



Priority: 1

Issue Date: January 1, 2014

Approved: Michael O'Brian, Fire Chief

I. SCOPE

Provide minimum requirements for employment with the Brighton Area Fire Authority as it relates to, training, run points, maintenance, physicals, and physical agility.

II. NEW EMPLOYEES

A. Residency:

1. 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.

III. ATTENDANCE REQUIREMENTS, CALLS FOR SERVICE

A. In order to provide a high level of customer service, all firefighters are required to meet the following minimum performance for attendance. The point system is as follows:

1. Paid on call firefighters will be held to 30% (Officers 35%) of the available points each month.
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. 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 11 points (30 x 35%, rounded up).
4. Points are to be entered into Firehouse at the time of the run, in the section titled "points".
5. Floaters will not record points for single floating calls and should be entered as a "floater". Under certain circumstances a structure fire is dispatched while the floater is at their non-primary station the Officer may approve points.
6. During storms, standby's and larger incidents the senior Officer for the Brighton Area Fire Authority shall determine the total points awarded to responsible personnel.
7. When employees are attending Authority sponsored training activities the employee shall be given point credit only, for their assigned station.

8. For “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 only, points will be issued.
9. Points will not be counted against employees for incidents that occur from 0600 to 1800 hours, Monday–Friday. Employees that are not on duty who respond to incidents during these times will receive one point.
10. Employees that are under approved leave or under 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. ATTENDANCE, SCHEDULE STATION DUTIES

- 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

All employees 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.

- A. Mandatory Training
In addition to fire Authority requirements, there are several annual or semi-annual training requirements, which the Fire Authority must provide in order to satisfy various requirements. Examples include Bloodborne Pathogens, CPR, SCBA, AED, Etc. All firefighters **must** attend the mandated training sessions (as indicated on the training calendar). Whenever possible, make up

sessions will be scheduled (refer to section on make-up training) and it is the employee's responsibility to schedule a makeup session.

VI. ATTENDANCE REQUIREMENTS, MAINTENANCE

All employees shall attend a minimum of two (2) fire station/apparatus maintenance sessions per quarter. An employee can arrange with the senior officer 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 employees are required to successfully complete the agility test twice annually, no more than 6 months apart. Agility test must be completed in accordance with current Authority practice.

VIII. PHYSICAL EXAMINATION

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

- A. 40 years and above – annually.
- B. 30 – 39 years – every two years.
- C. 29 years and younger - every three years.

The Authority will provide notice to employees and the employee shall schedule the exam within timeframe given..

IX. OFFICER MEETINGS

Officers shall attend a minimum of 80% of scheduled officer meetings.

The Fire Chief may waive or impose mandatory make-up sessions for this requirement.

X. MAKE-UP TRAINING PROCEDURES

This section is intended to assist our employees, which may not meet training requirements due to scheduling conflicts.

The following is an example of a scheduling conflict that would keep the firefighter from meeting the training requirements for the set quarter.

- Firefighter's normal work schedule falls during the normal weekly training sessions offered by the Authority and are unable to attend either session.

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.

A. Procedure

The employee shall submit an email requesting a make-up training session to the station boss including the following information:

- Reason for missing the normally scheduled training day / night (include the date).
- Training topic that will be missed (according to the training schedule posted on the web site).

Once the request is approved by the station boss, it will be sent to the training officer for approval and then on to the shift officer to schedule the training. All missed trainings must be completed in the same quarter as being missed in.

The employee is responsible for being prepared for the session and documenting the make-up session in Firehouse with the correct code (indicate "make-up" training for tracking purposes).

It is expected that these events are somewhat forecasted and the employee is not addressing this at the end of the quarter.

XI. CORRECTIVE ACTION

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.

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.

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.

Any employee who fails to meet the minimum requirements will be referred to the Fire Chief. The Chief can impose a corrective action ranging from a verbal warning up to and including termination depending on the severity and frequency of the violation.

Submitted By



Approved by

Rescinds SOP 101 dated 09/28/11

Date: _____

Employee's Name: _____

This is a formal notice that the above employee has not met the Authority's minimum performance requirements as outlined in the BAFA Minimum Performance SOP.

Violation cited: _____

Offense Number: 1 2 3

Comments:

_____ _____
Employees Name Date

_____ _____
Officer Date

The employee has met the requirements and is returning to their previous status.

_____ _____
Employees Name Date

_____ _____
Officer Date

cc: Fire Chief
 Employee
 Personnel file