

Duty Shift Program

Updated: December 2024

Objectives:

- Recruit new and returning members to the Snyder Fire Department who may live within the vicinity of the Snyder Fire Department (defined below).
- Improve retention of current members by providing an additional membership option.

Program Eligibility:

- Duty shift members are active members of the Snyder Fire Department. There is no differentiation between duty shift and on-call members (traditional “percentage” member) within the company by-laws and policies documents.
- The duty shift program is administered by the Chief of the Department or his / her designee.
- Firematic officers:

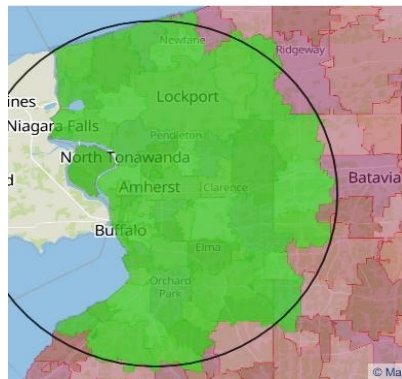
Lieutenants:

- Any duty shift member who meets the qualifications for the position of Lieutenant may be elected or appointed.

Appointments:

- Duty shift members may be appointed to a firemanic officer position while in the duty shift program provided all requirements for the position are met. Should that occur:
 - Appointed member(s) may not assume the position and responsibilities until switched to on-call.
 - The appointed member(s) must switch to the on-call program at the first opportunity (July 1 or January 1).
 - Appointed member may only switch to on-call at the July 1 or January 1 time.
- Duty shift members appointed to an officer position and switching to on-call July 1 must meet the minimum 144 hours requirement. Should the appointed member not meet the 144 hours minimum, the appointment is vacated.
- Duty shift members appointed to an officer position and switching to on-call January 1 must meet the minimum 288 hours requirement for the previous year. Should the appointed member not meet the 288 hours minimum, the appointment is vacated.

- Program is open to all current members (structural / non-structural) with the exception of firemanic officers as previously noted.
- Program is open to all new members / prospects.
 - New members who start during a year and wish to participate will have hours prorated.
- No restrictions on years of service for existing members (with the exception of Torchboys).
- Duty shift members must legally reside within one of the 75 listed USA zip codes within a 25 mile radius of the Snyder Fire Dept (4531 Main Street, 14226): 14001, 14004, 14013, 14025, 14026, 14028, 14031, 14032, 14033, 14036, 14037, 14040, 14043, 14047, 14051, 14052, 14057, 14059, 14067, 14068, 14072, 14075, 14085, 14086, 14092, 14094, 14102, 14105, 14108, 14109, 14112, 14120, 14127, 14131, 14132, 14139, 14145, 14150, 14169, 14170, 14172, 14174, 14201, 14202, 14203, 14204, 14206, 14207, 14208, 14209, 14210, 14211, 14212, 14213, 14214, 14215, 14216, 14217, 14218, 14219, 14220, 14221, 14222, 14223, 14224, 14225, 14226, 14227, 14228, 14261, 14301, 14302, 14303, 14304, 14305.



- Torchboys are not eligible to participate in the Duty Shift Program.
- Structural / Non-Structural Status:
 - If a participant is a new member, they are not required to be a structural firefighter at the time of joining the program. However, they must obtain their structural firefighter status by the end of year 1 of their membership.
 - Existing members may be either structural or non-structural.
- EMT certification:
 - If a participant is a new member, they are not required to be certified to the EMT level at the time of joining the program. However, they must receive their CFR or EMT certification by the end of year 2 of their membership.
 - If a participant is an existing member, they must maintain EMT or CFR.
 - Current members exempted from the EMT / CFR requirement will maintain at a minimum CPR / AED / First Aid certification.
 - EMT certification is encouraged.
- There are no squad requirements for duty shift participants.
 - Duty shift members are required to respond to all squad calls that occur while on shift.

- Leaves of absence are pro-rated per current bylaws.
- All other department membership requirements stay the same.
- Duty shift participants have all the rights and responsibilities of on-call members, providing they remain a member in good standing.
- Duty shift participants may not be an active member of any other volunteer fire company or fire department whether New York or any other state.

Program Structure:

- Duty shift program runs from January 1 through December 31 of each year.
- Total annual duty shift hours required is a minimum of **288**.
- Shift minimum is 2 hours.
 - Service award credit is issued for 4 continuous hours minimum.
- Shift maximum is 12 hours in a 24-hour period.
- Duty hours will be tracked in Red Alert.
- Duty hours will be maintained and reported as needed by the Line Clerk / Deputy Line Clerk.
- Members must inform the Chief or his / her designee of their intention to switch programs prior to December 31 or June 30 of each year.
 - Notification must be made in writing; email preferred.
 - Members wishing to switch on July 1 must be at a minimum of 25% or 144 hours on June 30 (depending on which program they are in at the time of the switch).
 - Chief of the Department exemption - the outgoing Chief of the Department may revert to the duty shift program upon completion of term or retirement from the position. This exemption applies only to the Chief of the Department (SFD-9).
- Members are encouraged to attend calls outside their scheduled shift.
 - Those responses will not count toward duty shift hour requirements.
 - Members may accrue service award points for any call, event, or detail attended outside of duty shift hours.
 - Duty shift members will receive duty shift hours credit for any SFD response they attend for a duration of two hours or greater outside of their scheduled hours. The Line Clerk / Deputy Line Clerk will create the shift and credit the hours. Duty shift members are responsible for ensuring they are checked off for the call and have been credited with the hours.

- Members responding to calls from outside the district 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 Snyder Fire District.
- If a member works “overtime” due to an incident running past their scheduled shift, that additional time will be credited.
 - Additional hours served on an incident will be tracked as normal in Red Alert.
- Duty shift members are LOSAP eligible.
 - One LOSAP point will be awarded for any shift 4 hours or greater to an annual maximum of 20 points.
- All drill and work detail requirements as defined in the District Rules and Regulations remain the same.
- Duty shift members are eligible and encouraged to take outside state / county classes. These will count towards drill credit requirements, but not hourly commitment (with the exception of FF1 and EMT).
 - Drill sheets must be appropriately filled out and dropped in the Line Clerk box, along with any certificate of completion, within a reasonable time of completing the class.
 - Duty shift members are **not** eligible for shift hours while at non-SFD training (as they are not able to respond to calls during those trainings).
- Drills, meetings, work details, required trainings, miscellaneous details – see matrix below:

	Snyder Credit	Duty Hours	LOSAP	Call Credit	
SFD drill and work detail, not punched in	✓		✓	✓	
SFD drill and work detail, punched in	✓	✓	✓	✓	LOSAP credit awarded for drill
SFD meetings	✓	✓	✓	✓	LOSAP credit awarded for meeting
FF1 / EMT (required) <ul style="list-style-type: none"> ● For each class, drop sheet ● When class is complete 	✓	✓	✓	✓	
Courses / trainings (non-required, requiring Chief authorization)	✓		✓	✓	

✓ =event awarded

- Any member who fails to meet all requirements of membership, as outlined in the department by-laws, will be considered a member not in good standing.
- The Chief of the Department reserves the right to change / alter the requirements of the duty shift program provided those changes:

- Are reviewed with the Recruit and Retention Committee or its successor;
- Become effective on January 1 of each year or as determined to be prudent for the effectiveness of the program and;
- 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;
- Any change to the program that may affect the LOSAP program must be agreed to by the Board of Fire Commissioners in order to maintain compliance with the LOSAP program;
- The days' notice requirements may be waived upon agreement of the Board of Fire Commissioners.

Requirements of Duty Shift:

- Duty shift members must go through duty shift onboarding / training.
- Members participating must sign up for a shift in Red Alert.
- Shift minimum is 2 hours.
- Shift maximum is 12 hours within a 24-hour period.
- Sign-ups and tracking will be done through Red Alert.
- Members are required to log in at the beginning of the shift.
- Members are required to stay on SFD property (except for responses, details, training, or meals as outlined) the entire shift.
- Members are required to log out when the shift is complete.
- Duty shift members are encouraged and expected to learn Red Alert and ePCR and enter the appropriate information at the appropriate times.
- Full use of the facility is available to members while on duty.
- Members must be 'fit for duty'. Snyder Fire District policy on impairment will be enforced.
- Members are encouraged to wear Snyder issued apparel (t-shirts, sweatshirts, jackets, etc.). Duty uniform is encouraged. Standard SFD professional appearance policy will be followed.
- Responding:
 - Members are required to respond to all calls while on shift, unless participating in a district or company approved detail.
 - Minimum staffing requirements for apparatus must be followed.

- Training:
 - Training during duty shift is encouraged.
 - Drill credit will not be awarded for duty shift members training during shift (except as previously noted).
 - Training outside the firehouse is allowed from the hours of 0800 to 2100 hrs. Training inside the firehouse (i.e. bay or mezzanine) may take place 24 hours per day.
 - Apparatus may be taken out of the firehouse for training purposes provided:
 - the apparatus is “checked out” - noted on white board and recorded in the log book;
 - the apparatus is staffed with a minimum of four (4) firefighters with gear, or at an officer’s discretion;
 - Exception: preceptor training.
 - the crew responds to all Snyder calls;
 - apparatus and crews remain within the boundaries of the Snyder Fire District;
 - apparatus may only be taken out for training purposes between the hours of 0800 and 2100 hrs;
 - driver training may occur prior to 0800 and after 2100 provided it is limited to driving and basic operations. No pump operations / water flow or other activities that may disturb residents.

- Meals:
 - Neither the Snyder Fire Department nor the Snyder Fire District will provide food / meals during duty shift other than what is currently available at the firehouse.
 - Duty shift members wishing to eat during duty shift must provide their own food.
 - Duty shift members can leave the fire house for meals provided:
 - Members take an apparatus staffed with a minimum of four (4) firefighters with gear to get food. Apparatus is an engine or light rescue only.
 - Apparatus remains within the boundaries of the Snyder Fire District.
 - Members keep radios with them while shopping and / or eating.
 - Members respond to all SFD calls during time away from the fire house.
 - Duty shift members may have food delivered to the firehouse, however if a call comes in during the wait time for delivery, that duty shift member must respond.

Record Keeping / Reporting:

- All record keeping will be done in Red Alert.
- Appropriate reports will be developed that will show duty shift members all relevant information with regards to attendance at calls, drill, details, meetings, etc. and hours served.

Cancellation Note:

Should the duty shift program be canceled, duty shift members living outside the residency boundaries of the Snyder Fire District will have six (6) months to relocate within the District boundaries or resign from the Snyder Fire Department.

Revision Log:

Date	Description of Change
10/1/2024	Added lieutenant position.
4/30/2024	Removal of requirement for duty shift members for drivers / operators of apparatus.