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1. Purpose and Scope

1.1 A Casual Help Program has been created to enhance the emergency response operations of the Mantua Township Fire District. Specifically, this program has been designed to augment emergency service personnel, during critical times, with qualified staffing that will receive a stipend for their services. Additionally, these personnel will complete additional duties above and beyond emergency response. This Policy has been written to explain the Casual Help process (sometimes referred to as the Duty Crew) and will establish the criteria, selection and expected duties for those that want to participate in this program. Participation in this program is voluntary for all qualified firefighters and officers.

2. Program Administration


- 2.1 The District Chief or his designee will be the Administrator of the Casual Help program
- 2.2 Periodic updates will be given to the Commissioner, in charge of personnel, by the Administrator. These updates will include a summary of activities along with any issues regarding the program. This is how the program will be monitored for effectiveness so that adjustments may be made when necessary.
- 2.3 This program will be managed strictly and it should be deemed as a privilege and not a right.

3. Selection Criteria

- 3.1 This program is offered to those Firefighters, that maintain an SCBA Firefighter membership with certain training requirements met.
- 3.2 In addition to the above, the applicants will meet the following criteria:
 - 3.2.1 Current on all mandatory training.
 - 3.2.2 Current with the Medical Surveillance Program requirements.
 - 3.2.3 Current fit testing
 - 3.2.4 Must be at least 18 years of age/ own a valid NJ driver's license
 - 3.2.5 MTFD Probationary period, completed, approved by Chiefs Office
 - 3.2.6 Must complete R.I.C. Operations Course (within 6 months of hire date)
 - 3.2.7 Must complete Extrication 1 Certification within 6 months of hire date
 - 3.2.8 Must hold NJ Firefighter 1 Cert.

4. Selection Process

- 4.1 All interested members, that are not active firefighters within Mantua Township Fire District and that meet the stated qualifications, shall provide the District Chief with a completed MTFD Firefighters application, for review.
- 4.2 The Program Administrator must have the qualified firefighter's availability by the beginning of the preceding month for proper time management.
- 4.3 The Program Administrator will ensure eligibility of the applicants that are

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qualified, and assign members to the schedule, in such a manner that the response of Fire/Rescue coverage is assured, to the residents of Mantua Twp. and our mutual aid response towns.

4.4 The Program Administrator will post the schedule at each of the Stations and Post in the designated Google Calendar which can be accessed by all casual help members.

5. General Duties and Expectations

5.1 All scheduled members are expected to report on time and be mentally and physically prepared for duty. Violations of this may prevent future participation.

5.2 All scheduled members are expected to report for duty wearing a Class C “work “uniform unless directed otherwise.

5.3 Should a scheduling conflict occur, greater than 24 hours prior to the start of the shift, the scheduled firefighter can find an equal replacement on his own.

5.4 Should a last minute (i.e. less than 24 hours notice) personal emergency occur, that will prevent someone from meeting their shift obligation, then notify the District Chief and the schedule will be filled accordingly

5.5 The Casual Help Program participants will be expected to perform the following duties:

5.5.1 Provide competent emergency services duties

5.5.2 Complete equipment checks as requested

5.5.3 Perform routine equipment/Station maintenance as directed

5.5.4 Complete miscellaneous assignments as requested (e.g. complete Pre-plan surveys, fire prevention activities, goodwill missions, special training sessions, administrative duties, etc.)


5.6 The Casual Help will be supervised by the on-duty supervisor or the District Chief.

6. Program Details

6.1 Duty Supervisor: The Duty Supervisor will be the career fire officer assigned to that shift, and if the career officer is off the Career Firefighter assigned to the shift will be the shift supervisor. If the Career Firefighter and Career Officer are off the District Chief will assign a shift supervisor for the particular shift.

6.1.1 The Duty Supervisor is responsible for the duty crew and their operations each shift. The Duty Supervisor will also ensure that the schedule assignments and related documentation is completed by the end of the shift. The Duty Supervisor shall contact the District Chief if any problems arise that they cannot handle during the shift.

6.2 Duty Crew Hours: The Duty Crew is schedule for the hours: Sunday thru Saturday 06:00 – 18:00 Hours pm (1-member/shift)

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6.3 Duty Crew Response: The Duty Crew is responsible for staffing the first out piece of apparatus on all alarms, except cover assignments.

6.4 Duty Crew Attendance: Each member is responsible to be on time for their designated shift. If any duty crew member is not able to work their schedule shift, they must contact the duty supervisor or the District Chief immediately. The shift will be filled by other available Duty Crew personnel. Members who frequently miss their shift will be removed from future schedules and will not be considered for future shift unless approved by the District Chief. Any member that is removed from the schedule can request a meeting with the District Chief and/or the Fire Commissioners. All duty crew members are responsible for completing their time sheet at the end of the shift, and turn it into the District Chief for pay roll.

ALL other personnel are encouraged to respond to any Alarm/Assignment during Duty Crew hours.

6.5 General Station Rules:

6.5.1 Firefighters working on the duty crew are required to bring their turnout gear for that shift to staff the particular station for a ready response.

6.5.2 All Shift firefighters will be required to wear a clean, well-kept duty class C “work” uniform, consisting of District issue uniform pants, shirts/sweatshirts boots and jacket (weather permitting).

6.5.3 All Shift firefighter, (if issued) are required to have their class b “dress” uniform for special assignments (i.e. public relations/ fire prevention)

6.5.4 Crews are not permitted to leave the Mantua Township limits unless responding to a call, on an assignment task or approved by the MTFD Duty Officer.


6.5.5 Fire apparatus (Squad Company) can be taken to purchase food or crews may designate one member to pick up food utilizing a station car or pickup.

6.4 Job Duties and Responsibilities:

6.4.1 Respond as dispatched within the Mantua Township Fire District and on mutual aid assignments with the exception of, (see 6.3)

6.4.2 Performs firefighting activities including: driving fire apparatus, operating pumps and related equipment, laying hose, performing fire combat, containment, extinguishment and overhaul tasks.

6.4.3 Writes and complete reports accurately and in a timely manner to document the incident data. Complies with MTFD SOG’s.

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- 6.4.4 Operates radio and other communication equipment in accordance to the MTFD protocols.
- 6.4.5 Participates in the inspection of businesses, buildings, hydrant inspections, residential locations, and other structures in suppression pre-plan programs.
- 6.4.6 Performs minor repairs to fire district equipment.
- 6.4.7 Performs general maintenance work in the up keep of fire stations facilities and equipment.
- 6.4.8 Assists in developing plans for special assignments such as emergency preparedness, training programs, firefighting, hazardous materials etc.
- 6.4.9 Presents programs to the community/ fire district on safety, and fire prevention/suppression topics.
- 6.4.10 General Housekeeping of Fire District owned buildings
- 6.4.11 Complete any special detail assigned by the program Administrator and / or Duty Officer

6.5 Shift Activities: (all activities that requires the entire crew to leave the station, utilize the assigned Squad Company)

- 6.5.1 Contents of Apparatus: Each crew shall review the contents of apparatus at the assigned duty crew station before 07:00 Hours. This shall include but not limited to: Starting of apparatus, fuel levels, SCBA status, Booster water levels, and pump operations.
- 6.5.2 Station Cleaning: Each crew is responsible to maintain the “duty crew house of operations”. (Union Ave. Station)
 - 6.5.2.1 Ready rooms, Meeting/Training rooms & Bathrooms
 - 6.5.2.2 Apparatus bays
 - 6.5.2.3 Stations Aprons (Weather Permitting)
 - 6.5.2.4 Empty trash containers as needed.
- 6.5.3 Apparatus Equipment Checks: Each crew is responsible for performing apparatus and building checks during their shift. Each Crew must check the duty apparatus at the beginning of each shift and assist the career firefighter with their daily duties.

6.6 Shift Assignments:

- The Duty Crew shifts will be broken down into three positions. Each position will have an assigned task and will also have an assigned pay grade. Fire fighters who fall into each position will be scheduled and work to the capacity of that position as outlined in this S.O.G. These positions will be assigned as “Duty Supervisor (12 Hour Shift),” “Firefighter/Engineer (24 Hour Shift),” and “Firefighter (12 Hour Shift).”

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6.6.1 Duty Supervisor: The duty supervisor will be responsible for all of the duties tasked within this S.O.G.

- 6.6.1.1 The duty supervisor will be a career officer and if a career officer is off the shift will be filled by a capable firefighter, who will earn a wage higher than all other duty crew members, set forth by the Board of Fire Commissioners.
- 6.6.1.2 The Career Officer or duty supervisor will be the contact between the District Chief or Board of Fire Commissioners and will complete all tasks assigned by the District Chief or Board of Fire Commissioners.
- 6.6.1.3 When the Career Officer is off duty, the duty supervisor position will be appointed by the District Chief. The position is not permanent and anyone assigned can be removed at any time due to lack of performance.
- 6.6.1.4 The duty supervisor will be tasked with assigning riding positions at the beginning of every shift as well as tasks to be performed by the crew.

6.6.2 Firefighter/Engineer (24 Hour): The Firefighter/Engineer position will be manned by a career firefighter and if the career firefighter is off the shift will be filled by a capable firefighter who possesses all of the required training and is able to operate all of the apparatus within the Mantua Township Fire District.


- 6.6.2.1 The firefighter who is able to fill this position will earn a wage higher than a firefighter who is unable to operate all equipment or lacks the necessary experience as deemed by a duty supervisor and District Chief.
- 6.6.2.2 The firefighter will earn a wage of \$14.00 or \$12.00 per hour depending on training and experience within the Mantua Township Fire District

6.7 Pay Scale and Training Required:

- 6.7.1 \$14.00 Per Hour: Qualified on all Apparatus, Firefighter 1, Extrication 1& 2, ICS 300, RIC Operations Training, 5+ years of experience
- 6.7.2 \$12.00 Per Hour: Qualified on Squad Company, Firefighter 1 and Extrication 1, RIC Operations Training, 2+ years of experience
- 6.7.3 \$10.00 Per Hour: Firefighter 1, RIC Operations

7. Unexcused Absences: (No Show for shift, without explanation)

7.1 If a firefighter scheduled for a certain shift, does not show up for that shift, or

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makes no effort to contact the Duty Supervisor or District Chief, for a replacement firefighter will be disciplined according by these 3 steps listed below:

- 7.1.1 Unexcused Absent #1: A (documented) verbal warning is issued by the Duty Supervisor and/or District Chief.
- 7.1.2 Unexcused Absent #2: A written warning will be issued, and a copy filed in the firefighters personnel file, and will not be scheduled to work Casual Help for 30 days from infraction.
- 7.1.3 Unexcused Absent #3: Firefighter removed from the Casual Help program for a minimum of 3 months from infraction, and cannot be reinstated, until evaluated by the District Chief and Board of Fire Commissioners.