

# **Yakima County Fire District 12– Standard Operating Guidelines**

## **SOG 2-13 – Weeknight Responder**

### **1. General**

**1.1 Purpose:** The purpose of this standard operating guideline is to provide the citizens of Yakima County Fire District 12 with the most effective service possible. This will include the District Weeknight Responder providing fire suppression, rescue and emergency medical assistance to the public.

**1.2 Scope:** This standard operating guideline applies to all Members of Yakima County Fire District 12 with **4 or more years of service.**

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the District's Chief Officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the Chief's, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

### **2. Definitions**

**2.1 "Weeknight Responder"** Any Fire District 12 member with 4 or more years of service in good standing with policy 2110 for training, certification, and drill/call activity minimums that meets the following requirements:

- A. Have completed 4 years with the Fire District prior to first responder night.
- B. EVIP certified.
- C. Recommended by their Station Captain for position.
- D. Signature stating they have received the Member handbook on file.
- E. Signature stating they have read this SOG.
- F. Completed Driver/Operator task book for engine, brush and rescue at their assigned station.
- G. Certified in Advanced First Aid or higher EMS certification.
- H. Must be full combat/interior firefighter (SCBA required).
- I. Signature stating they have read Policy 2405 Command Vehicle Use.

### **3. Weeknight Responder Responsibilities**

**3.1** Be available by cell phone and District pager entire shift.

**3.2** Be available from 22:00 to 06:00 each shift in District unless arrangements have been made with the Duty Chief to adjust shift hours for work or other commitments.

**3.3** Perform command car check, check medical equipment, SCBA, PASS, place accountability tags on passport and helmet shield on helmets, test on board equipment and radios.

**3.4** Read e-mail before shift.

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- 3.5** Respond to all calls for service in District. If the call is for your station respond to the station, if the call is in another zone respond to the scene unless you need to pass by the station, then stop at the station to get the truck out.
- 3.6** Do not drive by an incident to get to a station unless it is out of District.
- 3.7** Mutual/Automatic Aid- respond to the station requested, your responsibility is to ensure the requested apparatus responds. The Duty Chief will handle command responses. If you are not needed to fill out the requested apparatus remain in District in service
- 3.8** Do not drive any apparatus you are not qualified to operate.
- 3.9** If you are driving by a station pull in and do a security check (doors locked, lights off etc). Pick up riders and equipment from the hospital.
- 3.10** The goal is to get staffed trucks responding. If you are direct to the scene establish command until relieved by the Duty Chief.

**4. Alarm Response**

- 4.1** Respond to all Station tone outs in District, (Duty Chief handles duty calls) either to the scene or station from 22:00 to 06:00 Sunday through Thursday nights. (If you have the vehicle due to picking it up early or doing multiple days you may respond to all calls in District while you have the vehicle but are not “on shift”.
- 4.2** Use discretion based on time of day, traffic and distance to respond at the appropriate level (code 2, or 3) for the alarm you are responding to.
- 4.3** Weeknight Responder responds as “Car Fifty”, state where you are enroute from and where you are going (to the scene or station number).
- 4.4** If responding to the scene call on scene/establish command.
- 4.5** If responding to a station call “arrived at station 5#”.
- 4.6** After an alarm assure all equipment is placed back in service and all paperwork is properly completed.

**5. Sign Up Procedures**

- 5.1** **Members must first be eligible** to sign up, have proper documentation turned in to the Chief prior to signing up for any nights.
- 5.2** **The master weekday duty calendar** is located on a google calendar, dates available to sign up will be in three-month increments opening the 1<sup>st</sup> day of the month prior to the three-month period (Dec 1 opens for Jan/Feb/Mar), the number of available weeknights will be divided by the number of eligible Firefighter Members for the program and for the first 2 weeks the period is open Members can only sign up for that number of shifts, on the 15<sup>th</sup> the calendar is open for Officers and all eligible Members to fill remaining shifts regardless of number of shifts already signed up for.
- 5.3** **Shift Cancellation-** Once a member has signed up for a shift it will be his/her responsibility to find a replacement if the scheduled Member cannot fill their shift.

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A complete list of eligible Members will be attached to the calendar. If for some reason a replacement cannot be found contact the on-Duty Chief.

**6. Compensation Weeknight Responder**

**6.1** Responders will be compensated a stipend of \$24 per weeknight shift plus their regular rate for each alarm responded to.

**6.2** Weeknight Responders will pick the duty truck up at Admin before their shift (the vehicle may not be available until 18:30) and return it back to Admin at the end of their shift or by 18:30 the next day, exception if you are covering multiple nights in a row keep it at your residence or make arrangements for the next Weeknight Responder to exchange the vehicle.

**6.3** Responders are responsible to document all activities on the “Responder Log” and make every effort to be on each call roster. Responder Logs must be turned in either to Admin or the gray Station Report Box within the week of your shift.

**6.4** Holidays: There is no extra compensation for holiday shifts.

**7. Program Removal**

**7.1 Unsafe Acts-** any issues with driving or performing unsafe acts will result in removal from the program either for a period or permanently depending on severity based on Chiefs discretion.

**7.2 No Response-** Missing a call during your shift will result in removal from the program either for a period or permanently depending on severity based on Chiefs discretion.

**7.3 Leaving a Mess-** Due to drop off time it is understandable during inclement weather the vehicle may be dirty on the outside however missing equipment and garbage in the vehicle when returned or passed to another Member will result in removal from the program either for a period or permanently depending on severity based on Chiefs discretion.

**8. Policy 2405 “Command Vehicle Use”:**

**8.1** Personnel may use vehicles for incidental personal trips and business when necessary to maintain a state of readiness to enable such personnel to provide emergency response 24/7.

**8.2** Passengers: When responding to emergencies in code 3 mode, vehicles shall be occupied by District personnel only. When responding in non-emergency mode, code 1 or 2, the vehicle may be used to carry non- District personnel as passengers when incidental to the trip or when required by the needs of the driver when on stand-by status (only to happen when they were already riding with you for an incidental trip, do not pick them up or bring them from home to a call).

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- 8.3** Return Response Vehicle to Admin full of fuel in clean working order and report any deficiencies to the Duty Chief and submit a work request for deficiency.