y	N	
	Blower (Fueled? Starts? Runs?)	Y	N	
	Honda Generator (Fueled? Starts? Runs?)	Y	N	
	Issues?			
	Electric Powered Equipment			
	E-draulic Spreader (Operates? Battery Full Charge?)	Y	N	
	E-draulic Cutter (Operates? Battery Full Charge?)	Y	N	
	E-draulic Ram (Operates? Battery Full Charge?)	Y	N	
	Cordless Sawzall (Operates? Battery Full Charge?)	Y	N	
	Issues?			

Task		Completed (Circle)		Member's Initials
Rescue (Page 2)				
	Hydraulic Powered Equipment			
	Exercise Hurst Spreader	Y	N	
	Exercise Hurst Cutter	Y	N	
	Exercise Hurst Ram	Y	N	
	Issues?			
	Tools and Extinguishers present and clean?	Y	N	
	Issues?			
	Compartments Organized?	Y	N	
	Issues?			
	Apparatus Conditions (To be completed by Apparatus Driver)			
	Vehicle Starts?	Y	N	
	Check Headlights, Turn-signals, Brake and Running Lights	Y	N	
	Check Warning Lights, Arrow Sticks	Y	N	
	Check Scene Lights	Y	N	
	Check Fuel (3/4 tank or better?)	Y	N	
	Check Sirens & Air Horn	Y	N	
	Check Radios, Intercom System	Y	N	
	Check PSI of Pneumatic Cascade System	Y	N	
	Clean Vehicle (Wash and/or rinse as needed)	Y	N	
	Issues?			