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| HR LF | HR HF | Fire Department Town of Belmont NH 03220 | STANDARD OPERATING GUIDELINE | SOG NO: ADM 13-011 |
| LR LF | LR HF |  | | EFFECTIVE DATE: 07/29/2013 Supersedes SOP# A-016 |
| | | | Title: Call Division Requirements | REVISION NO: 00 |

I) PURPOSE/SCOPE/APPLICATION

- A) To ensure that Call Division Members maintain an appropriate level of training and experience
- B) This SOG will define the minimum number of response and training hours required as well as the minimum training levels required.
- C) This SOG will be applied for all Call Division Members

II) REFERENCE DOCUMENTS

- A)

III) DEFINITIONS

- A) Call Division Member- Part-Time Employees assigned to the Call Division of the Belmont Fire Department.

IV) SPECIALIZED ROLES AND RESPONSIBILITIES


- A)

V) SAFETY

- A) Operational policies and procedures are in a constant state of review and change. As new equipment is placed into service and new occupancies move into Town the department must make changes to keep pace with current needs. The only way to stay proficient and knowledgeable in the department policies and procedures and therefore maintain a high level of safety is to be involved in monthly training and to maintain a minimum level of participation.

VI) ENFORCEMENT

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.
- B) Any deviation from this Standard Operating Guideline may require a written report to the Officer in Charge and the Deputy Chief.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

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VII) STANDARD OPERATING GUIDELINE

A) Hours

- 1) All Call Division Members of the Belmont Fire Department are required to be present for at least ten (10) hours per month of departmental activity. This activity is comprised of training, Ride-a-long, and/or, emergency calls. At least six (6) of the ten (10) hours (minimum) required shall be obtained by responding to emergency calls.
- 2) At such time as any employee's attendance record shows a drop below an average of ten (10) hours during a three (3) month period, the employee shall be sent a letter identifying the problem and requesting the situation to be rectified.
- 3) In the event this occurs a second time, the employee shall schedule a meeting with the Fire Chief and/or designee, at a time of mutual convenience, to discuss the employees reason for not meeting the minimum number of hours. Upon a third offense, the employee shall be terminated, and if at all possible, participate in an exit interview with the Fire Chief and/or designee.
- 4) Any absence from a Mandatory Training session must be excused by the Deputy Fire Chief, or the Fire Chief or if a last minute request by the Shift Officer on duty,. Unexcused absences from Mandatory Training sessions may result in disciplinary action up to, and including, termination of employment.

B) Minimum Training

- 1) All call division members shall complete the requirements identified in their probationary manual within one (1) year of hire.
- 2) Members may ask for a six (6) month extension of their probationary status if they have not completed their requirements on time. The Chief will make the final decision on granting the extension.
- 3) Members shall be enrolled in a Firefighter 1 program within six (6) months of hire and shall be FF1 certified within twenty-four (24) months. The department will cover the cost of the class but not the time.

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- 4) Members wishing to serve only as EMS members shall be enrolled in a Basic EMT class within six (6) months of hire and shall receive national certification within twenty-four (24) months. Initial costs for EMT classes are to be paid for by the member. Upon successful completion of the class the department will reimburse the member for the cost of the class only, if the funds are available in the budget.

VIII) RECORDS, REPORTS, CHARTS, FORMS

AUTHENTICATION
SOG NO: ADM 13-010
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Approved By: *[Signature]*
Revision: 00

Sog Review Dates:
03/10/14 DLP