At Cumberland Trail Fire District #4, a fulltime employee acting at the rank above their current rank is defined as out of classification. Out of class work can be at station 23 or station 23-2. Anytime an officer is off for sick leave or PTO, a firefighter or another officer on overtime will ride in that officer’s position. In this section, all pertinent information that is necessary for out of class work will be listed.

Out of Classification Guidelines

Station Assignments:

* Prior to the shift that the firefighter is riding out of class, the schedule should be reviewed. The firefighter in charge shall contact his or her crew and inform them of any station moves that are needed. This may be part time firefighters moving and or overtime filling in. The in-charge firefighter should send out assignments in a timely manner to allow ample time for firefighters to move their gear between stations.

Pass on:

* Pass on from the off coming shift is already on the daily log if you need a reminder of what was passed on.

Daily Assignments:

* Most officer’s have a schedule they follow. Common practice is to follow the normal schedule as best as possible. If not, do your best to put people in the best place of their capabilities.
* The white board in the radio room has an area dedicated for the daily shift assignments.

Apparatus and Equipment Checks

* The out of class employee shall supervise and ensure all apparatus are checked daily. All apparatus shall be started, pumps circulated, and equipment checked. Any mechanical problems or damaged equipment shall be reported, and the appropriate maintenance form filled out. The fire chief or assistant chief shall be notified of any immediate severe issues with damaged equipment or apparatus.

Daily Duty

* The out of class employee shall ensure the Daily Duty is completed at some point in the day.

Training and Physical Fitness

* The OIC is responsible for any training held throughout the shift. Training can take place on or off station. This training may pertain to either Fire or EMS. All training shall be logged on the appropriate training record sheet located in the officer’s desk filing cabinet. The OIC shall also be responsible for his or her crew participating in daily physical fitness. This training can include any form of physical activity. This shall also be logged on the training record and placed in the chief’s folder or faxed to sta23.

Daily Log

* The OIC is responsible for utilizing the C.T.F.D. daily log to keep track of all runs, run numbers, and pertinent operations or information throughout the day. Pass on information shall also be kept in the daily log.

Completion of NFIRS

* The OIC is responsible for timely and accurate completion of all NFIRS reports. These reports shall be synced to IMS server and run numbers included.

Run Numbering

* All dispatched runs shall be accessed via IMS server at station 23 and the run number shall be added in the correct location. The OIC shall follow the order of the last shifts run numbers. The OIC shall also check all reports for accuracy and completion.

Payroll:

* Payroll forms are hanging below the bookshelf in the Captain’s office. There are two clipboards, one for Full-Time employees and one for Part-Time employees.
* If an employee is out of class, simply mark “LT” or CAPT” next to their hours worked.
* If an employee is on overtime, mark “OT” next to the hours worked.
* If a Full-Time employee reports off sick, mark “Sick” next to the hours.

Calling Overtime:

* The overtime clipboard is also hanging on the wall below the bookshelf in the Captain’s office. There are two sections of the clipboard: blank form with spaces to list the employee and their overtime hours worked, and the rotating list for each shift.
* Due to the layout of our overtime and staffing make-up, there is a separate overtime list for each shift. At the top of each overtime list, it states what shift the list belongs to. Example: anytime you call an overtime shift on “Blue shift” make sure the list matches and says “Blue shift” at the top.
* You will start by calling the first person who has the highlighted box for the intended shift in their row. You will proceed through the list until the shift is filled or mandate is required.
* If all Full-time employees reply “no” or do not respond within the appropriate time frame, you then put out a message to part-time employees (if time allows) prior to mandate.
* Once you fill the shift or go to mandate, the next person in line will get highlighted in the next row. This will indicate who is notified first for the next overtime shift on the specific unit day.

Mandating:

* Once the appropriate actions have been taken and the shift was unsuccessfully filled, you move on to a mandate if manpower is below 7 personnel at any given time. Remember, C23 and C23A are able to fill-in for any shift less than (4) hours to avoid mandates.
* When utilizing the mandate list (located on whiteboard in radio room), you will mandate the member at the top of the list that is not already working the day/time of the mandate. You also can not mandate anyone currently on vacation time.
* Personnel may not be mandated more than 7 days prior to the mandated shift.
* Make sure to mark the mandate on the mandate list so that it may properly be updated by the chiefs.

Drug Free Work Place:

* Policy can be found in “Policy Manual 2021” in the STAFF server under DFWP Policy 2021.
* For any reasonable suspicion or post-accident tests, you will contact C23 and C23A for them to be transported to the appropriate testing site. Wheeling Hospital on Monday through Friday (0700-1700) and Barnesville Hospital outside of those hours.
* If you are unable to contact a Chief or if they are unavailable, the most senior firefighter shall take them to the testing site. Unless the most senior member is the one being tested, then utilize the next most senior firefighter or lowest ranking officer on duty.
* Be sure to read through the policy to ensure proper actions are taken.

Other Important Forms:

* Forms such as: Employee Complaint, Citizen Complaint, Vehicle Crash Report, ect. Can be found in the STAFF server in the “FD Forms” folder.
* Policies are currently in two folders in the STAFF server under 2021 and 2019 Policy Manual. This will soon be updated once policy updates are finalized.

If you ever have any questions, just call or text an officer for advice. If you feel uncomfortable with something or a citizen is making requests or demands, refer them to the Fire Chief from Monday through Friday 08:00 to 16:00. Be sure to document the interaction in a Special Report.