

Appendix E

Duty Shift Program

- **Scope:**

Due to an increased demand on human resources in Emergency Services nationally, Seneca Hose Company #1 is implementing a Duty Shift Pilot Program to ensure that a work-life balance for the member may be achieved while attempting to guarantee and improve rapid and safe response to 911.

- **Objectives:**
 - Improve response times to incidents by having trained members at the fire station available and ready to respond.
 - Improve retention of current membership by offering a workable schedule program to meet membership requirements.
 - Recruit new members to Seneca Hose Company #1 and West Seneca Fire District #5
 - Increased training opportunity to the membership.

- **Program Eligibility:**
 - Any member of Seneca Hose Co. 1 and West Seneca Fire District #5 who has met the requirements to be active on the truck room floor as a responding member.
 - The Duty shift program is administered by the Chief and or delicate of the Co/District.
 - Program is open to new members with the understanding they will still be required to meet the requirements set forth by the company and district.
 - Educational requirements:
 - All new members meet the existing educational requirements set forth by West Seneca Fire District #5 including NYS EMT and NYS Firefighter 1
 - Leave of absence do not change any program or alter hour requirements.
 - Accepted leave of absence are for....
 - Medical
 - Military absences
 - Other approved by the Board of Directors
 - All Duty Shift participants have all the same rights of an on-call member providing they remain a member in good standing meeting hours and training requirements:
 - They may participate on committees.
 - They may participate in social activities.

- They have the same voting rights as a percentage member.
 - Duty shift members may not be an active member of any other volunteer fire company or district participating in a LOSAP Program.
- **Program Structure:**
 - The Duty Shift program is subject to revisions and changes with appropriate notification.
 - Methods of Notification
 - lamResponding
 - Email
 - Posted notice in truck room.
 - The Chief, President, Commissioner Board, & Company Board of Directors reserves the right to change/alter the requirements of the duty shift program provided those changes:
 - Become effective on October 1st of each year.
 - Provide 60 days' notice to the Board of Commissioners prior to the effective change and:
 - Provide 30 days' notice to the Company prior to the effective change.
 - Changes to the program must be agreed upon by the Board of Fire Commissioners in order to maintain compliance with the LOSAP program.
 - Total minimum annual duty shift hours required is 288 Hours (average 24 hours per month)
 - Minimum Duty hours: 16 hours per month.
 - The duty shift minimum for a LOSAP credit is 4 continuous hours.
 - 4 continuous hours are credited with service award points to be tracked in the approved district electronic platform.
 - Shift maximum hours is 12 hours per 24-hour period. Except for a State of Emergency declaration that encompasses the Town of West Seneca.
 - Duty hours will be tracked in the approved district electronic platform, members will be required to punch in at the start of a tour utilizing the kiosk.
 - Duty hours will be maintained and reported as needed by the program administrator.
 - Members must enroll into the duty shift program from September 1st to 30th & March 1st to 31st of each year and commit to the duty shift program for a six-month period by filling out the Open Enrollment form during this time frame.
 - If a duty member lives outside the Seneca Hose Co. 1 residency boundaries and wishes to convert to a percentage member, that member

- must relocate within the company membership boundaries within 60 days.
 - Members who reside outside of boundaries set forth by Seneca Hose Co. 1 must remain a duty shift member.
- Members of the duty shift program are encouraged to attend calls outside their scheduled shift.
 - Those responses will not count toward duty shift hour requirements.
 - Members will accrue service award points (LOSAP) for any call, event, or detail attended outside of duty shift hours.
 - Members responding to calls from outside the boundaries of the town of West Seneca may not use a blue light or any other type of warning/signaling device (4-way flashers, etc.) until they are within the boundaries of the Town of West Seneca.
- All drills and work detail requirements as defined by the district/Co. remain the same.
- Duty Shift members are LOSAP eligible.
 - Duty Shift members must meet the LOSAP requirements set forth by West Seneca Fire District #5.
 - Service award credit will be awarded to current LOSAP requirements.
- Duty Shift members are eligible and encouraged to take outside State/County classes. These will count towards drill credit requirements, but not hourly commitment.
 - The exception will be for required NYS BEFO/IFO and NYS EMT class where duty shift members will be credited the hours they attend toward their monthly required hours. Members will only receive Company credit and not be awarded LOSAP credit for hours while in class.
 - Drill sheets must be appropriately filled out and dropped in drawer at watch desk, along with any certificate of completion, within 30 days of completing the class for review.
- Drills, meetings, work details, miscellaneous details (any full company event) do not count toward required duty shift hours.
- Duty shift members have the option of obtaining credit for participation or credit for their service hours. There is no “double dipping”.
- Duty shift members are discouraged from signing up for duty shift hours on regularly scheduled drill/training/meeting nights.
- Any member who fails to meet the requirements set forth by both the district and fire company will be considered a member not in good standing and not be eligible for social company events and or other privileges afforded to members.
- **Requirements of the Duty Shift:**
 - Duty shift members must go through Duty Shift Onboarding/training.
 - Traditional probationary member onboarding

- Electronic software training
 - Reports and documentation
 - Response procedures and apparatus designations
 - Members participating must sign up for a shift in the approved Company/District electronic platform.
 - Shift maximum is 12 hours within a 24-hour period.
 - Sign-ups and tracking will be done through the approved Company/District electronic platform.
 - Members are required to punch in at the beginning of the shift.
 - Members are required to stay on Seneca Hose property (except for responses, details, training, or meals as outlined) the entire shift.
 - Members are required to punch out when the shift is complete.
 - Duty shift members are encouraged and expected to learn the approved District electronic platform NFIRS reporting and approved District electronic platform PCR program and enter the appropriate information at the appropriate times.
 - Members will be “Fit for Duty” West Seneca Fire District #5 policy on impairment will be enforced.
 - Members are required to wear Seneca Hose issued attire while on duty if uniform has been provided. Those without uniforms issued yet are encouraged to wear navy blue shirts and duty pants with closed toe shoes, preferably work boots.
 - Training:
 - At minimum 1 hour of training to be completed. Drill credit will not be awarded for duty shift members, duty shift members may receive bonus credits.
- **Record Keeping:**
 - All record keeping will be done on the approved District electronic platform.