

# **MENLO PARK FIRE PROTECTION DISTRICT**



**Staffing Requirements, Station  
Responsibilities and Bid Night Rules  
2024**

## Daily Staffing Minimums

**Engine:** Three total with one qualified officer and one engineer, one member will be paramedic

**Squad:** Two total with one qualified officer and one engineer, one of whom will be a paramedic

**Truck:** Four total with one qualified officer, one truck driver, one tiller driver (if applicable) and one member will be a paramedic

**Quint:** The quint shall be staffed as a truck when in service as such. If the Quint is placed in service as an engine company, the engine staffing will apply, but the engineer shall be a qualified driver of the Quint or full truck driver.

**Extra personnel:** If additional members are available on a daily basis for more than 6 hours, they should be placed in the following order pending on duty BC approval:

- 4th on E77
- 4th on E6
- 4th on E1
- On duty BC may make other arrangements for short duration excess or ability to staff an additional company/unit

**Paramedic staffing:** Officer may be considered the paramedic on a daily basis in accordance with MOU

## Bidding Requirements

**Engineers:** At least one engineer will bid or be placed on all engines and squad companies

**Truck Drivers:** At least two fully qualified truck drivers will bid or be placed on each truck

**Paramedic staffing:** All companies will have a least one non-captain paramedic bid or placed on bid night

## 2024 Bid Specific

**Squad 401** The bid or placed officer on Squad 401 will be the shift 'Platoon Training Officer' (PTO) in support of the Division of Training (DOT). PTO duties will be similar to recent years such as facilitating and organizing:

- Probationary training/testing
- Driver training/testing

- Truck training/testing
- AC training/testing
- ABC training
- Company level training
- Company performance standards
- Assisting BCs and DOT with company movement and training to ensure adequate coverage
- Working with the 40-hour training captain to maintain consistency across shifts

The intended deployment of the squad:

- Squad will be mobile and move around District as needed for training purposes
- Squad can use a training engine to facilitate engine company drills and leave the front-line engine intact
- Squad will be in CAD as BLS but will be staffed and equipped as ALS. This is to generate an automatic second company on code 3 medical calls from inception. The intent is not to run code 3 medic calls with a two-person unit. The intent is for the Squad to go if closest with a backup second company.
- Squad will not be sent to code 2 calls if another unit is closer (per CAD AVL and/or 50 deep)
- Squad can be placed OOS or on training delay at officer/BC discretion to facilitate training needs
- Squad will go to all structure/grass/high rise/aircraft/US&R incidents District wide
- Squad may attach to any incident in Menlo Fire District at officer/BC discretion
- These items may change as CAD changes are made or upon JLMC/Operations conference

**Station 2:** At least three (3) qualified Heavy Rescue personnel (per JLMC agreement) will bid station 2 on each shift.

- The Heavy Recue is being added to certain calls types as an automatic dispatch, such as train incidents.

**Station 4:** Engine 4 and Truck 4 will be primary and secondary respectively for 'out of county' wildland engine company aid. Engine 504 will be housed and 'staffed as needed' at station 4 once space becomes available. Both officers who bid Engine 4 or Truck 4 must be CICC qualified as an 'engine boss' prior to June 1, 2024.

**Station 77:** Station 77 will have at least two of the three bid positions be qualified as rescue swimmers, at least one of which needs to also be qualified as a boat operator

**Non-drivers:** Non-drivers will be evenly distributed between shifts.

**Acting Captains:** If available, two acting captains will bid each shift

## **Station Responsibilities**

### **Station 1 Engine:**

- Maintain reserve apparatus and support vehicles
- SCBA program and fill station
- Station supply locker
- Hose cache maintenance
- Tools and Equipment cache maintenance
- Secondary 'out of county' wildfire aid cache maintenance
- Station captain

### **Station 1 Squad:**

- Platoon Training Officer

### **Station 2 Engine:**

- Hydrant maintenance program
- Station captain

### **Station 2 Truck:**

- Truck training for DOT on all truck types
- Maintain US&R 102
- Coordinate staffing US&R 102 should a need arise
- Assist US&R warehouse as needed. Effort for pre-scheduling warehouse and other TF3 assistance is expected.

### **Station 3:**

- EMS supplies, equipment and program support (may include EHR QCI once trained and policy developed).

### **Station 4 Engine:**

- Primary 'out of county' wildland aid crew
- Staff E504 as needed
- Maintain any reserve apparatus, support vehicles and the primary 'out of county' cache
- Station captain

### **Station 4 Truck:**

- Secondary 'out of county' wildland aid crew
- Assist E4 with OOC cache maintenance
- Adjutant bid (may bid and work on E4)
- Staff E504 as needed
- Liaise between prevention and line personnel for pre-plans
- Truck training for DOT on all truck types

**Station 5:**

- CERT/Public Ed program assistance 'East Side'
- Assist station 77 as needed for water rescue and reserve/special apparatus checks

**Station 6:**

- CERT/Public Ed program assistance 'West Side'
- Antique apparatus and museum maintenance and checks
- Periodic public museum events

**Station 77:**

- Maintain water rescue program equipment for Menlo Fire and OES
- Maintain reserve apparatus and support vehicles
- Assist fleet services as needed
- Maintain classroom

**Additional assigned responsibilities may occur throughout the year**

## **Bid Night Rules**

On Wednesday, October 25th, 2023, we will be facilitating the 2024 apparatus and shift bidding process at the station 1 classroom. The procedures will be the same as in the past and are as follows:

- Captains begin apparatus and shift bidding based on date of promotion seniority at **18:00** hours
- Firefighters & Engineers begin apparatus and shift 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. Questions on the process should be directed to the Association DVP. The adjutant location is subject to change but currently at station 4. On a daily basis, acting adjutants will also be required to work from station 4 for consistent work space, phone numbers and documentation.

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 District 10 of L2400..
- Bid selections may be limited to meet district needs and shift balancing
- The Fire Chief may exercise his/her option to reassign personnel to meet district needs
- Mid-year apparatus/personnel movement may occur