

NIGHT STAFFING

July 2010

Purpose & Scope:

The purpose of the Night Staffing Program is to assure a base crew of qualified members to address emergency response **for in district and mutual aid**. All in district members are to participate within the scope of this program a minimum of two nights per month, seven days per week (Command Staff and Duty Officers are optional). Out of District members must staff a minimum of three nights per month. The on duty full time staff will supervise the program.

General Guidelines:

- Time blocks – 7 pm to 7 am - There is some leniency on both ends, but accurate records are imperative.
- Members are to sign up for their desired shifts on www.whentowork.com. Any member in any position may be “bumped” under certain conditions. Firefighter Gerald Lunsford is your contact, glunsford@ponderosavfd.org or 713-382-6165.
- The Deputy Chief will develop and maintain a list of members who are categorized as Firefighters, Drivers, and Officers. Drivers may be limited to certain apparatus classes (Equipment/Engines/Rescue/Tower).
- Approved junior members are permitted to participate on Friday and Saturday nights only during regular school schedules. The senior-junior firefighter must have completed the recruit training class to qualify for PVIP benefits and be 16 years or older.
- Participants **MUST** complete the station staffing log (in the dorm) **and** the staffing log or lose benefits appropriate to the shift.
- The current stipend is: Firefighter - \$40 for each time block; Stipends will be paid bi-monthly.
- **A maximum of four participants are funded per night**. This is a first come, first served arrangement. Additional personnel may stay, but will not receive the stipend.
- Meals are NOT provided.
- Apparatus will be in the station prior to 2130 hours (except for emergencies), and chosen food establishments must be located between Kuykendahl and IH45 adjacent to FM1960 West.
- Each member is to provide his or her own bedding and take it home with any personnel items when you leave (alarm clocks are acceptable to remain). There are lockers available as an option. Failure to remove bedding will result in filling the dumpster.
- The on duty full time personnel are to assure procedures, cleanliness and interpersonal relations.

Cleaning Guidelines

In an effort to keep the station clean on a nightly basis, the following guideline SHALL be utilized. In the event these items are not completed, corrective action will occur up to and including termination.

The following items **MUST** be done on a nightly basis:

- Clean and mop upstairs bathrooms (2), including shower area
 - Use a bleach/pine cleaner water mix for the bathroom floors
- Empty all upstairs trash cans and reline with new trash bag
- If utilized, clean upstairs kitchen to include the following:
 - Sweep and mop kitchen area
 - Wash all dirty dishes
 - Clean countertops and tabletops
- Wash dishes and empty dishwasher
 - Run the hot water in the sink to assure hot water to the dishwasher
- Place all clean dishes in their respective cabinet(s)

The following items **SHOULD** be done on a nightly basis, as needed:

- Vacuum upstairs carpeted areas
- Sweep and mop upstairs tiled areas
- If not utilized and dirty, clean upstairs kitchen to include the following:
 - Sweep and mop kitchen area
 - Wash all dirty dishes
 - Clean countertops and tabletops
 - Empty dishwasher
 - Place all clean dishes in their respective cabinet(s)

With high night time traffic, clean downstairs office area to include the following:

- Empty overflowing trash cans
- Straighten up all chairs
- Remove any trash items (coke cans, cups, etc) from tabletops and cubicle areas
- Straighten up all cubicle areas

Any other area of the building (tool shop, meeting room, etc.) used by Night Staffing personnel must be cleaned after use

All members must remember to treat this building with the utmost respect and maintain a level of cleanliness at all times.

Response Guidelines:

- **Sta. 61 still alarms**
 - Home responders should communicate with the station staff prior to each time block to allow for a reasonable wait time.
 - Allow sufficient time for personnel responding from home to get to the station prior to responding.
 - Listen to the dispatched information and for personnel responding to the station or the location by radio.
- **Sta. 62 & 63 still alarms**
 - Standby for a repage prior to responding to allow each station to make their own responses.
- **Box Alarms & Rescues**
 - **In District**
 - Assure a qualified crew
 - Immediate response
 - Remember!!!! There is a potential for self operation for an extended time.
 - **Mutual Aid**
 - Allow sufficient time for personnel responding from home to get to the station prior to responding.
 - Personnel responding from home will have priority for staffing the apparatus.
 - When apparatus staffing is sufficient (approximately 4 personnel) station staffing personnel shall begin dropping off the apparatus to ensure district staffing is maintained.