



## MUKWONAGO FIRE DEPARTMENT

### OPERATING PROCEDURES

Duty Company Operations		Approved by: Chief Jeffrey R. Stien	
POL #11	Draft Date: 3/1/00	Revision Date: 1/22/09, 4/28/09, 3/19/12, 5/6/13, 2/24/14, 11/13/14, 4/23/15	Effective Date: 05/06/13, 2/24/14, 11/13/14, 4/23/15

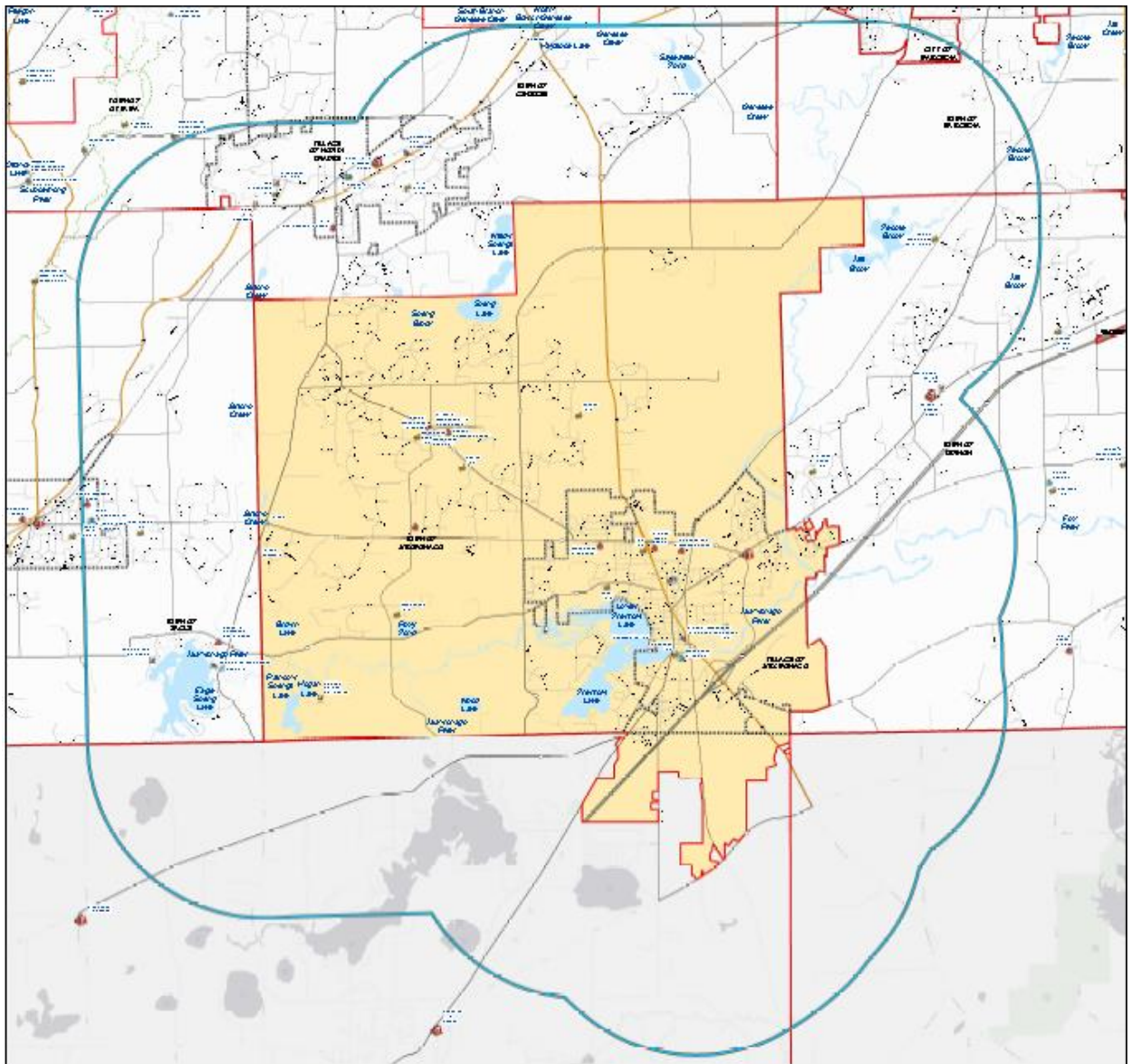
**PURPOSE:** To establish procedures for maximizing fire fighter and EMS personnel safety when responding and dealing with emergency medical calls.

**SCOPE:** This procedure is to be followed by all officers and members of this department. Authority to deviate from this procedure rests with the Chief of the Department who will be responsible for the results of any deviation.

- A. Duty company make-up will consist of a Chief Officer, Captain and/or two (2) Lieutenants, and a combination of Firefighters and EMT's. The on-duty fulltime staff will also respond with the duty company that is on call.
- B. The Captain of each company will be in charge of scheduling personnel for EMS coverage, scheduling training for the company, and maintaining the company's integrity.
- C. The Lieutenant of each company will take charge of the company in the absence of the Captain. He/she will assist the members of the company with knowledge of the equipment and work with the members on their driving skills.
- D. Duty company responsibilities are to cover primary and back-up EMS calls, motor vehicle accidents, grass fires, motor vehicles fires, investigation calls (fire and CO alarms), and service calls.
- E. Duty Company will respond to mutual aid calls. When the duty company is short on resources, a tone should be sent out for the full department to respond.
- F. Training for the duty company will be completed monthly, having a lesson plan available to the Captain or Lieutenant at the officers meeting. If a member of a duty company is not able to attend his/her own duty company training for a particular month, he/she must make plans to attend a training of another duty company.
- G. Duty companies will provide coverage between the hours of 18:00 and 06:00 on weekdays and 0600-0600 coverage on weekends of their scheduled day. Shifts are on a rotating schedule.

- H. While on-call, members will remain or work in the area of 2 miles from the edge of the Village and/or the Town of Mukwonago. Staying at the station during the shift is an available option. Memberships who live just outside the response area can request a variance in writing to the Fire Chief justifying the variance.
- I. Any members who are unable to respond must obtain coverage of equal or greater training. This coverage is based on the primary duties of the member at the duty company level. This includes Chief grade officers, Captains, Lieutenants, MPO's, Firefighters, Firefighter/EMT's, EMT's and Probationary Members.
- J. When responding to standby requests individuals will respond to the station non-emergency.
- K. POP/PT Daytime Position expectations but not limited to:
- Coverage time is 0600-1800hrs seven days a week on premise
  - Priority of the shift is emergency calls, apparatus checks, station duties, inspections and Chief requests.
  - If the shifts are not filled by the week of, then the positions can be filled by either two EMTP or higher or two EMTB/AEMT/I or higher. All positions are cross-trained unless otherwise authorized by the Chief.
  - When you report to work you will be showered, shaved, dressed and ready to respond to calls.
  - You will have time to relax, have breakfast and prepare for the 0745hrs Company meeting. Work time will start immediately following the Company meeting. Down time is allowed daily at 1600hrs if all work is completed and there are no special requests.
  - POC personnel will have priority when signing up for shifts.
  - You will work a minimum six hour blocks. If you are unable to work these six hour blocks you can get authorization from the Chief or designee with a reasonable explanation of why you are unable to work these blocks of hours.
  - You can be put on a shift rotating schedule that does not exceed 24 hours in a pay period. You can sign up for additional shifts the week prior to the following week shift if it does not exceed 54hrs in a pay period.
  - If you sign up to have your shift start at 1200hrs it is expected that you have already had your lunch and are coming in to start working.
  - If you cannot fulfil your shift you are responsible to get your own replacement coverage unless otherwise authorized by the Duty Officer or Chief.

- If there is an open shift and you do not have permission to sign up for that shift by Fire Manager you can see your Duty Officer and they can schedule you (ex. You are a AEMT and you want to fill an open EMT-P shift)
- You will be limited to a total of 54hrs in a pay period unless otherwise authorized by the Fire Chief.
- You will work a minimum average of 24 hours a pay period.
- You will attend fire training the first week of the month, this can be night time or if there is a day time training that is acceptable.
- You will attend one EMS training a month, BLS if you are an EMTB/AEMT and ALS training if you are an EMTI or higher. If there is a special training we want you to attend you will be informed of that training the same month.
- Time cards are to be completed and turned in the Friday by 0900hrs of the end of the pay period. Please complete the time card with your full name, dates and times of work indicated.
- Any EMTP fill in for 3488 will be paid at the POP/PT rates.
- The Chief will be responsible for scheduling of POP/PT during the week and the Duty Officer will schedule the weekend shifts.



## Mukwonago Fire Department

### Legend

- 2 Mile Buffer of Fire District
- Fire Age Territory Boundary
- Municipal Boundary

