



Scope:

The purpose of this policy is to establish minimum standards for the activity level of fire department members. This policy applies to all members and employees of the fire department. This applies to full time, part time, paid on call, and volunteer members and employees of the fire department.

Background:

Firefighting and EMS is challenging and dangerous field. It takes constant training and practice to maintain proficiency. The city makes a huge investment in each of the members in the form of training, equipment, and the time. While HFD remains primarily a volunteer department, members are expected to participate at a level that maintains their proficiency and skills. Allowing a member who is not active to continue to participate puts that member, other members, and the public at risk.

Members of the fire department are by default, employees of the city. As such, members of the Fire Department are at will employees, and their membership may be terminated at any time without cause.

General:

Members shall participate in fire department activities by responding to calls, taking on-duty assignments, doing station stand-by time, and participating in special events. In order to be considered an active member, all members shall maintain the following activity level.

1. Members who are considered home response per department policy shall have a run percentage rate of at least 15%. It is the member's responsibility to sign in on calls. Fire Department records are the official documentation. For purposes of incentives, the run percentage must remain above 20%, or as approved by the Chief.
2. Members who are considered non-resident (station stand-by) must complete an average of 6 hours of station stand-by a week. This time must be as approved by the Chief.
3. The Command Staff may use a combination of the above two items to determine if a member meets the activity requirements.
4. Members shall attend training as per Policy 101
5. Members shall complete duty crew as per Policy 501.
6. Members shall participate in special events coverage and other activities where possible.
7. Part Time and Full Time paid employees fall under city policy and their activity level is at the discretion of the Chief and City Administrator.

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NO CALL/NO SHOW STATUS:

If a member does not satisfactorily attend any calls, meetings, or duty crew assignments for a period of 28 days that shall be taken as a “No Call/No Show”.

Should a member fall under no show/no call status, they may be placed on suspension for 28 days. During that 28 day period, they may contact a member of the Command Staff regarding their status. At the end of the second 28 day period, without contact or change, the member may be terminated from the department. The Chief and Command Staff may elect to take other action as listed below, under special circumstances.

LEAVE OF ABSENCE:

If a member believes they may need to be inactive for an extended period, such that it may put them in violation of this policy, they may request a leave of absence. The Command Staff may grant a leave of absence for a set period of time to give a member a waiver from the requirements above. All leaves are at the discretion of the Command Staff and for a set period of time.

The above requirements take into consideration normal absences due to family commitments, regular vacations, minor illness, etc.

INACTIVE STATUS:

For purposes of this policy, inactive status is defined as not meeting the minimum participation standards listed above. The Command Staff shall evaluate each situation on a case by case basis.

ENFORCEMENT:

The Command Staff may take disciplinary actions against a member who has not maintained active status. This may include actions up to and including suspension or termination. If the command staff determines that a member has been inactive for 60 days, that member may be placed on probation for 60 days.

During probation, the member may respond to station on calls, attend training, and complete duty crew assignments. However, they are not to respond on fire apparatus or in EMS Vehicles.

During and at the end of the probation period, the Command Staff will monitor the member’s progress. At the end of the probation period, the staff may elect to take any of the following actions:

- Return the member to active status
- Allow the member additional time to improve their participation
- Require the member to take remedial training
- Give the member a leave of absence
- Terminate the member from the department.

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COMMUNICATIONS:

The Command Staff will attempt to make contact with any member that violates this policy to provide notification. Notification attempts will be made via Email, and phone where possible. However, all members are expected to be aware of this policy and its requirements. They are expected to monitor their own activity level. It is the responsibility of the member to communicate status and availability concerns with their duty crew officer. When a member's availability to participate is such that it will affect their status on the department it is their responsibility to contact a member of the Command Staff.