

NIGHT STATION STAFFING

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 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).

General Guidelines:

- Shifts – 7 pm to 7 am - There is some leniency on both ends, but accurate records are imperative as well as communicating with the officer on duty (District 60).
- Members are to sign up for their desired shifts on www.whentowork.com **no more than two weeks in advance of the current date**. Any member in any position may be “bumped” under certain conditions.
- 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.
- Participants **MUST** complete the station staffing log (in the dorm) **and** the staffing log or lose benefits appropriate to the shift.
- Beginning January 2007 stipends are: Firefighter - \$30; Driver - \$30; District 60 - \$25. Partial shifts will result in half stipend. Stipends will be paid bi-monthly.
- **A maximum of five participants are allowed per night INCLUDING DISTRICT 60**. This is a first come, first served arrangement. Additional personnel may stay, but will not receive the stipend.
- Meals are NOT provided.
- Apparatus are NOT to leave the station after 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). Failure to do so will result in filling the dumpster.
- The officer on duty (District 60) is to assure procedures, cleanliness and interpersonal relations.
- In an effort to keep the station clean the following items **MUST** be done on a nightly basis and will be referred to as 9 o'clock clean up here after. In the event these items are not completed, **NO individual will receive a nightly stipend**.
- All carpeted areas upstairs vacuumed
- All tiled areas upstairs, including bathrooms, swept and mopped
- Upstairs bathrooms cleaned, including shower area

- Kitchen cleaned, including washing all dirty dishes and cleaning countertops/tabletops; put clean dishes in cabinets
- All trash cans emptied
- A patrol of the 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 the night time staff must be cleaned after use
- All members must remember to treat this building with the utmost respect and that other members have to stay here as well.

Response Guidelines:

- **Sta. 61 still alarms**
 - 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**
 - **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.
- Lt. Chris Crady is your point of contact for scheduling and other issues
Cell – 281-330-9905 Email - pvfd6347@yahoo.com ccrady@ponderosavfd.org