



# ANN ARBOR FIRE DEPARTMENT



## Standard Operating Procedures - 4.05 Fire Prevention On-Call Scheduling

### FIRE PREVENTION ON-CALL SCHEDULING

---

Effective: August 20, 2021  
Scheduled Review: August 20, 2024  
Approved: Fire Chief Mike Kennedy

---

#### I. PURPOSE

Employees assigned to the Fire Prevention Bureau are required to provide after-hours coverage to address fire safety issues or investigate fires. This schedule shall outline the annual on-call scheduling process.

#### II. ON-CALL SCHEDULE

The on-call calendar shall commence on the first Tuesday in April and run through the first Monday in April or the last Monday in March, if applicable of the following year.

- A. Employee selection of on-call weeks will occur annually in January.
- B. The fire marshal shall have first choice of any available pre-set week rotation of on-call weeks. Eligible inspectors shall then choose the remaining pre-set week rotation in the order of their department seniority.
- C. All selections should be submitted via email to the fire marshal by January 30<sup>th</sup>. The fire marshal shall review the selections and provide the assistant chief assigned fire prevention and the fire inspectors the results.
- D. The on-call employee is responsible to forward the on-call number to his / her phone via the Google Voice program.

#### III. TRADES

Any personnel wishing to exchange "on-call" time must notify the fire marshal and assistant chief assigned fire prevention.

#### IV. VACANCIES

In the event a vacancy occurs the open dates will be filled and rotated equitably. If employee changes are such that the previous schedule is not workable, the calendar shall be dissolved, and a new selection process shall commence.