

PALM BEACH COUNTY FIRE RESCUE
OPERATIONAL PROCEDURE # V- 7

ISSUED DATE: 1/13/86 REVISED DATE: 05/01/08 IMPLEMENTATION DATE: 07/01/08

SPECIAL EVENTS

SCOPE: This policy applies to all personnel and volunteers of Palm Beach County Fire Rescue.

PURPOSE: The purpose of this policy is to provide an orderly and consistent procedure for Palm Beach County Fire Rescue to provide additional services at special events for the public.

AUTHORITY: Fire Rescue Administrator
 County Ordinance 85-13

POLICY: In addition to services generally provided to the public, Palm Beach County Fire Rescue may provide special fire rescue service at special events for the safety, health, and welfare of the public. The Fire Rescue Administrator has the authority to determine which special events Palm Beach County Fire Rescue will cover.

PROCEDURE: All employees and volunteers scheduled and/or working at any Special Event will abide by all Palm Beach County Fire Rescue rules, regulations, policies, and procedures. Special Events are classified as either a permitted special event or an event requesting stand-by coverage.

Permitted Special Events:

1. All requests for special event coverage by an outside organization should be directed to the Financial Analyst responsible for special event permitting and for coordination with the Special Events Coordinator (Local 2928).
2. The Financial Analyst will collect the necessary information from the Requesting Agency, assign a permit number, complete and sign the Application for Special Fire-Rescue Services (Operational Form #V-7). The completed application shall be faxed to the Agency Requesting Permit for review and an authorized approval signature. The Agency Requesting Permit will fax signed application to the Financial Analyst for processing.
3. Upon receipt of a fully executed application, the Financial Analyst will create the event record in the Fire Rescue Human Resources (FRHR) system including the Requesting Agency Name, Permit Number, Start/End Times, Description of the Event and the Estimated Man Hours requested. Once the record has been added to FRHR, a copy of the permit will be sent electronically to the Special Event Coordinator (Local 2928) for scheduling of personnel.

4. The Agency requesting the permit will be charged a fee determined by the Department for the event coverage. These costs will include, but not be limited to, personnel wages, benefits, an administrative fee, and equipment usage.

Stand-by Coverage Events:

Palm Beach County Fire Rescue may assist non-profit and County functions by providing on-duty personnel and equipment on-site at such functions on a stand-by basis. These personnel and equipment will be utilized with the understanding that if the unit has a call, or staffing does not allow coverage, their function will not be covered on-site on a continuous basis.

Special Events Coordinator (Local 2928):

Local 2928 will provide a Special Events Coordinator who will be responsible for the scheduling of personnel and coordination of the operational issues associated with each event (ie, supplies, coverage, vehicles, etc).

1. Upon receipt of a signed permit or approved request for standby coverage, the Special Events Coordinator will post the event on the Union website and coordinate the appropriate coverage as outlined on the permit.
2. The Special Events Coordinator will be responsible for notifying employees, scheduled to provide coverage, when there is a change in permit details (i.e., cancellation, date/time, location).

Signing up for Special Events:

1. Employees are able to sign up for Special Events in person at the Professional Firefighters and Paramedics of Palm Beach County, Local 2928 Union Office, located at 2328 S. Congress Ave., West Palm Beach, Fl 33406 or via the Internet at www.iaff2928.com.
2. Requests for an Incident Commander can only be filled by the position of Operational Lieutenant rank, Rescue Lieutenant rank or higher. Requests for a Paramedic can only be filled by a protocolled Paramedic, that has completed Paramedic probation, or higher. Requests for Emergency Medical Technician (EMT) can only be filled by a protocolled EMT or higher. Although higher-qualified personnel can elect to fill the request for a lower-qualified position, lower-qualified personnel may not fill the request for a higher-qualified position.
3. Employees who sign up in person will receive immediate confirmation. Employees who sign up via the Internet will receive confirmation by e-mail. The confirmation will also be sent to the Union Special Events Coordinator. The Union Special Events Coordinator will contact the employee if further details are required.
4. Once an employee has signed up for a Special Event, it is the employee's sole responsibility to work the event or find his or her own coverage, even in the event of reported sick leave. Any employee who fails to report for coverage, fails to contact the Special Event Coordinator with a

replacement for coverage, and/or is late more than one time to an event, will not be permitted to sign-up for future Special Event coverage for a period of up to one (1) year.

5. Employees are responsible for prompt attendance, and are subject to Palm Beach County Fire-Rescue disciplinary guidelines.

Reporting Sick Leave:

1. Employees assigned to Special Events will report sick leave and identify their replacement, to the Fire Operations Officer (FOO) at (561) 712-6552 no later than 2 hours prior to the start of their shift. The following should be reported to the FOO:
 - A. Employee Name
 - B. Special Event Assignment
 - C. Reason for Absence
 - D. Name of Supervisor
 - E. Name of Replacement
2. The fire Operations Officer will notify the Union Special Events Coordinator of the employee who calls in sick. In the event the employee did not identify a replacement for his assignment, the Union Special Events Coordinator will be responsible for scheduling replacement personnel and/or contacting the Requesting Agency.

Exchange of Personnel:

1. Once an employee has signed up for a Special Event it is their responsibility to work the event or get their own coverage to work. The employee must exchange with another employee of at least the same classification and/or certification level. The exchange must be completed in writing and in accordance with Operational Procedure # I-38 Exchange of Time/Kelly.
2. The Union Special Events Coordinator must be notified of the exchange at least 12 hours prior to the start of the event.

Payment:

1. No employee may accept any direct payment or any type of compensation directly from any event worked. All payments for Special Event Services must follow the procedure identified in this policy.
2. All personnel working special events will be compensated per the Collective Bargaining Agreement.
3. Upon completion of a permitted event, personnel working that event must complete a Special Event Employee Sign In/Out Log (Form #V-7A), including the event name, employee's name, and actual arrival and departure times. The form must be signed by both the employee and a

representative of the event. By signing the form, the employee is certifying that the hours listed on the form are the actual times they were present at the event and he/she has completed the required maintenance on the special event apparatus/facilities, as required under the Apparatus and Facilities Designated for Special Events section of this policy. A blank form will be published on the Department Intranet site (<http://pbcfr>). The original, completed form should be forwarded to the Financial Analyst responsible for special events permitting.

4. All personnel are required to post their actual hours worked, plus any applicable minimum event requirement, travel time and/or time for completing trauma reports to the FRHR system within three (3) shifts from the date of the event.
5. Employees will be compensated for one-hour additional time for each event that requires assigned personnel to pick up/drop off a Palm Beach County Fire-Rescue vehicle to be used at that event. This additional compensation requires the assigned personnel to also stock vehicles with necessary equipment to perform ALS/BLS procedures, restock at the end of the event, fuel apparatus, and wash apparatus. The employee will be responsible for adding one-half hour to the start time and one-half hour to the end time when posting hours worked on the FRHR system. The Requesting Agency will be billed for these hours. However, events such as the “Live Nation Amphitheatre” and “polo”, not requiring personnel to pick up/return a Fire-Rescue vehicle, where employees report directly to the event location, will not be eligible for the additional compensation. If actual hours worked plus the travel time, where applicable, does not total 3 hours, a 3-hour minimum will apply.

The employee(s) will be responsible for checking the appropriate box on the “Special Event Employee Sign In/Out Log” form, to identify whether the employee was required to pick up/return a Palm Beach County Fire-Rescue vehicle to be used at the event and to identify the vehicle type used.

6. If a “trauma alert” is necessary during coverage at any event, the employee responsible for completing the “trauma report” will be compensated for one (1) additional hour to allow for proper documentation of the incident. The employee will be responsible for noting the trauma report requirement on the employee sign in/out log, adding an employee comment stating the reason for the additional time before having it approved by the Requesting Agency, and for posting the additional time to the FRHR system. The Requesting Agency will be charged for the additional employee hour.
7. Once all properly completed Special Event Employee Sign In/Out Log forms and all hours worked have been posted to the FRHR system, the Financial Analyst will verify hours and submit the approved hours to the Payroll Department for processing. No hours will be submitted for payroll until **ALL** employee hours worked have been verified and posted.
8. Once all employee hours are verified and sent to payroll for processing, the Financial Analyst will adjust, if necessary, the hours worked and total amount due from the Requesting Agency on the original permit. A summary report will be created using FRHR to be attached to the revised permit and be forwarded to the Fiscal Specialist responsible for billing the Requesting Agency.

A receivable will be created in the County's financial system and will be subject to any and all Department or Countywide policies related to billing and collection. At times, advanced payment may be required within five (5) business days of the scheduled event.

9. The Requesting Agency will not be responsible for employee hours associated with vehicle failure, repair or maintenance. The Special Events Coordinator is responsible for adding a roster comment providing detail of the incident, to the FRHR system. Palm Beach County Fire Rescue will absorb any cost(s) associated with the equipment failure.

Cancellation Policy:

Approved Special Event Permit Applications will be subject the following cancellation fee(s), if applicable:

1. There will be NO CHARGE to the Requesting Agency if the Agency provides notice to the Special Events Coordinator no less than 24 hours prior to the contracted start time of the event.
2. There will be a flat administrative fee in the amount of \$25.00 charged to the Requesting Agency, if the Agency provides notice to the Special Events Coordinator less than 24 hours prior to the contracted start time of the event. Employees will not be compensated if the Agency provides a minimum of 12-hours notice.
3. There will be a three-hour minimum charged to the Requesting Agency, for each employee scheduled to provide coverage at the cancelled event, if the Agency provides notice to the Special Events Coordinator less than 12 hours prior to the contracted start time of the event. Employees scheduled to provide coverage at an event cancelled less than 12 hours prior to the contracted start time will be compensated for three (3) hours.

Communications:

1. Each Special Event unit must go "available" on the air with the Communications Center. The employee will advise the Communications Center of the Special Event in which they are assigned to (i.e. Gulfstream Polo, "Dispatch, Gulfstream Polo is on the air", or "Dispatch, Palm Beach Polo 1 on the air at field 10").

NOTE: Units are not to simply advise that Special Events 1 is on the air. This does not let the Communications Center, and other units, know where the event is. The Communications Center will also need to know the physical address of the Special Event should other units be dispatched to that location for transportation.

2. When the Special Event is concluded, the employee will advise the Communications Center that the Special Event is finished and off the air.

Incident Reports:

1. A PBCFR incident report will be completed on all patients and/or any refusals. All personnel working a Special Event are responsible for entering the incident report in the ARI system as soon as possible at the conclusion of the event.

NOTE: The treating unit is the initials of the Special Event (i.e. Stadium Jumping is SJ, Palm Beach Polo is PBP, etc.).

2. Special Event Report – If utilized, this form will be completed on all patient contacts. The forms are to be given to the event contact person at the conclusion of the event.

Apparatus and Facilities Designated for Special Events:

1. Prior to reporting to the designated Special Event location, the apparatus/equipment must be checked and stocked with the necessary equipment to perform either ALS or BLS procedures per PBCFR policies and protocols.
2. When a patient is transported by an incoming unit at a Special Event, if possible, personnel shall restock the Special Event unit with only what was used on the patient. If supplies are used, but the patient is not transported, the apparatus shall be restocked at the end of the event from the Special Event cache of supplies. Large quantity of supplies needed, will be taken from the medical supply warehouse and charged to the Special Events account.
3. All apparatus should be fueled, washed and clean at the end of the shift. All personnel items will be removed from the unit.
4. All areas that are designated as fire rescue rooms or special quarters shall be cleaned before crews leave.
5. All actions taken by the crew shall be documented in the apparatus logbook (i.e., apparatus washed, fueled, restocked, problems, etc).
6. The Requesting Agency will be charged for Fire-Rescue equipment, at a rate equal to the hourly "Equipment Rate" established by the Department on an annual basis.