



# Burlington Fire Department



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<b>Section: 00- Administration</b>	
<b>SOG Number: 00.14</b>	<b>Effective Date: May 21, 2021</b>
<b>Subject: Special Events Coverage Framework</b>	
<b>By Order of Fire Chief Steven A. Locke</b>	

## **I. Purpose:**

This SOG provides the framework and guidance for providing Fire/EMS coverage for Special Events within the City of Burlington.

## **II. Scope:**

This SOG will pertain to all personnel within the Burlington Fire Department as well as the Administrative Staff.

## **III. Definitions:**

Extra Duty: Special Assignments for fire protection, emergency medical services or other official duties performed outside of an employee's regular working hours.

Aladtec Scheduling Software (Aladtec): Please see SOG 00.15.

## **IV. Guidelines:**

### **A). Information Intake**

1. The designated point of contact will intake the required information from the event representative/promotor. This will be done by whatever method the department deems to be efficient and effective.

## B). Contract

1. The designated point of contact will draft an agreement of the terms of service and coverage.
  - a. The contract will include the following but not limited to
    - (1) Date and time of the Event
    - (2) Name of the Event
    - (3) Number of personnel required for the event as defined by department policy and City ordinance.
    - (4) Billing Address of the organization/promoter
2. This contract will be signed off by the event representative and the Chief Engineer's designee.
3. The content of the contract may be changed with the approval of the Chief Engineer and the City Attorney.

## C). Event Hiring

1. The designee in charge of the hiring will utilize the Aladtec to hire and schedule all events.
2. Events will be hired 2-4 weeks prior to the event. It is understood that there may be last minute events that will be hired in the timeliest fashion.
3. All personnel who are hired for the event will be placed on the schedule and notified via Aladtec. It is the responsibility of the personnel hired for the events to confirm that they have been assigned to the detail.
4. Event information will be listed in Aladtec, in the "Hourly Editor" under the "Special Event" Apparatus.
  - a. Hoover computer mouse over the date, listed under the "Special Event" apparatus,
  - b. Click on "Add Note", then list the following information
    - (1) Event Name
    - (2) Event contact person
    - (3) Event contact phone #
    - (4) Event start and end time
    - (5) Event location
    - (6) Apparatus to be used, if specific vehicle is required

## D). Event Documentation

- a. At the completion of the event, the senior BFD person working the event will contact the shift commander to confirm start and end time.
- b. The shift commander will adjust the start and end time as needed in the Aladtec "Hourly Editor".

## E). Event Billing

1. The Administrative Assistant will pull all of the required information from Aladtec for billing and payroll.
2. The Administrative Assistant will bill the user at the current rate for personnel and for any other costs agreed to in the contract.

**V. Responsibility:**

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline

Revision History			
Revision Date	Section	Summary	Principal Author
Initial Release			Lt. B. O'Brien
05.21.2021	IV. C)&D)	Change in hiring procedure	Lt. B. O'Brien
05.21.2021	Attachment	Addition of intake information form	Lt. B. O'Brien