

## **CLIO AREA FIRE DEPARTMENT**

### **AVAILABILITY FOR RESPONSE TO ALARMS**

#### **OBJECTIVE**

To assure that adequate staffing is available to respond to alarms 24 hours a day, 365 days per year.

#### **NORMALLY AVAILABLE**

All members are hired based on a specific time frame of being “normally available” so a Duty Roster can be implemented to meet the objective of sufficient staffing. Should an employees “normally available” time change, the Chief shall be notified prior to the change. The Chief shall determine if an employee will be allowed to move from one duty shift to another based on current staffing levels. If circumstances do not allow the employee to move from one duty shift to another, their employment may be terminated.

“Normally available” hours shall include some weekends and holidays. A weekend Duty Roster shall be posted and employees are required to be available for duty on their assigned weekends. Employees may be granted the privilege of changing tours of duty with other employees of equal grade or responsibility provided such change is accomplished well in advance of the duty assignment and is approved by weekend Duty Officer.

#### **EMPLOYEE RESPONSE**

All employees available will respond to alarms as scheduled by the Chief.

All employees are required to answer a minimum of 50% of the alarms during their “Normally available” time over the course of a year, unless they have made previous arrangements with the Chief due to extenuating circumstances. Failure to meet this response requirement shall lead to discipline up to and including discharge.