

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

80.01.01 GUIDELINES FOR SHIFT COVERAGE



Adopted: 12/20/16
Reviewed: 11/21/19
Revised: 11/21/19

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher".

Purpose: To have a guideline for scheduling personnel.

References:

Procedure:

1. Captains/Lieutenants or Out-of-Class Scheduling Officers contact personnel via the District's scheduling software program for shift coverage. The District's goal in covering shifts is to avoid incurring overtime to the extent it is operationally possible.
2. Captains/Lieutenants or Out-of-Class Scheduling Officers are authorized to require a firefighter to perform callback or holdover work when they have made all efforts to contact all available personnel and have offered each of them the opportunity for additional work.
3. In the event that shift coverage is needed due to vacations, sick time, temporary duty assignments, educational time off, administrative time off, holiday coverage, etc., the following guidelines should be followed:
 - a) Station 81.
 - i. Normal Staffing: One full-time Captain, one full-time Firefighter Paramedic and one full-time Firefighter.
 - ii. Captain Off Duty: Full-time Firefighter/Driver moves to Out-of-Class Officer. If the full-time Firefighter/Driver is already off shift, move a full-time Firefighter from Station 82 or Station 85 for Out-of-Class Officer. Backfill open position with part-time Firefighter first. If part-time Firefighter is not available for shift, move to full-time Firefighter overtime procedures.
 - iii. Full-Time Firefighter/Driver Off Duty: Backfill open position with part-time Firefighter first. If part-time Firefighter is not available for shift, move to full-time Firefighter overtime procedures.
 - iv. Full-Time Firefighter/Paramedic Off Duty: Backfill open position with part-time Firefighter/Paramedic first. If part-time Firefighter/Paramedic is not available for shift, move to full-time Firefighter/Paramedic overtime procedures.
 - b) Station 82.
 - i. Normal Staffing: One full-time Lieutenant and one full-time Firefighter or Paramedic.. E82 always needs a minimum of two personnel
 - ii. Full-Time Firefighter or Part-Time Firefighter Off Duty: Backfill

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open position with part-time Firefighter first. If part-time Firefighter is not available for shift, move to full-time Firefighter overtime procedures.

c) Station 84.

- i. Normal Staffing: One Lieutenant, one full-time Firefighter/Paramedic, and one full-time Firefighter. E84 always needs a minimum of three personnel: two of the personnel must be full-time Firefighters. One position may be filled by a part-time Firefighter.
- ii. Lieutenant Off Duty: Move full-time Firefighter from Station 82 and backfill Station 82 with a part-time Firefighter first. When there is no full-time Firefighter at Station 82 to move, move a full-time Firefighter from Station 85. If part-time Firefighter is not available for shift, move to full-time Firefighter overtime procedures.
- iii. Full-Time Firefighter/Paramedic Off Duty: If Station 82 has paramedic working, move paramedic to Station 84 and backfill open position with part-time Firefighter first. If part-time Firefighter is not available for shift, move to full-time Firefighter overtime procedures. If Station 82 does not have paramedic working, backfill position with part-time Firefighter/Paramedic first. If part-time Firefighter/Paramedic is not available for shift, move to full-time Firefighter/Paramedic overtime procedures. When filled by part-time Firefighter, move full-time Firefighter from Station 85 or Station 82 to ensure two full-time Firefighters are working at Station 84.
- iv. Part-Time Firefighter Off Duty: Backfill open position with part-time Firefighter first. If part-time Firefighter is not available for shift, move to full-time Firefighter overtime procedures.

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d) Station 85.

- i. Normal Staffing: One full-time Lieutenant and one full-time firefighter. E85 always needs a minimum of two personnel: one full-time Firefighter and one additional full-time Firefighter or part-time Firefighter.
- ii. Full Time Firefighter Off Duty: Backfill open position with part-time Firefighter first. If part-time Firefighter is not available for shift, move to full-time Firefighter overtime procedures. If this leaves no full-time Firefighter at Station 85, move full-time Firefighter from Station 82 to Station 85.

4. Full-Time Firefighter Overtime Procedure.

- a) Hiring back full-time Firefighters should be done after attempting to fill open shifts with part-time Firefighters. Once the shift remains open after failing to fill with part-time Firefighter, begin procedure to fill shift with full-time Firefighter.
- b) The full-time Firefighter overtime list will be made by overtime hours worked/scheduled for that calendar year and by seniority.
- c) The District's scheduling software program will notify firefighters in order of hours worked and seniority. The amount of time given for a response to the District's scheduling software program will be determined by the scheduling officer, who will make the decision based on how soon the shift needs to be filled.