

PHOENIX FIRE DEPARTMENT
Volume 1 – Management Procedures

EMERGENCY RESERVE PROGRAM

M.P. 104.03b	Date Revised: 11/23
Related Policies: 104.03	

PURPOSE

The purpose of the Emergency Reserve Program is to supplement the constant staffing process to ensure essential emergency response units are adequately staffed with appropriately trained personnel to provide the best possible service to the citizens of Phoenix. Staffing levels are established and designed to comply with NFPA 1710. When normal staffing procedures along with the constant staffing process do not provide enough personnel to ensure these levels are met, the Emergency Reserve Program will be utilized to meet these staffing needs. The Emergency Reserve Program will be utilized to staff all front-line emergency response units, including part-time rescues.

PROCEDURE

Emergency Reserve Process

Every member, regardless of assignment and rank, will bid on, and then be awarded, 2-days within a given quarter that they are committed to being available for Emergency Reserve staffing. These days will be awarded based on time in rank and then each list will be constructed in reverse seniority order. The number of members on the list each day are based on the analysis of organizational need (i.e., 26 on the Emergency Reserve lists Monday-Thursday, 30 members of Friday and Sunday, and 50 members on Saturday). Once these minimum numbers are achieved the remaining days will be awarded by the Emergency Response Staffing Office, based on member requests, and organizational needs. These lists will then be published for members to reference throughout the quarter.

In the event there are not enough personnel available to ensure adequate staffing levels through normal processes, the given list for that day will be utilized to achieve staffing needs. When utilizing the emergency reserve list, SSC will fill vacancies using the same rank that is needed followed by members that are qualified in that rank (i.e., QE, QC). When filling vacancies on rescues where rank is not a factor, SSC will fill vacancies beginning with the members who have the least number of opportunity factors. If all members on the list have an equal number of opportunity factors, then SSC will distribute the remaining needs evenly across all three ranks. If a member is called to work on their Emergency Reserve Day, they will be given an opportunity factor of 1. This process will continue throughout the year and members will be ranked on their respective lists based on least number of opportunity factors.

Member Responsibilities

Every member will be responsible for participating in the auction process and then commit to being available to work on the days they are awarded/assigned. This includes awareness of the days that they are awarded/assigned and having the correct contact information on file with ERSO. If a member is sick, on industrial, on alternative assignment, or otherwise unable to work on their awarded day, the day will be reassigned based on organizational need. If a member has an emergency arise and is unavailable for their assigned day, they can trade days with another member in a like-for-like manner one time per quarter. This trade must be made and communicated to SSC 1 shift prior to the members assigned day. Members can constant staff on their Emergency Reserve Day. If a member is called to work a constant staffing shift, they will also be awarded an opportunity factor of 1. Additionally, members must be available for staffing emergency apparatus from 0800 to 1100 on the day of their scheduled Emergency Reserve Program Day.

Emergency Reserve Program Management

The Emergency Reserve Program is mandatory. Members must be available to work and cannot commit to other assignments that would prevent their availability (i.e., working an AWR on their awarded/assigned day). Vacations, partial leave, Local 493 Days, or any other leave type does not excuse a member from their Emergency Reserve commitment. Members must not violate M.P. 103.07 (72-hour rule) when approaching their awarded days. Any emergency reserve day that would cause a member to violate M.P. 103.07 will be reassigned based on organizational needs. If a member is not accessible and/or unable to be contacted to work on their awarded/assigned day, that member will be subject to the discipline process. Also, if a member refuses to work on their awarded/assigned day or fails to report to their work assignment on their awarded/assigned day, **that member will be subject to the discipline process.**

The following situations will fulfill the commitment of the member for their awarded Emergency Staffing Day:

- The list is not utilized for that day
- A member chose to constant staff that day and will be awarded an opportunity factor of 1
- A member is called, and emergency staffed that day and will be awarded an opportunity factor of 1

Conclusion

It is the desire of the Phoenix Fire Department to provide the safest working environment while continuing to meet the needs of our community. The Emergency Reserve Program will be implemented once all normal staffing options have been exhausted and, in an effort, to ensure the appropriate capabilities and staffing of front-line apparatus are maintained.