
Fire Brigade Policy

A. Purpose

The Fire Brigade was established to provide fire and medical response at ABX's Airpark. It is a cost effective method to provide these services, and the support of management personnel is essential to the success of the program.

B. Procedure for Membership

1. The Fire Brigade is composed of full-time and part-time ABX employees. Casual status employees are not eligible due to irregular schedules.
2. Any employee interested in becoming a member must contact the supervisor of the Airport Rescue and Firefighters (ARFF) Department at ext. 2389. When employees are accepted on the Fire Brigade, the ARFF Department supervisor will begin a training program if there is a vacancy on the employee's shift. If there is no current need for additional members on the employee's shift, their name will be placed on a waiting list.
3. Current members of the Fire Brigade who change shifts must notify the ARFF Supervisor of the shift change. If there are already an adequate number of Fire Brigade members on the employee's shift, the employee will be removed from the Brigade and put on the waiting list for their new shift. Members who are removed due to a shift change will be given first priority for openings that occur on their new shift.

C. Training

1. Initial Training for new Fire Brigade members will consist of a maximum of 58 hours paid straight time including CPR and First Aid. Any previously documented relevant training the employee has had will be considered when designing this phase of the training program and may reduce the Initial Training time. All new members must have training on ABX airport familiarization and ABX fire equipment operation regardless of previous training. The ARFF Supervisor will attempt to schedule Initial Training at a time that does not conflict with the employee's regularly-scheduled hours.
 2. Once Initial Training is completed, the ARFF Supervisor will complete a record change form and forward it to Human Resources, with a copy to the employee's supervisor, to verify the effective date of membership
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and to begin premium pay, if applicable.

3. Recurrent Training is conducted monthly, normally on the second Tuesday of the month from 1800-2200. Each Fire Brigade member is required to attend eight hours of Recurrent Training each calendar quarter (Jan-Mar, Apr-Jun, Jul-Sept, Oct-Dec). Failure to attend the minimum 8 hours of training for two consecutive quarters will result in the employee being removed from the Fire Brigade. Training attendance is documented by the ARFF supervisor and a signed training attendance slip will be provided to each member each time they attend training. The employee is responsible to provide their supervisor with this documentation of training time.

D. Pay/ Certification

1. Effective 2/10/99, all employees who accept a position in the ABX Fire Brigade are required to sign an agreement for reimbursement of pay before starting Initial Training. The agreement states that any pay received during Initial Training for the Fire Brigade will be reimbursed to ABX in the event that the employee separates from employment with ABX within twelve months from completion of training or does not complete twelve month's service on the Brigade. The total reimbursable amount will not exceed a total of 58 hours of straight time pay.
2. Once certified as a member by the ARFF Supervisor, the employee will be paid a .25/hour premium pay. ARFF Specialists, ARFF Leads and salaried exempt employees are not eligible for Fire Brigade premium pay.
3. All Initial and Recurrent Training is paid on a straight time basis. Hours spent in training will not be added to the employee's other work hours when calculating overtime pay.

E. Employee Responsibilities

1. Fire Brigade members must respond to all ABX emergencies when requested. All members are required to carry a company provided radio during their working hours so they can be notified of emergencies.
 2. Employees are required to attend Recurrent Training as noted in Paragraph C.3 to maintain membership, and to provide their supervisors with documentation of the training attended in order to be paid for training time.
 3. All members are required to have a valid driver's license.
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4. All members are required to take a pulmonary function test annually since they are expected to wear self-contained breathing apparatus.
 5. Individuals on the Brigade are not permitted to wear beards or facial hair that interferes with the seal of self-contained breathing apparatus.
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