

	<h1>Chandler Fire Department Standard Operating Guidelines</h1>		
SOG NUMBER:	2230.008		
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SUBJECT:	Seniority Bid for Open Line Positions		

PURPOSE

To establish guidelines for the seniority-based bid process, which takes place at regularly scheduled intervals, for the purpose of filling personnel staffing requirements as outlined in the Staffing SOG (2230.009) and provides personnel the opportunity to change work assignments, thereby promoting a diverse work experience. The filling of short-term vacancies caused by light duty, schooling, military leave, etc. are not covered in this SOG.

DEFINITIONS

- Force List – a list kept and maintained by the Department to determine who, in the absence of someone electively bidding or volunteering for a position, will be forced into a position.
- Day Captain Positions- there are 5 approved day Captain positions – two Training, two EMS and one Operations.
- Forty Hour Emergency Response Personnel- any authorized forty-hour (40 hour) position that may be dispatched as part of their duty assignment.
- Hazardous Materials Technician (HMT) Certification – for seniority bid purposes, this term shall indicate the successful completion of a Department sponsored hazardous materials course.
- Technical Rescue Technician (TRT) Certification - for seniority bid purposes, this term shall indicate the successful completion of a Department sponsored technical rescue course.
- Special Operations Program – The Special Operations program is supported by two separate specialty teams, the Hazardous Materials Team and the Technical Rescue Team. There are currently 30 funded positions in the program.
- Hazardous Materials Team (E284) – Staffed with 15 HMT personnel.
- Technical Rescue Team (L289/M289) – Staffed with 15 TRT personnel.
- Interim Bid – a bid held at regularly scheduled intervals between Refresh Bids, when needed to fill openings caused by promotions, retirements, etc.
- Paramedic School Acceptance – For seniority bid purposes, this term shall indicate the successful completion of the paramedic testing process and invitation to attend the program by the Emergency Medical Division.

- Pass – This term designates that during the interim bid process, an employee wishes to be contacted each time a new position becomes available within the employee’s rank and certification.
- Plus Engineer/Captain Medic Positions – The number of ALS Engineers and Captains above the potential required for the current deployment (67).
- Plus Firefighter Medic Positions – an extra firefighter medic above the potential required number of ALS Firefighters needed to fill the ALS firefighter needs on the roster (54).
- Refresh Bid – All positions are vacated (see page 5 for special operations rules) and open for this bid. Refresh bids will be completed by November 1st of even years.
- Seniority – the length of service of a Chandler Fire Department (CFD) sworn employee in their present rank (i.e., Firefighter, Engineer, Captain, etc.). A Firefighter must be off initial probation before the bid changes are scheduled to be made to participate in the seniority bid process. In the event there are two (2) or more personnel with the same “Date of Classification”, their ranking for seniority will be determined (in order) by the following criteria:
 - Hire Date – Employee’s Date of Hire as a sworn CFD Firefighter.
 - Academy Class Ranking (if applicable) – a person achieving the highest grade point average or who finished higher overall has seniority.
 - Employee Number – An employee with the lowest employee number will be considered senior.
- Stay – This term designates that an employee wishes to have their name removed from the bid process and to stay in the position currently occupying. This term applies only to Interim Bids.
- Vacate – This term designates that an employee is giving up their current position for bid.

POLICY

It is not the CFD’s responsibility to make accommodations for personal obligations caused by personnel changing shifts through seniority bid. The Department is not obligated to honor any type of previously approved leave if the employee chooses to change shifts during seniority bid. Honoring previously approved vacation is addressed in the Scheduling of Vacation SOG (2230.001). The good of the Department will always take precedence over seniority bid at the direction of the Fire Chief.

The Department will complete a Refresh Bid by November 1st of even years with bid assignments beginning on or about January 1st of odd years. During refresh bids, all Department positions are vacated and are available to bid.

Additionally, Interim bids will be held at six (6) month intervals with the bid assignments starting on or about July 1st of each year and January 1st of even years. Vacancies caused by promotions, retirements, new stations, etc. shall be filled by the Operations Chief until the next regularly scheduled bid.

Bid rotation executes as follows:

- Refresh Bid – completed November 1st (even years)
- Refresh Bid Assignment Implementation – January 1st (odd years)

- Interim Bid 1 – June 1st (odd years)
- Interim Bid 1 Assignment Implementation – July 1st (odd years)
- Interim Bid 2 – December 1st (odd years)
- Interim Bid 2 Assignment Implementation – January 1st (even years)
- Interim Bid 3 – June 1st (even years)
- Interim Bid 3 Assignment Implementation – July 1st (even years)

The basic tenets of both bid processes are as follows:

- All Day Captain Positions will be filled prior to the bid process.
- Battalion Captain Positions will be bid and filled first, followed by the remaining Captain Positions, then Engineer Positions, and then Firefighter Positions.
- Personnel may bid once at each seniority bid process.
- Basic Life Support Captains and Engineers must bid to rescue stations, the Utility (Engineers), or one of three (3) designated ALS or BLS Captain or Engineer rover positions, except as designated below.
- On each shift, one Captain rover position, one Engineer rover position, and two Firefighter rover positions will be designated as approved to be bid by ALS or BLS members. These bid positions, and the associated bid positions that they may facilitate are not included in “plus” counts. All other rover positions are designated as ALS.
 - Example: A BLS Engineer bids to E283 (a non-rescue station) and subsequently an ALS Firefighter is required to bid to E283 on that shift. This move will designate one of the two ALS/BLS Firefighter rover positions on that shift as BLS. When a BLS rover is needed to fill an ALS position, the staffing BC or FIT will use a double move to fill the position when possible. They will select the most appropriate person to fill the position based on a rotation of all available ALS members on the shift who can fill the position, using reverse seniority, similarly to a force list.
 - The BC281 BC and FIT will maintain this list for their shift.
- The number of plus Engineer/Captain Medic positions and plus Firefighter Medic positions will be declared by the Operations Chief prior to the bid process.
 - The ALS FF count considers all FF positions that are required to be filled by an ALS FF and those positions that can be filled by an ALS or a BLS FF. The current count is 54 ALS FFs.
 - The ALS Captain and Engineer count considers all Captain and Engineer positions that are required to be filled by an ALS Captain or Engineer and those positions that can be filled by an ALS or a BLS Captain or Engineer. The current count for ALS Captains and Engineers is 67.
- Plus ALS firefighters (above 54) will be allowed to bid for vacant BLS firefighter positions in order of their seniority. Plus ALS Engineers and Captains (above 67) will be allowed to bid for potential BLS Engineer and Captain positions, respectively, in order of their seniority. Plus ALS bid spots will typically only be honored as long as the Department remains at the plus level for the associated position.
- Trading of positions is not allowed.

- Personnel who are spouses or related to the degree as follows: parent, child, brother, or sister, whether or not related by blood, cannot bid for a position within the chain of command (i.e., Battalion Chief, and Captain).
- Personnel accepted to Paramedic School (refer to Definition section) will continue to bid BLS positions until they successfully certify as Arizona State Paramedics. They will then be placed by the Fire Chief or designee until the next seniority bid. If a seniority bid is scheduled to immediately precede their anticipated certification date, the Operations Chief may approve bidding as ALS.
- Firefighters may be temporarily reassigned by the Operations Chief for a probationary firefighter, paramedic student, or other department need.
- Once personnel have selected a position, they will not be allowed to make any further bids or changes.
- Once the bid has been completed, the only way the bid will be changed is if there was an error made by the administrator of the bid.
- Vacant Special Operations positions will be filled at all times, even if it creates a vacancy elsewhere on the roster. The Operations Chief or designee shall be responsible for completing the bid process.
- Battalion Chief Rotations or assignments will occur at the discretion of the Fire Chief independent of the seniority bid process.
- Exceptions: Any individual may be placed in any position at the discretion of the Fire Chief.

Interim Bid Process Specific Rules

- The Operations Chief or designee will announce by Special Notice, open position(s) by rank, unit, shift, and certification. The Special Notice will include the closing date for the bid, and the scheduled bid date.
- Interim Bids will not be held when there are no open positions on the roster.
- Personnel can enter their names into the bid process by following the procedure outlined in the Procedures section of this SOG. Personnel will only be allowed to enter their names into the bid if there is a rank and certification position available that matches his/her rank and certification.
- An available position can be filled only by someone with the same rank and certification unless all other available positions are already filled.
- Members of Special Operations cannot voluntarily vacate their positions for interim bids.
- Personnel not assigned to any Special Operations team will be allowed to vacate their position by close of bid solicitation date indicated in the special notice. Once a position is vacated it is open to the bid process as long as certification and rank are met.

- Special Operations personnel who have met their two-year commitment in their bid team may only bid available positions within the Special Operations program following normal bid rules.
- Every effort will be made to follow this process and not bump personnel from their bid positions; however, there will be instances when personnel do get bumped due to certification requirements.
- Positions that become available between scheduled bids will be filled at the discretion of the Operations Chief and will automatically be entered into the next scheduled bid.

Special Operations

- Special operations personnel will hold a special operations position on their currently assigned team in all bid processes and cannot be forced off the team by a more senior person.
- There are five HMTs assigned to each shift, four of which will be assigned to E284. The fifth HMT position, per shift, may bid or be forced to any position on the roster in which they would otherwise qualify for, based on seniority bid rules as stated in this SOG, and will be considered the HM Rover. This is a Firefighter position and may be ALS or BLS, as determined by the bid.
 - The HMT Firefighters who choose not to vacate during a refresh bid each own a spot on the HM Team, however, if they were assigned to E284 on the previous bid cycle, they are not guaranteed a spot on E284 for the next bid cycle. The Firefighter spots (2 per shift on E284 and 1 HM rover per shift) will be filled using the regular tenants of seniority bid as outlined in this SOG.
- A two-year commitment to their bid team is required for personnel who bid an open position and attend special operations training.
- Special operations members wishing to vacate their positions will be required to declare their intent to vacate prior to the refresh bid.
- Vacating of special operations positions will only be allowed for refresh bids.
- Only special operations personnel who indicate their intent to vacate will be allowed to bid open positions outside of their currently assigned team.
- Vacated special operations positions will be posted during the bid.
- Three (3) Special Operations lists will be maintained by the Department (Captain, Engineer and Firefighter lists). These lists will be used to determine who will be forced into a special operations position when needed. All personnel who are trained in special operations, and are within the sunset clause timeframe, will be on the lists in reverse order of seniority.
- **“Sunset set clause” on Special Ops Certifications:**
 - After 10 years from the date a member completes HMT or TRT training they would no longer be eligible to be forced back to the team. Force rules would apply to those 10 years and under.
 - The 10 year “sunset clause” would apply to each discipline independently.
 - A member would be allowed to bid back into the team if desired based on seniority.

- All open special operations positions will be filled by seniority by those meeting the Special Operations training and EMS certification required for that position.
 - Exceptions to this will be based on available funding for schooling and must be approved and declared prior to the bid process by the Fire Chief or designee. If funding is available, personnel meeting position requirement will bid in order of seniority regardless of special operations certification due to the availability of funding for training. If no one bids a vacancy and funding is available, the least senior person meeting the position requirements will be forced into the position and sent to school for team specific training.
 - Probationary personnel may not bid or be forced into a special operations position that would require them to attend the certification class during their probationary period.
 - Non-certified persons bidding into special operations positions must be willing to attend the next available certification class. Personnel who have a personal reason not to attend the next available certification class must receive approval from the Operations Chief prior to the bid process.
- If the person bidding into the special operations position is not trained (HMT/TRT), the person bidding out may be required to stay in a special operations position until the training is completed.
- If a position is not or cannot be filled, the appropriate force list will be utilized to determine who will be forced or backfilled into the position.
 - A “backfill” will be utilized when the member is moved into a special operations position temporarily while the bid or forced special operations member is completing HMT, TRT, Paramedic School, or is on an extended leave of some sort. The force list will be utilized to determine who will fill a backfill position, but the term will typically be less than 12 months and will not meet the minimum 12-month term required for the member to move down on the force list.
 - A “force” will be utilized when a member is moved into an *open* special operations position *indefinitely*. In this instance, the member will own the spot on the appropriate special operations team and will give up their current bid spot.
- If a person is forced into a special operations position and has to attend special operations training in order to fill an open position on either special operations team, the assignment must be at least a 12-month term in order for the assignment to fulfill the required commitment to the team.
 - If the forced member is already trained in the appropriate special operations specialty, the member may vacate for a refresh bid, even if the assignment has been less than 12 continuous months. If the term is less than 12 months, the member will not meet the minimum 12-month term required for the member to move down on the force list.
- Once a person has been forced into a special operations position for 12 continuous months, he/she will be placed at the bottom of the list. In the event of promotion or demotion, persons will be placed on the appropriate list in reverse seniority order.

- Personnel who bid to a special operations position and have previously received the required HMT and/or TRT training must complete the below listed training prior to receiving special operations pay. Personnel who have been away from special operations for:
 - More than one (1) year - must complete the recertification packet (CFD Form 313 or 314)
 - More than five (5) years - will be required to attend refresher training as determined by the supervisor and the Operations Chief.
 - More than ten (10) years - will be required to attend the regional 200-hour HMT or TRT class.
- Special Operations Captains will have the ability to choose (volunteer) for one (1) Day Captain or FIT position and continue to receive special operations pay. Volunteering to continue in the position at the next refresh bid cycle will result in loss of special operations pay and their position on the team.
- The Captain who covers for the special operations Captain in the Day/FIT position will only receive special operations pay for the remaining duration of the refresh bid cycle and does not own a special operations slot even if the captain he/she is covering vacates at the next refresh bid.

Battalion Captain (FIT) Positions

- Battalion Captains may vacate their positions for interim bids. The individual wishing to vacate will be required to declare their intent to vacate during the bid solicitation process. Interested candidates will be required to submit their names for the Battalion Captain bid process during the regular bid solicitation period. A separate Special Notice will not be sent out if a position is vacated.
- Battalion Captain vacancies caused by promotions or retirements will be filled in a timely manner when the vacancy occurs outside of the regular interim bid schedule.
- Three (3) Battalion Captain positions will be available for development opportunities for those preparing for future BC testing. The three positions will be filled in the following order of priority:
 - 1st – Those who have completed the most recent BC promotional process.
 - Individuals will receive this preference one time per BC test process (regardless of assignment duration).
 - If the number of spots available are fewer than the number of Captains qualified for a spot through the most recent BC test, candidates will be selected through an interview process conducted by the Operations AC.
 - 2nd – Those who have completed the most recent BC Development program.
 - If the number of spots available are fewer than the number of Captains qualified for the spots through the BC Development program, candidates will be selected through an interview process conducted by the Operations AC.
 - Must be a Captain or on the current Captains promotional list during the BC Development program to qualify for this preference.

- Individuals who have not previously filled one of the FIT development positions will be given bid preference above those who have filled a development position.
 - Priority will be given a maximum of two times
 - Remaining spots filled utilizing the current process through seniority bid.
- The Operations Chief or designee will solicit interested Battalion Captain Candidates prior to each bid.
 - All Captains will be required to declare their interest in the Battalion Captain positions. Unless Captains declare their interest in response to this solicitation, they will not be considered for a Battalion Captain position.
 - Exceptions to this would be when the force list is utilized to fill a position.
 - The non-developmental FIT positions will be filled through seniority bid after the developmental FIT positions are placed by the Fire Chief or designee.
 - Battalion Captains bid a shift and a battalion and will not follow or move if the assigned Battalion Chief is moved during the bid period.
 - The Department will maintain a Battalion Captain Force list. In the event no one bids to an open Battalion Captain position, the Force list will be utilized to determine who will be placed into the position. The Battalion Captain Force list is based on the most senior Captain who has not been a Battalion Captain and has had at least two (2) years after being forced to a Day Captain position.
 - Captains bidding a Battalion Captain position or being selected for or forced into an EMS, Training or Operations Captain position at a refresh bid, who are currently assigned to a Special Operations assignment will be allowed to keep their Special Operations assignment pay for one, two-year period. If the person does not bid back into a special operation position on the next refresh bid, they will lose their special operations assignment pay.

Day Captain Positions

- Captains are required to have a minimum of two (2) years in rank before being eligible for a Day Captain position.
- Day Captains positions will be rotated every two (2) years, in alignment with the refresh bids. A Captain holding a day position is eligible to apply for an additional two (2) year term and/or other Day Captain positions as they come available.
- The Department will maintain a Day Captain Force list. In the event there are no volunteers for the position, the Force list will be utilized to determine who will be forced into the day rotation.
- The Day Captain Force list is based on the least senior Captain with at least two (2) years of service in grade at the time of the vacancy.
- EMS Day Captains shall hold a current ALS certification. Training and Operations Day Captains may hold ALS or BLS certifications.

- Personnel interested in one of the Day Captain positions shall submit their intention upon request of the Battalion Chief of that area and be part of a selection process to fill positions for the bid term (two [2] years).
- In the event several Captains volunteer for the same open Day Captain position, selection to fill the vacancies will be made by the Fire Chief or designee prior to the bid.
 - This selection will be based on qualifications and needs of the position and not on seniority of the candidate(s).
 - Preference will be given to volunteers unless circumstances dictate a specific need of the department.

Force Lists

- If a position is not filled by seniority bid or by volunteer, a force list will be used to determine who will be forced into the position.
- Personnel will not be forced into back-to-back 40-hour positions.
- The Department will maintain four (4) force lists which will be utilized, as needed, in the following priority order:
 - Day Captain Positions
 - Special Operations (Captains, Engineers and Firefighters)
 - Battalion Captains
 - 40-Hour Emergency Response Positions (Captains, Engineers and Firefighters)
- Filling a Day Captain, Battalion Captain, or 40-Hour Emergency Response position, whether by volunteering or being forced, will fulfill your obligation and your name will be removed from the force list for that specific position.
- Personnel who are forced into 40-Hour Emergency Response Positions or Special Operations positions as a firefighter or engineer can be forced back into a 40-Hour Emergency Response Positions or Special Operations positions each time they change rank due to promotions. Once a person is promoted his or her previous force assignments no longer apply to the new rank. In this case, personnel can be forced into 40-Hour Emergency Response Positions, Special Operations, Battalion Captain or Day Captain depending on the new rank.
- If personnel are forced or are selected into a position, the assignment must last for a minimum of a 12-month term in order for the assignment to fulfill the requirement as being forced into a position. In the event the assignment lasts less than 12 months, the person will remain in their original position on that specific force list.

PROCEDURES

Interim Bid Notification

The Operations Chief or designee will make Interim bid vacancy notifications by Special Notice. The Special Notice will include the rank, unit, shift, and certification(s) required to apply.

The Special Notice will be emailed to "All Personnel" at least 14 days prior to the bid closing. Anyone interested in a possible move will send an email to the Operations Chief (or designee) stating his or her desire to be included in the bid process. This includes any possible interest in vacancies that may be created by the filling of the posted position(s). The Operations Chief or designee must have notification as stated above by the closing date listed in the Special Notice.

The Bidding Process

The Operations Chief or designee will begin the bidding process by contacting the most senior person who meets the requirements.

Phone Bids:

- The Bid Committee will make five (5) attempts to contact the person "up for bid". The calls will be spaced three (3) minutes apart.
- If a person cannot be contacted, they will be placed in the last open position for which they meet the requirements. This rule does not apply to personnel on shift or on calls.
- If at any time the person initiates contact with the Bid Proctor, the person can enter the bid process and will be considered on the next position offered in his/her rank in which they are qualified.
- No concessions will be made for previously filled positions when no contact was made with the individual.
- If a person cannot attend a scheduled bid or be contacted by phone due to previous schedule conflicts, the person can use a proxy to bid for them. The name and contact information of the proxy must be presented to the bid panel before the start of the bid. All bids done by proxy are final.

On the day of the seniority bid, the Department will make every attempt to have an up-to-date roster available on the Internet for department personnel to view during the bid process. The roster will be updated as changes occur so that personnel will know what positions are available.

Once contacted, personnel will only have the following options:

- Refresh Bids
 - Select an open position.
- Interim Bids
 - Select an open position and be removed from the process for further openings.

- Pass and maintain the same standing on the list with the option to take any openings that may occur due to the filling of position(s).
- Stay in their current position and remove their name from the process.

For Captain and Engineer positions that do not fill, the Operations Chief will assign to the position the least senior person that most meets the position requirements. After completing the bidding process, the Operations Chief will send out a Special Notice listing the dates for personnel to change shifts.

Exceptions:

- The Operations Chief may make changes to the bidding process in order to satisfy the needs of the Department.
- Firefighters on units may need to be moved to facilitate temporary staffing of probationary firefighters, paramedic students and other department needs. Movement of firefighters to create these vacancies will be based on seniority within shifts.
- Any firefighter of any unit should understand they could be temporarily moved to facilitate the staffing of probationary firefighters (if ALS staffing permits) at the discretion of the Operations Chief or to facilitate the needs of the Department. Exception to this, if the EMS certification needs require decisions be based on EMS certifications and not seniority. In such a case, a crew member other than the ALS firefighter filling the ALS requirements of the unit may be temporarily moved to fulfill the need for probationary staffing.
- Personnel on initial probation will not be considered for seniority bid. Day and Staff positions will not be filled by seniority bid.
- Any individual can be placed in any position at the discretion of the Fire Chief.

FORMS AND EXHIBITS

None