# MENLO PARK FIRE PROTECTION DISTRICT



## Staffing Requirements, Station Responsibilities and

Bid Night Rules 2022

Revised by JLMC 9/7/2021

**DAILY STAFFING**

|  |  |
| --- | --- |
| **APPARATUS TYPE** | **MINIMUM STAFFING** |
| **ENGINE** | 1- Officer  1- Engineer  1- Paramedic |
| **RESCUE** | 1 – Officer  1 – Engineer/Paramedic |
| **TRUCK** | 1. Officer 2. Truck Drivers (1 driver minimum on T1)   1- Paramedic\* |
| **TILLER** | 1-Officer  2-Truck Drivers  1- Paramedic\* |

* Officer may fill the paramedic role in accordance with MOU

###### STAFFING REQUIREMENTS

Only one vacant captain spot per shift will be on R77.

**ENGINES:** At least one Engineer shall bid or will be assigned to each engine company on bid night.

**TRUCK 1:** At least two qualified truck drivers shall bid Truck 1 on each shift.

**TRUCK 2:** At least two qualified truck drivers shall bid Truck 2 on each shift.

**ALS STAFFING:** As part of the San Mateo County Paramedic ALS-JPA agreement, all engine companies, truck companies and the Rescue will be staffed by at least one Paramedic who is not a Captain on bid night.

Rescue or Truck companies may be downgraded to BLS when less than ten paramedics are on duty and after paramedics are exhausted from the overtime list.

**STATION 1:** Engine 1 is the secondary engine for mutual aid strike team response. All captains who bid Engine 1 must be “ENGINE BOSS QUALIFIED” for strike team deployment purposes before June 1, 2022. Refer to OM 2021-012 (future policy) for voluntary engine deployment requiring overtime system participation.

###### STATION 2:

* 1. USAR 102 will be cross-staffed at Station 2
  2. At least three qualified Heavy Rescue qualified personnel (Seth Johnson’s roster) will bid Station 2 on each shift
     + Each year, starting 2021, one additional Heavy Rescue qualified person will be added ~~to count~~ to reach goal of having station 2 fully staffed with 4 HR personnel.

**STATION 4:** Engine 4 is the primary engine for mutual aid strike team response. All Captains who bid Station 4 must be “ENGINE BOSS QUALIFIED” for strike team deployment purposes before June 1, 2022. E-504 will be cross-staffed from Station 4. Refer to OM 2021-012 (future policy) for voluntary engine deployment requiring overtime system participation.

**STATION 77:** Three of the five personnel staffing Station 77 shall be qualified rescue swimmers. At least one boat operator who is qualified to operate all district watercraft and support vehicles shall bid each shift.

**NON-DRIVERS:** Non-drivers will be evenly distributed between shifts (Probies to be placed in unassigned shift spots). Currently there are 2 personnel (not including Probies) that are non-driver status, at least one of these members needs to bid C shift. Those who continue to be on probation after January 1st will remain on their same shift for the bid.

\***QUINT:** Quint to be staffed with 4 personnel while being staffed as a Truck and 3 personnel when being staffed as an Engine.

**EXTRA PERSONNEL**

Extra personnel will be deployed in the following order:

+1: Add 4th person to Engine 4

+2: Add 4th person to Engine 6

+3: Add 4th person to Engine 1

### STATION RESPONSIBILITIES

At the beginning of each bid cycle, the senior station captain will divide up station responsibilities so that each crew is responsible for 1/3 of the overall workload. All personnel are expected to participate in all regular and station specific duties at their respective station.

#### STATION 1

* + Maintain reserve apparatus and support vehicles
  + SCBA Program and fill station
  + Station supply locker
  + Staffing and scheduling
  + PTO/Truck Captain - Training Division support
  + Tools and equipment
  + Secondary Mutual Aid engine

#### STATION 2

##### Engine

* + Hydrant maintenance program
  + Station Captain

##### Truck

* Truck training for all truck types
* Maintain USAR 102
* Coordinate cross staffing USAR 102 (Station 2 personnel primary)
* T2 to assist USAR warehouse as needed. US&R work details should be pre- scheduled to allow for planning other duties/responsibilities of T2 Captains

#### STATION 3

* + EMS Supplies and equipment

#### STATION 4

* + Primary mutual aid engine
  + Cross staff E-504
  + Maintain reserve apparatus and support vehicles (including monthly mechanical/equipment check of the rehab unit).
  + Hose program
  + Commit to 14 minimum, 21 day maximum when deployed (applies to all personnel)

#### STATION 5

* + CERT/PubEd Program assistance, East side

#### STATION 6

* + CERT/PubEd program assistance, West side
  + Antique apparatus and museum monthly checks and maintenance

#### STATION 77

* + Maintain Water Rescue Program equipment
  + Maintain reserve apparatus and support vehicles
  + R77 to assist USAR warehouse as needed. US&R work details should be pre-scheduled to allow for planning other duties/responsibilities of R77 Captains
  + Assist Fleet Services when needed

### BID NIGHT RULES

On Wednesday, October 6th, we will be facilitating the shift and station bidding process. The procedures will be the same as in the past and are as follows:

* Captains begin station bidding based on date of promotion seniority at **18:00** hours
* Firefighters & Engineers begin station bidding based on date of hire outlined in MOU language at **19:00** hours

All personnel will have five minutes to make their selection. The "on-deck" person may observe from the rear of the classroom prior to their pick.Bid Selections may be viewed at Station 1 or remotely via the Internet. There are four ways in which you may make your selection:

###### In Person

* **Via Telephone** - You are responsible for supplying a contact number to the MPFFA President or Vice President prior to the start of the selection process. You will have 5 minutes to respond to a call and 5 minutes to make a selection or you will be skipped. The phone number used to contact each member will be the adjutant cell phone, 650 388 6334. There will likely be simultaneous overtime calling during the bidding process from the adjutant land line.
* **Pre-determined Picks**: **Prior** to the start of the selection process, you may submit a **signed**

letter to MPFFA President or Vice President with your first, second and third choice picks.

* **Predetermined Representative**: Prior to the start of the selection process, you may submit a **signed** letter to MPFFA President or Vice President authorizing another member to pick on your behalf.

If we are unable to contact you, **you will be skipped** until either:

1. You respond
2. The selection process is complete and you will be assigned by administration

###### Adjutant Bid selection:

The Adjutant position will be bid following MOU language. Members wanting to put in for the adjutant position will need to send an email to both district DVP’s by 10 am two days prior to bid night. Members displacing Adjutants may/and will be placed in the adjutant’s position on Truck 1. Question on the process should be directed to the Association DVP’s. The adjutant location is subject to change.

Additional Information:

* The Fire Chief or their designee shall notify the union in writing within ten (10) working days of any opposition to the bid. This opposition is subject to review between the Fire Chief and/or their designee and the Union.
* Bid selections may be limited to meet district needs and shift balancing.
* A minimum of two Acting Captains (AC) shall bid each shift.
* The Fire Chief may exercise his/her option to reassign personnel to meet district needs.
* Mid-year apparatus/personnel movement may occur with the construction of station 4.
* Refer to OM 2021-012 (future staffing policy) regarding voluntary engine deployment linked to participation in District over time system.