



FRESNO COUNTY FIRE

PROTECTION DISTRICT

PAID-CALL FIREFIGHTER POLICY & PROCEDURE HANDBOOK

POLICY NO.: 200-03

SUBJECT: PERSONNEL ROSTERS
Waiting Lists, Active and Inactive Rosters,
Leave of Absence

EFFECTIVE DATE: November 1, 2009

REVISION DATE: October 1, 2013

RESPONSIBILITY: Fresno County Fire Protection District
Paid-Call Firefighter

POLICY PROCEDURE:

PURPOSE:

To establish the minimum criteria for a Paid-Call Firefighter (PCF) Company member's placement on each of the membership rosters established by the Fire District, and to outline the procedures for CAL FIRE Career staff and PCF Company members in the event changes occur regarding a PCF Company member's status.

POLICY:

It is the policy of the Fresno County Fire Protection District to maintain a PCF Firefighter workforce through a recruitment and retention process at select fire stations located in the various communities throughout the District.

The establishment, and consistent maintenance, of an up-to-date Waiting List, Active and Inactive Roster, and Leave of Absence lists will be the standard expectation for each Fire District station Captain in order to maintain the highest level of fiscal responsibility.

All PCF Company members shall be expected to meet and maintain the minimum standards as established by Fire District policy.

Procedure

Consistent with policy and procedure addressing the appointment of a PCF Company member, the status of an individual PCF Firefighter will fall within the realm of one of the following categories:

Waiting List:

1. The PCF Program Administrator will maintain a waiting list containing the names of all prospective candidates for PCF Firefighter positions.
2. As vacancies occur at each station, the PCF list may be utilized to fill the need.
3. Career Station Captains shall regularly update records in order to maintain currency of all PCF Company members that are on the active roster.
4. Individuals on the waiting list are not covered by insurance and shall not participate in District activities until formally accepted into the PCF program.

Active Roster:

In order to be placed onto the Active Roster, a PCF Company member shall:

1. Successfully complete all pre-membership screening.
2. Successfully complete the Trainee Status training curriculum.
3. Receive notification confirming acceptance from the District Administrative Officer.
4. Possess all personal protective equipment (PPE).

In no case will the addition of new members, allow a PCF Company to exceed its authorized membership allocation.

In order to remain on the Active Roster, a PCF Company member shall:

1. Continue to meet all minimum criteria for Fire District training requirements and attend at least 70% of required training meetings.
2. Continue to meet all minimum criteria for individual certification requirements.
3. Continue to meet the minimum criteria for Fire District emergency response requirements and respond to at least 50% of emergency responses dispatched to.
4. Continue to meet the minimum criteria for Fire District physical fitness requirements, including drug and alcohol screening.
5. Continue to meet the minimum criteria for DMV eligibility requirements.

Inactive Roster:

1. A PCF Company member may be placed on the Inactive Roster for failure to meet and/or maintain the established minimum standards, mandate requirements and/or certifications for the position.
2. While on inactive status, a PCF Firefighter may not respond to any incidents or participate in any Department/District functions except training which may allow their return to active status.
3. The station Captain will immediately notify the District Administrative Officer of the member's change in status.
4. PCF Company members may be placed on the Inactive Roster for a period up to eight (8) weeks. Company members failing to regain compliance after eight (8) weeks, may be subject to termination. Additional time may be allowed for an individual to regain active status, but only with approval from the District Administrative Officer.
5. All equipment issued by the Fire District will be collected and returned to the Service Center and held until such time as the member is compliant and returns.
6. Once a Company member has successfully regained compliance, they may return to Active Status with their PC Company, provided medical and RPP requirements are current.

Suspension:

1. A PCF Company member may be suspended from duty for a failure to follow established Fire District policy and/or procedure. Decisions regarding suspensions may be delivered from the Battalion Chief level and above.
2. The length of suspension will be determined by the severity of the infraction.
3. The District Administrative Officer will be immediately notified of the member's suspension and a change to inactive status will be initiated.
4. All equipment issued by the Fire District will be collected and returned to the Service Center, to be held until such time as the member returns.
5. Suspensions may be appealed to the Fire Chief or designee. All appeals must be submitted in writing, following the established chain-of-command.
6. The Fire Chief or designee will answer all appeals within 15 business days. All decisions regarding a member's appeal will be final.

Leave of Absence:

1. A Leave of Absence may be requested, in writing, by a PCF Company member in the event there is a need to leave District service for any reason.
2. Leaves of Absence are available for family, medical, military, and personal reasons. The District provides family and medical leaves to eligible employees in accordance with state and federal law. In general, a leave of absence may not

exceed nine (9) months, except that medical and military leaves exceeding this limit may be available. All requests will be submitted to the station Captain.

3. The granting of a Leave of Absence will require the approval of the station Captain, PCF Company Officer and Battalion Chief.
4. The station Captain will immediately notify the District Administrative Officer of the member's change in status.
5. All equipment issued by the Fire District will be collected and returned to the Service Center and held until such time the member returns. (Note: Exceptions may be considered for a PCF Company member who accepts a position with CAL FIRE as a Firefighter I.)
6. Members granted a Leave of Absence will have their position on the Company Roster held and may return upon conclusion of their absence.
7. PCF Company members returning from a Leave of Absence shall request reinstatement by contacting the PCF Program Administrator at the Fire District Headquarters.
8. Currency on all medical, RPP requirements and training certifications shall be required prior to reinstatement.
9. Upon approval of the PCF Company member's reinstatement, the PCF Program Administrator will notify, in writing, the member, station Captain, Training Bureau and appropriate Battalion Chief.

POLICY RESPONSIBILITY:

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains, Paid-Call Company Officers, Paid-Call Fire Apparatus Operators, Paid-Call Firefighters.