

Operational Policy

Reserve Program



Chief Hal Doughty

The Durango Fire Protection District recognizes the benefit and necessity of maintaining an established Reserve Program to augment the staffing needs of the organization. This group shall consist of individuals trained to fill Career vacancies created by illness/injury leave, vacations, training, or any other reason deemed valid by the Fire Chief or his designee. It is the expectation that the reservist will fulfill the job requirements of the position being filled.

The reservist shall be classified as a part-time employee and will not be normally eligible for personal leave, sick leave, or other benefits offered to career employees by the district. Reservists will receive overtime pay if they work on one of the four family holidays (New Year's Day, July 4<sup>th</sup>, Thanksgiving or Christmas Day). Reservists do not work a regular schedule, are not guaranteed any amount of hours, and may have periods of time when not utilized.

Reserve employees may participate in DFPD's voluntary FPPA and ICMA 457 deferred compensation plans and PERA's 401k plan. Reserve employees may contribute up to the IRS limits into the plans. DFPD does not contribute matching funds for voluntary contributions. Reservists shall receive both life insurance and workman's compensation benefits from DFPD.

## Minimum Certification Requirements


- Colorado IFSAC Firefighter 1
- NWCG S-130/S-190
- Colorado EMT

## Responsibilities of Reserve Member

- Follow all DFPD policies and procedures.
- Operate within the chain of command.
  - Deputy Chief of Operations for any administrative or employment matters
  - Battalion Chief for Staffing and Scheduling
  - Battalion Chief or Captain, while working an assigned shift.

Refer to the following SOPS for further information

- Reserve Program – [Scheduling Sign-up](#)
- Reserve Program - [Reserve Member Status](#)
- Reserve Program – [Reserve Training](#)
- Reserve Program – [Performance Evaluations](#)

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Reserve Status		


To ensure compliance with the Reserve Program policy and to ensure the staffing needs of Durango Fire Protection District are met, the following Status Procedure will be in place.

At the end of each quarter (March 31st, June 30th, September 30th, December 31st) the Deputy Chief will run a report on training hours completed and days of availability submitted. Once the report is completed, a copy will be forwarded to the reservist showing the details. All reserve employees will be placed in one of three categories at the end of each quarter with the attached report. The categories are color coded to describe the compliance with the program needs:

- **GREEN** Reserve members meeting minimum requirements shall be designated with GREEN status. To remain GREEN status a Reserve member must meet or exceed quarterly minimum requirements.
- **YELLOW** Reserve members may remain in YELLOW status for a single consecutive calendar quarter. At the end of the quarter, the member either:
  - Met or exceeded quarterly minimum requirements and returns to GREEN status for the next quarter, or
  - Did not meet quarterly minimum requirements and is designated RED status for the next quarter.
- **RED** Reserve members may remain in RED status for a single consecutive calendar quarter. At the end of the quarter, the member either:
  - Met or exceeded quarterly minimum requirements and returns to YELLOW status for the next quarter, or
  - Did not meet quarterly minimum requirements and may be terminated from the Reserve program.

When an employee goes from Green to Yellow, the Deputy Chief will communicate with the Reservist as to the specific issue of non-compliance, and develop a plan to improve. If the following quarter still shows a lack of compliance, the reservist will go from yellow to red. A reservist has one quarter of Red status to improve to yellow or they will be removed from the program. When a reservist is red, they can only improve one color per quarter (Red to yellow, yellow to green).

Any reservist who goes into red status will have a meeting with the Deputy Chief to discuss their continued non-compliance with the department expectations. This will be documented and placed in the reservists file. Reservists who have red status for 2 quarters per year will be at risk of being removed from the program. Reservists who have a red status each year or have a pattern of non-compliance with the Reserve Program expectations will be at risk of being removed from the program.

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Reservists shall be selected for assignment in a manner that is fair and equitable to all in the program while maintaining appropriate staffing levels. The Shift Battalion Chief and the Deputy Chief of Operations shall have final decision-making authority over reserve work assignments and over any disputes related to those assignments.


### **Reserve Availability**

Reservists shall notify all of the Shift Battalion Chiefs by e-mail of the days they are available to work. This notice should be provided by the 15<sup>th</sup> of the prior month, for the following month's availability. The BC receiving the information shall place the reservist's name on the Reserve Availability Calendar for all days requested. Those days shall remain colored indicating the reservist is available – but not yet assigned.

A minimum of four (4) shifts per month of availability shall be required of all reservists. Of the 4 shifts, one must be a weekend day. The reservist is expected to remain available until 08:00 on each day they signed up for. After 08:00, they are considered not committed to the day. There will be no cap on the maximum amount of shifts for which a reservist may sign up. However, a reservist must not work into an overtime situation without the prior approval of the authorizing Shift Battalion Chief.

In addition to the four (4) shifts per month, each reservist is required to sign up for availability on one of the family holiday days each calendar year. The family holidays are 4<sup>th</sup> of July, Christmas Day, Thanksgiving Day, New Years Day. The calendar day before each Family Holiday counts as coverage, as 7 hours of the Family Holiday is paid the prior day, and 17 hours are paid for the actual day. Each Family Holiday will be limited to 3 reservists. If more than 3 reservists sign up for a Family Holiday, only the first 3 per day will receive the credit for meeting this criteria. Reservists will be paid time and a half for Family Holiday hours worked per policy.

Each Reservist is required to sign up for one special event per year. The special events will be specific to Football games (high school or college), rodeos, and bicycle events (Iron Horse, Squawker, etc), or others approved by the Deputy Chief. The coverage will be paid at the event pay rate. Holiday and Event must be scheduled by the end of the third quarter.

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The reservist shall keep their availability up to date, and advise the Shift BC if there are discrepancies, or if their status has changed for any particular day. If the reservist has a situation arise that renders them unavailable, it is their responsibility to have their name removed from the Availability Schedule.

It is the responsibility of the reservist to have their name removed from the Availability Calendar if they have worked all of their FLSA allowable hours in a pay period.

### **Reservist Responsibilities Related to Scheduling**

1. Keep the Battalion Chiefs informed about your availability as far in advance as possible so that the availability calendar may be kept up to date.
2. Only work 72 concurrent hours if it is necessary and you have received approval from the Battalion Chief. Reservists are not allowed to work in excess of (72) hours continuously except in extreme situations as deemed necessary by the Shift Battalion Chief and the Deputy Chief of Operations.
3. Do not work over 136 hours (5 ½ 24 hour shifts) in an 18 day FLSA period without prior approval by both the Battalion Chief and the Deputy Chief of Operations.
4. Do not work over 2756 hours in any calendar year.
5. Regularly check your department E-Mail and the Shift Calendar. Inform the on duty Battalion Chief of any discrepancies.

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Reserve Training



Deputy Chief Randy Black

DFPD recognizes the necessity to train employees – including reserve employees on the equipment and apparatus that they will use while working as an employee of the organization.

Each reservist shall accomplish a minimum of 24 hours of in house DFPD training per quarter. Reservists shall balance their own needs for knowledge, skills practice and recertification so that their individual training needs are met. In general, reservists should seek to achieve at least 6 hours in Fire topics, 6 hours in Rescue topics, and 6 hour in EMS topics. The balance of the 24 hours may be the reservist's choice, and should cover those areas that the individual reservist feels they need the most work in.

It is the intent for reservists to get all, or at least most of their quarterly proficiency training while they work on shift. Reservists shall be required to accomplish at least two (2) hours of training on each shift that they work.

In the event that a reservist needs to attend training on a day they are not assigned on shift, or if they specifically need training on a particular topic being offered while they are not working, the reservist shall receive permission from the Deputy Chief of Operations to attend in their off time. Due to FLSA requirements, the reservist may or may not be paid for those training hours. Prior approval by the Deputy Chief of Operations for pay for training must be attained in advance of the training.

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Reserve Performance Evaluations



Deputy Chief Randy Black

## **DAILY PERFORMANCE EVALUATIONS**

In an effort to assure that reserve members are accomplishing their duties at an appropriate level of competence and that their skills are on par with the expectations of the organization, daily performance evaluations shall be accomplished by the Captain that the reservist is assigned to for each shift worked. The intent of the Daily performance evaluation is to assure that the requirements of the program are being met, and that the system facilitates an environment where the supervising Captain provides guidance and feedback to the reserve member. It shall be a shared responsibility of the reservist and the Captain to assure that the evaluation is completed

Daily evaluations shall be conducted in a verbal format, and must assure the Captains expectations are being met and that the reservist is receiving appropriate feedback. If significant issues exist, they should be documented in writing and used as the basis for additional training or counseling, disciplinary action, or suspension or termination of the reserve member as appropriate.

## **ANNUAL EVALUATIONS**

Annual evaluations on all reservists shall be accomplished. These evaluations will cover the attributes and specific deficits that the reservist has shown throughout the evaluation period. Daily performance evaluations from throughout the year shall be used as the basis for these evaluations, in addition to general compliance with the reserve program policy, involvement in special projects, and the reservist's compliance with personnel rules and regulations and other governing documents.

Strong annual evaluations will assure that the reservist will be welcome to continue to participate in the program. Poor evaluations may be the basis for separation of the reservist from the program. Annual evaluations may also be utilized as the basis for recommendations for pay increases – commensurate with the organization's ability to give pay increases on any given calendar year.