

**CITY OF DANIA BEACH
FIRE DEPARTMENT
INTER-OFFICE MEMORANDUM
GENERAL ORDER 2010-05**

TO: ALL PERSONNEL

FROM: DEPUTY CHIEF CASSANO

CC: FIRE CHIEF, J.R. FERNANDEZ

RE: JAI ALAI DETAIL COVERAGE

DATE: OCTOBER 26TH, 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. 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.
3. Employees missing details without notice to the Battalion Chief, will be subject to a 6 month removal from the detail board for all departmental details
4. Two sick call outs in any calendar year results in removal from the list for 6 months – BC must inform Jai Alai scheduler of late or called out details so that accounting can be made and monitored
5. Any voluntary removal from the list requires a minimum of 6 months off the list
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
9. Any and all disciplinary actions will follow as per the Rules and Regulations and CBA documents