

**EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING PROCEDURES**

**ARTICLE 2: ADMINISTRATIVE POLICIES
SECTION 16: STATION BIDDING**

**EFFECTIVE DATE:
REVISED: 03-18-2018**

2.16.1 PURPOSE: To provide a Policy and Standard for Station Bidding and Assignment Rotations.

2.16.1.1 See Standard's and Ethic's Committee Policy and Standard

STATION BIDDIN/ASSIGNMENT ROTATIONS

The Standard's and Ethic's Committee has agreed to the following Policy and Standard:

Station Bidding: The Station bidding process shall be a seniority-based system, using the approved seniority list published by the Union and the District, See Appendix "A". The system will use any individual who qualifies for the vacancy and award the opening to the senior person applying.

Qualifying: To qualify for the Station bidding process, your last District evaluation must have scored a 5 (five) or better in the overall category score. This is done by adding up all of the scores of the evaluation and dividing it by the number of categories evaluated. Example

<u>Category</u>	<u>Score</u>
#1	5
#2	7
#3	4
#4	6
#5	8
Total	30 / 5 = 6

30 points total divided by the total categories scored, equals 6 overall as the score.

Non-Bidding openings: All non-bidding movement which occurs from positions that have not been bid by personnel of the same rank shall be reviewed by the Committee for approval. Examples of this movement is created by the need for Training, Disciplinary action or Consolidation.

Non-bidding positions: The following positions shall be reviewed by the Standard's and Ethic's Committee for any bidding out of the administration duties and into a line position, however the Fire Chief reserves all rights to hire the administrative non-bidding without input or review from the Committee. The following positions are defined as Non-bidding Administrative positions:

Battalion Chief Training
Battalion Chief Prevention
Captain Prevention/Prevention Specialist
Captain E.M.S. Coordinator
Maintenance Positions
Mechanic Positions
Any Administration position that is created.

Process: When an vacancy is caused by retirement, death, removal, resignation, promotion, or opening of a new station or increased staffing level at a station, the vacancy shall be posted on the employee bulletin boards at all station and work locations at least (2) weeks prior to the time that the vacancy is scheduled to be regularly filled, this shall not limit the ability of the District to temporally move individuals to fill the position until the process is complete, however the District can not keep an individual temporally assigned to the vacancy for no more than (6)

six months. After the vacancy has been posted, employees who wish to bid on the vacancy shall submit a written request through the chain of command to the Chief, or his designee. The Chief or his designee shall advise in writing the results of the bidding process and post the vacancy that it creates (if any) by the transfer of the employee. After all the station bidding is complete, the employee(s) who are remaining without an assignment or the newly hired or promoted employee will fill the last vacancy. When consolidation with another entity occurs it shall not be considered open for bid for the period of (1) one year from the recorded date of consolidation, after the (1) one year period the consolidated employees will be placed into the seniority list according to their time in grade, and then are eligible to participate in the bidding process. Appendix "B" is a list of the assignments that are considered vacant for the purpose of station bidding as of 01/01/95, and the effected personnel that will be allowed to bid due to the recent promotions; all other employees shall consider their current assignment as their Home Station."

Rotations: The following method has been agreed upon as the Station 74 Captains, Station 21 Medic's/EMT's, and Station 72 Engineer rotations (6 Months on/off schedule)

After the 01/01/95 station adjustment is completed, the rotation of the Captains at Station 74 and the Medics, FIREFIGHTER/EMT's at Station 21 and the Engineer at Station 72 will begin. The rotation will be determined by the number of line positions in each classification that we employ rotating through Station 74, 21 and 72 respectively for the effected classifications every 6 months by seniority, (least first, most last.)

Example: The bid position at Station 74 will rotate into the vacancy created by the rotation of the Captain into station 74.

The Station 74 Captain will then go into the opening created by the Captain Rotation.

(This is just an example and does not reflect the bid outcome)

<u>Captain</u>	<u>From</u>		
Piper	74	23B	1/1/95
Hardy	23B	74	1/1/95
Piper	23B	74	7/1/95
Hardy	74	23B	7/1/95
Beaver	72C	74	7/1/95
Parker	74	72C	7/1/95
Beaver	74	72C	1/1/96
Piper	74	72A	1/1/96
Parker	72C	74	1/1/96
R. Krek	72A	74	1/1/96
R. Krek	74	72A	7/1/96
Piper	72A	74	7/1/96
Parker	74	28C	7/1/96
Miller	28C	74	7/1/96

Captains will return to their "Home Station" at the completion of their 6 month rotation, and the Station 74 Captains will rotate back to the vacancy created by the next rotation at Station 74. The same rotation will be in effect for the Medics and FIREFIGHTER/EMT' 5 on Medic Rotation schedule.

Process for the bid for Home Station for the 1/1/95 movement.

We will bring the Qualified Employees into a Station rank by rank and per the seniority list fill each of the Stations/shifts that are available per Appendix "B".

It is the intent of this committee to terminate the rotation process as soon as the effected Stations/shifts are staffed with (2) 24 hour positions on each of the three shifts, (A,B, and C)

Additional Requirements

If a FIREFIGHTER/EMT successfully completes and certifies as a PARAMEDIC, the District has the option to open a vacant Firefighter/paramedic position, (as per the staffing levels in the M.O.U.) currently being held by a FIREFIGHTER/EMT to the bidding process.

The firefighter/EMT position that was bumped by the upgraded staffing to paramedic will then be open to bid with the least senior FIREFIGHTER/EMT getting the Station/shift that is left vacant.

Example:

FIREFIGHTER/EMT Sanford has just completed his 6 months ambulance time to be certified in El Dorado County as a PARAMEDIC and is able to work without another PARAMEDIC.

The District decides to that the next Station/shift to bring back to the 2 Medic level is Station 17 on "A" shift. The FIREFIGHTER/EMT on that shift is Cima. The 17A PARAMEDIC slot would then be open to bid for qualified employees.

The successful employees Station/shift would then be open for bid and so on until the last Station/shift was filled or no one bid on the opening, in which case the lowest seniority employee that meets the job classification would be placed in that opening.

The employee that is upgrading his/her status to PARAMEDIC will be able to bid for openings in his/her classification at the seniority he/she had prior to the upgrade to PARAMEDIC, the upgrade to paramedic is not a change in rank, therefore, the seniority will remain the same.

EL DORADO COUNTY FIRE PROTECTION

DISTRICT'S

Standards and Ethics Committee

Appendix "B"

Open shifts/stations for bid as of 1/1/95 (Captains)

<u>Station</u>	<u>Shift</u>
17	A
21	B and C
23	B
25	B
28	C
74	1 opening on "D"
72	A, B and C

Personnel qualified to participate in 1/1/95 bidding

(Not in order of seniority)

Hardy, Mike
Beaver, John
Tolson, Jeff
Krek, Richard
Parker, Ken
Miller, Matt
Pott, Mike
Taylor, Kurt
Ramsey, Lee
Huffman, Sam