

# Fire Medical Specialist Recall Standard Operating Procedure



*This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.*

**Related Policies:** Chief's Memorandum 2011-017, Critical Access Hospital (CAH) Facility Transports

**Replaces Policy:** Chief's Memorandum 2015-045, Amendment of Recall Policy for FMS II...

**Applicable HI Statutes:** HRS Chapter 72 §11-72-2

## I. PURPOSE

This Standard Operating Procedure establishes operational procedures for recalling a Fire Medical Specialist.

## II. APPLICABILITY

1. This procedure shall take effect when ALS staffing must be recalled to provide coverage of Fire Medical Specialist position vacancies.
2. Recall form RFMS 001 shall be filled out to document recall process whenever staffing cannot be covered and an ALS unit is downgraded to BLS.

## III. RECALL PROCEDURE ORDER

The filling of vacant Fire Medical Specialist II positions (either vacant positions or the incumbent on leave) shall be filled in the following order:

1. Rank-for-Rank
2. Assignment of available on-duty Fire Medical Specialist I personnel.
3. Assignment of available on-duty Fire Fighter or Fire Fighter Recruit qualified as a State of Hawaii EMT-P.
4. Recall non-Rank-for-Rank Fire Medical Specialist II personnel
5. Recall of Fire Medical Specialist I personnel.
6. Recall of FF/EMT-P or FFR/EMT-P
7. Assignment of available on-duty ranked EMT-P personnel (Contact Battalion Chief Ops to assign).
  - Tier 1 personnel claim \$150 monthly and are available for reassignment to FMS when on-duty
8. Available on-duty ranked EMT-P personnel who are willing to run only within station and do not claim the \$150 monthly stipend
  - Tier 2 personnel do not claim \$150 monthly and are not available for reassignment to FMS when working normal shift
9. Available on-duty Fire Medical Specialist III (on-duty Battalion Chief to request via EMS 1).
10. Recall of ranked EMT-P tier 1\* personnel
  - Tier 1 personnel claim \$150 monthly and are available for reassignment to FMS when on-duty
11. Recall of ranked EMT-P tier 2 personnel
  - Tier 2 personnel do not claim \$150 monthly and are not available for reassignment to FMS when working normal shift
12. Recall of Fire Medical Specialist III.

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If all above steps are followed in order and a person is not found to cover the vacancy, Double Overtime will be authorized not to exceed 24-hrs.

If the covering person will incur more than 24 hours of double-time, prior authorization is required by the Fire Chief.

Anytime that a double overtime is required, a memorandum outlining the reason for the Overtime and the recall list utilized to request coverage shall be prepared and forwarded to the Assistant Chief of Operations for audit readiness.

## IV. ADDITIONAL INFORMATION

1. Initial recall shall be conducted by phone, text, or email. If this is unsuccessful, recall through Everbridge shall be utilized. Every effort shall be made as to avoid having the Dispatch office facilitate this process.
  - Prior to an ALS to BLS downgrade all EMT-P personnel shall have been contacted by phone and outcome documented.
2. Updated list of available licensed EMT-P can be obtained through the following:

List can be found on All Battalion:

Link: <\\coh01\battalions\All Battalions\FMS Recall 2021>

Also can be found on Target Solutions:

Link: [Vector Solutions \(targetsolutions.com\)](https://www.targetsolutions.com) → File Center → FMS Recall List 2021