	<b>West Fargo Fire &amp; Rescue Policy and Procedure</b>			Authorized by:  D. Fuller Fire Chief
	Subject: DAILY SCHEDULE			
	Section: ADMIN	Date Authorized: 11/1/2017	Date Reviewed:	
	Number: 116			

**Intent**

The intent of this policy is to ensure members working shift (full time or volunteer) perform tasks on a daily schedule for day to day continuity.

**Policy**


The daily on duty crew will be working in pairs, with one coming into the station at 7am and working until 7pm, and the second coming into the station at 9am and working until 9pm. This schedule works for 7 days a week. Since two crews come into the station at a staggered time, a daily schedule will occur, with each crew conducting different tasks based on time, not in order.

***Daily Schedule***

0700	1 <sup>st</sup> Crew Reports for duty
0700-0730	Personal Gear Check (PPE, SCBA, Radios)
0730-0830	Truck checks (Engine 7-1, Rescue 7-5, and Battalion 7-0)
0830-0900	Station Cleanup
0900	2 <sup>nd</sup> Crew Reports of duty
0900-0915	Daily Operations Meeting with Batt Chief
0915-1130	In service training / maintenance
1130-1300	Unscheduled
1300-1600	Inspections/Pre-Fire Plans
1600-1730	Workout
1730-End of Shift	Unscheduled
1900	1 <sup>st</sup> Crew off duty
2100	2 <sup>nd</sup> Crew off duty

***Saturday Schedule***

0700	1 <sup>st</sup> Crew Reports for duty
0700-0730	Personal Gear Check (PPE, SCBA, Radios)
0730-0830	Truck checks (Engine 7-1, Rescue 7-5, and Battalion 7-0)
0830-0900	Station Cleanup
0900	2 <sup>nd</sup> Crew Reports of duty
0900-0915	Daily Operations Meeting with Batt Chief
0915-1230	Sunday Duties -See attached truck schedule
1230-1400	Unscheduled
1400-1500	Workout
1500-End of Shift	Unscheduled
1900	1 <sup>st</sup> Crew off duty
2100	2 <sup>nd</sup> Crew off duty

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### *Sunday Schedule*

0700	1 <sup>st</sup> Crew Reports for duty
0700-0730	Personal Gear Check (PPE, SCBA, Radios)
0730-0830	Truck checks (Engine 7-1, Rescue 7-5, and Battalion 7-0)
0830-0900	Station Cleanup
0900	2 <sup>nd</sup> Crew Reports of duty
0900-0915	Daily Operations Meeting with Batt Chief
0915-1230	Sunday Duties -See attached Sunday Duties List
1230-1400	Unscheduled
1400-1500	Workout
1500-End of Shift	Unscheduled
1900	1 <sup>st</sup> Crew off duty
2100	2 <sup>nd</sup> Crew off duty

### Saturday Truck Checkout Schedule – alternating Saturdays

Inventory trucks, run and gas all small engine equipment, clean hand tools, check and top off SCBA if needed, check batteries on all battery powered equipment, including SCBA.

Engine 7-0	Engine 7-1
Ladder 7-6	Tanker 7732
Boat	Hazmat Trailer
Engine 7-2	Rescue 7-5
Rescue 7-4	Brush 7750
Brush 7751	Battalion 7-0

Clean apparatus bay floors, organize equipment, run water down drains to prevent dry traps

### Sunday Duties

- Dust and vacuum offices, dayroom, bunk rooms
- Clean kitchen – pull oven, refrigerator out
- Clean Bathrooms – walls, floors, sinks, counters, showers, toilets and urinals
- Clean Gym area
- Clean fire pole