

Purpose: To provide guidance for the CTFD duty crew program and duty crew responses for calls for service when duty crews are staffed.

Administration: The Fire Chief and the Deputy Fire Chief of Operations shall have the primary responsibility for the administration of this policy within the scope of their job descriptions.

Definitions:

Duty Crew: CTFD personnel scheduled during specific shifts based on personnel's availability under the duty crew program and during special circumstances such as serious weather events to respond to calls for service.

Procedure:

The primary responsibility of duty crews is to provide safe, rapid and effective response to calls for service. Duty crew personnel are also utilized to complete various station duties, apparatus checks and are to participate in department training and activities that occur during scheduled duty crew hours.

Scheduling:

Duty crew shifts will be primarily scheduled during weekend daytime and evening hours, beginning Friday evening and ending Sunday evening. Additional duty crew shifts will be announced by the Deputy Fire Chief assigned to oversee and schedule duty crews and by the Fire Chief. These additional duty crew shifts may be due to severe weather, local disasters or to provide coverage during career staff vacation/illness/training or other special events.

A weekly duty crew schedule will be published by the Deputy Fire Chief assigned to scheduling of duty crews. Personnel shall submit availability to the Deputy Fire Chief assigned to scheduling of duty crews prior to 1800 hours on the Thursday prior to the duty shift schedule. Personnel are to submit availability and be scheduled in order to be eligible for the duty crew point program. The duty crew schedule shall be published.

A maximum of 2 exterior/junior firefighters/probationary members shall be scheduled per station per duty shift.

Probationary/Junior members/Exterior firefighters who have not completed the CTFD non-SCBA training packet:

Personnel on probationary status may sign-up for the duty crew program but will be ineligible for duty crew point program until their probationary program is complete. Junior members are also ineligible for duty crew point program regardless of probationary status. Exterior firefighters who have not completed their non-SCBA packet are ineligible for the duty crew point program. Probationary members, junior members, and exterior firefighters who have not completed their non-SCBA training packet will be scheduled after regular members for duty crew.

Exterior Firefighters:

Exterior firefighters are eligible for the duty crew program and the duty crew point program provided that they have successfully completed the CTFD non-SCBA training packet.

Duty Crew Add On:

Personnel may add on to a duty crew after the schedule has been published and be eligible for duty crew point program if the member has a change of schedule (work schedule change, fire training class cancellation and/or sudden change of plans). Personnel must notify the duty officer prior to adding on to any duty crew to be eligible for duty crew point program. Personnel that regularly add on and do not submit availability will be ineligible for duty crew point program during their add ons at the discretion of the Deputy Fire Chief in charge of the duty crew program.

Staffing Priorities and response:

All dispatched apparatus will remain at station until staffing requirements have been made as specified by CTFD SOG 15.03, Apparatus Response and Staffing prior to response for any calls for service.

Personnel will be primarily assigned to Station 2 to respond to calls for service utilizing an Engine or Utility. This crew will respond directly to the call for service if Engine 42-1 or Utility 42-1 has been specifically requested. The crew will respond in Engine 42-1 if Engine 42 has been specifically requested and Station 1 is unstaffed. The crew will respond in Utility 42-1 for all medical assistance calls. If any Station 3 apparatus has been specifically requested, and no CTFD Engine has been specifically requested, the crew will utilize Utility 42-1 to respond to station 3 to staff apparatus if Station 3 is unstaffed. The duty crew's priority will always be to staff an Engine.

Duty crews shall remain intact if possible.

If the duty crew has a qualified tanker driver and only a tanker has been specifically dispatched, the tanker driver may respond to the call for service utilizing a tanker. Additionally one member assigned from the duty shift may also respond. The remainder of the duty crew should remain in the Township to respond to additional calls for service. If possible, an Engine qualified driver should remain with the duty crew.

Station 3 will be the second station to be staffed by duty crews. Station 3 may be staffed with a single driver if said driver is an exterior firefighter, is a qualified Tower or Rescue driver and not a qualified Engine driver. Personnel assigned to a duty shift at Station 3 will respond to calls for service utilizing the appropriate piece of apparatus specifically requested upon dispatch.

Station 1 will be the third staffing priority. If staffed, duty crews shall respond with the appropriate piece of apparatus from this station to only calls for service where an apparatus from Station 1 has been specifically requested.

Relocation/move-up calls for service:

When apparatus is requested to relocate to a mutual aid department, the duty officer shall be responsible to coordinate staffing needs of the relocate request while balancing the need to continue to provide response services to Cumru Township. This coordination shall be done via telephone, local Cumru Township radio frequency or face to face communication and not on a Berks County radio frequency.

Responsibilities:

Duty crew personnel shall report to assigned duty crew station on time. Personnel are to wear Class C uniforms (or CTFD shirt and clean jeans if member does not have navy blue work pants). Personnel are to ensure the apparatus is in a state of readiness upon reporting to station.

Duty crew personnel are expected to participate in activities assigned to duty crew by the duty officer such as, but not limited to, completion of standard apparatus checks, completion of station chores, public relations events, etc.

Personnel are to remain at station and/or with assigned apparatus during the duty shift within Cumru Township or within the immediate mutual aid area.

Duty Crew Point Program:

Personnel who are scheduled as a duty crew member are eligible to receive one point per hour while participating on the duty crew. Personnel are also eligible to receive additional points while on duty crew for emergency call response, company level training and other department activities.