

**CITY OF DANIA BEACH
FIRE DEPARTMENT
INTER-OFFICE MEMORANDUM**

GENERAL ORDER 2010-05

TO: All Personnel
FROM: Deputy Chief Cassano
RE: Jai Alai Coverage
DATE: September 9, 2010

ORGANIZATIONAL PILLAR:

Community Outreach & Customer Service
Operational Improvement
Health, Safety, Wellness
Fiscal Responsibility

RATIONALE:

General Order 2010-05 has been created to make certain that Dania Beach Fire Rescue meet it's responsibilities regarding mandatory fire watch details, specifically Dania Jai Alai

OPERATIONAL GUIDELINE:

The Battalion Chief is required to make certain that every live game at Dania Jai Alai has a fire rescue detail personnel present. To accomplish this, it is required that the Battalion Chief do the following:

1. 24 hours prior to the scheduled detail, The Battalion Chief will design the daily assignment sheet with the inclusion of the employee's name who is scheduled for the detail coverage, placing it into the notes section on the roster.
2. Contact the Jai Alai scheduler, if within the 24 hour window, prior to the actual detail assignment there is no name noted on the roster sheet for Jai Alai.
3. Work together with the Jai Alai Scheduler, to 24 hours out find an employee to cover the detail at the detail rate of pay, then once found, list that employee as noted in section 1.
4. If an employee finds him or herself sick and unable to work the scheduled detail he or she shall notify the Battalion Chief no later than 2 hours before the start time so that the detail can be filled through overtime.
5. Employees missing details without notice to the Battalion Chief, will be subject to disciplinary action and a 6 month removal from the detail board for all departmental details
6. Any and all overtime will be placed onto the overtime roster and counted against the 12 hour drop total
7. Until such time as the detail is filled, the Battalion Chief will position a fire rescue unit, or employee, at Dania Jai Alai until the overtime replacement employee arrives to fill the vacant detail assignment
8. The Battalion Chief is required to contact the Deputy Fire Chief any time this vacancy, filled by overtime occurs, informing as to the specific cause of the vacancy