

<b>Standard Operating Procedure</b>  <b>DETERMINING SHIFT ASSIGNMENTS</b>	<b>PEORIA FIRE-MEDICAL DEPARTMENT</b> <b>Administration</b> <b>100.09</b> <b>Rev. 11/06/2019</b> <b>Page 1 of 15</b>
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**PURPOSE**

This Policy addresses staffing assignments, Rebid Cycle, and Open Bidding Cycle.

**POLICY**

All positions within the fire department will be designated into one of three categories:

- 1) Operational Bid Positions
- 2) Operational Support Positions
- 3) Temporary Positions

This policy will define how department members will fill vacant positions in each of these categories. The Fire Chief (or his/her designee) shall have the final authority for position classification and the assignment of personnel to best meet the needs of the citizens, the City, and the Department.

**DEFINITIONS**

Advertisement – An official announcement specifying a vacant position

Assignment – When the Fire Chief (or his/her designee) places a member in a position within the Department without going through the Formal Bidding Process because of Departmental needs.

Bidder – Member up for position selection during the Rebid Cycle or submitting a formal bid during the Open Bid Cycle

Bid Opening – The advertisement's stated opening date and time. The Deployment Committee will not accept Formal Bids before this time. See bidding period below.

Bid Closing – The Advertisement's stated closing date and time. The Deployment Committee will not accept Formal Bids after this time. See bidding period below.

Confidentiality – Member's bids will be kept confidential throughout the bidding process. No member shall ask or be told where other members have bid until the final results are balanced and distributed to all members.

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Deployment Committee – A committee comprised of the Deputy Chief of Operations, and/or his/her designee, and Labor Representative(s). This group is responsible for reviewing the Formal Bidding Process.

Force List – A master list in reverse seniority for all specialty members (HAZ/TRT/RSB)

Force Placement – Any member forced to a position on a specialty unit because no other member of that specialty bid to the position during the open period.

Formal Bid – A bid submitted utilizing the email format or intranet bidding link during the Open Bid Cycle.

Home Position – A member's awarded spot on a unit, or their assigned shift if the member is a Rover.

Movement Date – Around January 16th of every year (depending on the 42-day work cycle)

Open Bidding Cycle – Filling vacancies, within the shift, after the Rebid Cycle has concluded (utilizes the seniority with seniority in rank bidding list).

Operational Bid Position – Any biddable position on a piece of fire apparatus or Rover position that is constantly staffed at 24hrs each shift or 48hrs per tour (56 hour work week employee)

Operational Support Positions – Any biddable position that is not constantly staffed at 24hrs each shift, hours may vary depending on the assignment (to include but not limited to, office positions, special assignments, PIO, etc.)

Preference Selection List – A preference list of positions for Operational Bid Positions that a member can submit to the Deployment Committee or Proxy if the member is unavailable during the Rebid Cycle. (Most-Preferred to Least-Preferred)

Proxy – Designated member to bid on behalf of an absent member during the Rebid Cycle date.

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Qualifying Member – A member who meets the requirements for a specific position.

Rebid Cycle – Annual period where the deployment list is cleared (utilizes the seniority with seniority in rank, Captains first list), conducted during the first or second week of November. All members will be notified one month from bid date.

Seniority Station Bid List – List comprised of all members that takes into account overall department seniority, with members seniority within a rank. Two lists will be kept at all times by the Deployment Committee (Seniority with seniority in rank & Seniority with seniority in rank: Captains first).

Successful Bidder – The most senior qualifying member awarded the position for which he or she bids.

Vacant Position – A position that is currently not filled, and available for bidding, during either the Rebid Cycle or Open Bidding Cycle.

## **PROCEDURE**

### **Qualification to Bid**

Members may not bid for a position unless they meet all the required qualifications of that position at the time of bid submission. These qualifications include rank, EMS certification level, and technical skill qualification. To meet the technical skill qualification, the successful bidder must have:

- **Paramedic:** Possession of a current Arizona State Paramedic Certification and successful completion of the Peoria Fire Department Medic Intern program.
- **EMT:** Possession of a current Arizona State Emergency Medical Technician Certification and current on all continuing education requirements.
- **Technical Rescue Technician (TRT):** Successful completion of the state TRT training program and current on all continuing education requirements.
- **Hazardous Materials Technician (HAZ):** Successful completion of the state Hazmat training program and current on all continuing education requirements.
- **Rescue Swimmer Boat (RSB):** Successful completion of the ERDI swimmer two (2) program, completion of the Fireboat Certification, and current on all continuing education requirements.

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- Members who are **enrolled in a Specialty School** (HAZ, TRT, RSB) but are not certified during the Rebid Cycle will be permitted to bid as specialty rovers only. This is to prevent the member from being moved after the rebid is completed.
- Members **enrolled in Paramedic School**, during the Rebid Cycle, will be allowed to bid a BLS position only. Members who become certified after the Rebid Cycle has closed may be moved for Department needs and will lose their previously awarded bid position.
- **Probationary firefighters** may not bid for a position until they have successfully completed their full probationary period. Upon completion of their probation, members will be assigned to a position by the Deployment Committee to meet department-staffing needs until the next Open Bidding Cycle or Rebid Cycle.

### **Technical Staffing Requirements**

The Deployment Committee will advertise vacant positions for bidding to ensure the following minimal service delivery capabilities are met:

- Designated Advanced Life Support units with two Paramedics.
- Designated Advanced Life Support Stations (stations with Rescues) with three Paramedics (and can have up to four Paramedics of the six members, in which all members will be told before the rebid).
- Designated Intermediate Life Support units with one Paramedic.
- Designated Basic Life Support Units with two or four Emergency Medical Technicians.
- Designated Technical Rescue Units (TRT) with four Technicians.
- Designated Hazmat Units (HAZ) with four Technicians.
- Designated Rescue Swimmer Units (RSB) with four Technicians.
- Designated Low-Acuity Unit(s) will be staffed in one of the following configurations:
  - One (1) Paramedic and One (1) EMT
  - One (1) captain and One (1) Firefighter
  - One Engineer (1) and One (1) Firefighter
  - Two (2) Firefighters
- All other Alternative Units, or Temporary Units, may be staffed at a level agreed upon through the RBO process.

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**Filling Vacancies**

The Deputy Chief assigned to the Deployment Group, or his/her designee, is responsible for filling all Vacant Positions.

The Deployment Chief will fill all Vacant Operational Bid Positions through either the Rebid Cycle or Open Bid Cycle.

On or around January 16th of every year, post the Rebid Cycle (depending on the 42-day work cycle), members will move to their newly awarded positions.

**Rebid Cycle**

Every year on or around the end of November, the Deployment Chief and a team of his/her choosing will conduct a department wide rebid of all operational positions.

The bid will be conducted via a telephone conference call with all Operations members (utilizing the Seniority w/ Seniority in Rank: Captains First Bid list).

All Members will be notified of the exact date and time that the rebid will begin, at least one month prior, and will be advised to carry their phone during that period, or until they make their operational position selection; unless they have provided a proxy or preference selection list to the deployment group.

Any member who knows or suspects that they will not be available during the designated period should assign a proxy to make their selection, or provide the Deployment Group with a Preference Selection List of positions prior to the start of the rebid.

Any member who fails to provide a proxy, or Preference Selection List, will be rotated to the bottom of the bid list and then placed into whichever open spot is available at the end of the rebid.

If multiple members fail to provide either a proxy or preference selection list, they will be assigned a remaining open position as assigned by the Deployment Chief.

Members will be contacted via the primary and secondary contact numbers provided in Telestaff, beginning around 0800 and continuing until all members have been

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contacted. If a member fails to answer the phone call on the first attempt (both contact numbers will be called), one additional attempt will be made to both numbers five (5) minutes after the initial phone call.

If contact is unsuccessful, then the member will be rotated to the bottom of the bid list and they will be contacted one additional time at the end of the re-bid process

If a Member was unable for any reason to answer their phone and bid for a position, they may call the Deployment Chief at any time after their initial phone call and place their bid. However, they will not be able to displace personnel that have bid for positions subsequent to their missed initial opportunity.

Any members' on-duty with the Peoria Fire-Medical Dept. the day of the rebid will be contacted at their assigned station (or work location). If contacted member is unavailable due to job requirements, the rebid process will be frozen until contact can be made.

Rover Positions will be dependent upon department needs, and the needs of each shift.

There will be no changing of positions once a final selection has been made and posted to the deployment site.

**Positions will be filled in the following order:**

- Battalion Safety Officer Positions (BSO). These positions will be determined in advance of the Re-Bid.
- LA192. These positions will be determined in advance of the Re-Bid.
- Operational Support Positions (Office Positions or Special Assignments)
- i.e. Training Captain, EMS Captain, PIO. These positions will be determined in advance of the Re-Bid.
- Captains
- All other field positions

***Member's bids will be kept confidential throughout the bidding process. No member shall ask or be told where other members have bid until the final results are balanced and distributed to all members.***

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***No member shall hinder, intimidate, or stop another member from bidding to a specific unit. Failure to comply will result in severe disciplinary actions.***

Due to Department needs, members may encounter shift restrictions during the bid process as shift assignments begin to fill. In this case, the Bidding Member will be advised of openings for which they are eligible to bid. (i.e. All TRT Captain spots have been filled on “A” shift. Bidding member will be informed that he or she must choose between “B” or “C” shift.).

The Rebid Cycle will conclude once all members have either bid or been placed into assigned Operational Positions and the Department Deployment List is posted to the intranet.

### **Change to Re-Bid Cycle**

If the Re-Bid process is lengthened in duration from annually to greater than annually, a “final” Re-Bid will be conducted by the Department, after email notification to all fire-medical department personnel.

### **Notification During Re-Bid Process**

It is the intent of the Deployment Committee to use Fire-Medical Department mass communication technology (WENS, text message) to inform and update the membership during the Re-Bid process. The Deployment Committee will send notifications for the following:

- 10 Minute countdown to the start of the re-bid process.
- The Re-Bid process has started.
- After every 10 positions have been filled, a notification will be sent.
- When the process has been paused due to a member on-duty being unavailable.
- When the process has been re-started after the pause.
- At the conclusion of the re-bid process.

If for unseen circumstances, the Rebid carries over multiple days all members will be notified via Department mass communications (WENS, Telestaff, etc.).

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**Open Bidding Cycle**

Every year after the Rebid Cycle; positions that come available (due to retirements, demotions, promotions, resignations, etc.) will be bid immediately within shift only (A for A, B for B, and C for C).

During the Open Bid Cycle, the Deployment Chief or his/her designee will post an advertisement for all Vacant Positions on the dedicated Deployment Intranet Site. In addition, an email and a WENS will be sent out to all members informing them of vacancies.

Any qualifying member, **Within That Shift**, can submit his/her bid for any Vacant Position by filling out the Deployment/Station Bid Request Form on the intranet. The bidding results will remain confidential. The Deputy Chief of Operations, or his/her designee, can also choose to make phone calls on shift in lieu of using the Station Bid Selection Form. Phone calls will be made by seniority to all qualified members for the position that is vacant. This decision will be made prior to the vacancies being announced and should be done to expedite filling that position.

If it is decided that vacant positions will be filled using the Station Bid Request Form, a qualifying member may submit bids for multiple Vacant Positions, on their shift, but must rank his/her bids in order of preference.

**When sending a bid the member must include the following:**

- Name
- Rank
- Badge #
- Date of Promotion / Specialty – if applicable
- Assignment- PM/TRT/HAZ/TRT/RSB etc.
- Preference order

The Deployment Chief or his/her designee will accept Formal Bids for six calendar days starting from the advertisement's bid opening to its bid closing (i.e., 0800 to 0800, which will span two 24-hour periods for each shift).

The Deployment Chief will not consider bid requests that are improperly submitted. The Deployment Chief will not accept Formal Bids after the designated closing time on bid

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closing day.

A member who decides to withdraw his/her Formal Bid for a Vacant Position must do so before bid closing. If the member fails to withdraw his/her bid before closing and is the successful bidder, that member may not refuse that position.

The Deployment Chief will award the advertised position to the most senior qualifying member.

If a qualifying member has submitted bids for multiple Vacant Positions, and the Deployment Chief does not award his/her preferred position, it will award in order of preference for the next qualifying position.

When possible, the Deployment Chief will notify the successful bidder of his/her new position within five working days. The Deputy Chief assigned to the Deployment Committee (or his/her designee) will make such notification through a formal letter. The Deployment Chief will also post all awarded positions on the Deployment Intranet site.

Each member may only occupy one position at a time. Upon successful award of any vacant position, a member's existing position shall become vacant and the bidder will not be eligible to bid for six (6) months.

In the event that an ALS or BLS positions goes out to bid and cannot be filled-e.g., a BLS Captain position is vacant and there are no BLS Captains available-the specialty will be changed-e.g., the BLS position will become an ALS position. This may cause an imbalance of the EMS certification requirements of the unit (2-ALS/2-BLS members).

In that case, the lowest senior member of the imbalanced specialty will have to vacate their position on that unit, and will be eligible to bid for a qualifying position. If the lowest senior member's position cannot be filled by the correct EMS certification required, then that member will remain on the unit and the next lowest seniority member will be displaced. This process will continue until all the EMS certification requirements are filled for the unit.

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**Balancing**

**Shift Balancing**

It may occasionally be necessary to balance personnel throughout the year (due to promotions, technical status changes, etc.). The Deputy Chief assigned to the Deployment Committee or his/her designee is responsible to evaluate and balance personnel as needed with Labor Representative(s).

Any member that is balanced will reserve the right to bid for vacant positions in accordance with the Open Bid Cycle.

The Deployment Committee will work with the effected employee who is being forced to change shifts for balancing purposes (and they will be held harmless) and any pre-scheduled time off will carry over to their new shift assignment.

**Promotions**

All promotions will be made to fill a specific vacated position and newly promoted members may be moved to another shift to fill the spot. If moved, newly promoted member(s) will be assigned as a Rover and eligible to bid for open positions via the Open Bidding Cycle on their newly assigned shift.

Members moved for balancing purposes will vacate their former Home Position, and the newly assigned shift will become their new Home Position.

The Deployment Committee will work with the promoted employee who is being forced to change shifts for balancing purposes (and they will be held harmless) and any pre-scheduled time off will carry over to their new shift assignment.

**Specialty Positions**

When a member successfully completes specialty training (TRT/HAZ/RSB) and is recognized by Peoria Fire Medical, that member will lose the right to their current bid home position and may be moved to balance technical specialties or fill a vacant position, and will have the ability to bid utilizing the Open Bidding Cycle as a specialty Rover.

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If shift balancing is necessary, members with specialty capabilities who are bid to a specialty position unit (HAZ/TRT/RSB) will have priority placement over members in technical roving positions (non-HAZ/TRT/RSB Unit) - i.e., members in specialty positions on specialty units will retain their home position and specialty rovers will be moved for balancing.

**Core Certifications**

When a member successfully completes Paramedic school (passing of State/National test, completion of intern portion) and is recognized by Peoria Fire Medical, that member will lose their current bid home position and may be moved to balance core certifications, or fill a vacant position, and will have the ability to bid utilizing the Open Bidding Cycle as a specialty Rover.

**Adding or Changing Apparatus**

Filling of any new unit or a unit designation change will be done utilizing the seniority with seniority in rank list if during the Open Bid Cycle. During the Rebid all positions will be bid utilizing the seniority with seniority in rank Captains first list.

When any new fire unit or company is opened with one or more full or part-time staffed positions, the Deployment Chief will award that unit's positions in accordance with the Open Bid Cycle of this policy.

The addition of unstaffed units (e.g., water tenders, support trucks, etc.) does not apply to this policy, unless there is a concurrent change in the crew technical requirements.

In addition, anytime a unit's normal staffing or technical level changes, the Deployment Chief will award all positions in accordance with the Open Bid Cycle portion of this policy (e.g., changing a two- person company to a four person company, changing from BLS to ALS, adding a capability, etc.), unless it is converted during the Rebid cycle.

If an apparatus has a change in deployment hours, but maintains the same staffing levels, it will be exempt from the Changing Apparatus clause.

**Temporary Positions**

Temporary assignments are short-term assignments made by the Fire Chief (or his/her designee) to meet the special needs of the department. They are usually made with a

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defined ending date, which can be extended or shortened as necessary. Any member that is assigned to a Temporary Position shall retain their bid Home Position and will return to that position upon completion of their temporary obligation in the same year.

If a Temporary Position will extend until the movement date of the next Rebid Cycle, members will be assigned the position and it will become their Home Position.

These positions include Recruit Training Officer, Light Duty due to injury or illness, and short-term administrative, training, or support projects.

Members may also be displaced from their home position due to probationary firefighter rotations, paramedic vehicular training, or other department training needs. These are considered Temporary Assignments, with displaced members retaining their home bid position and returning to that position when those training needs are met.

### **Operational Support Positions**

These include the Training Captain, EMS Captain, PIO, Battalion Safety Officers (BSO), all civilian administrative and support positions, and some administrative, support, or special project assignments.

Due to specific skill requirements, Operational Support Positions are exempt from the bidding process. The Fire Chief or his/her designee will define a separate selection process. Operational Support Positions are permanent assignments and members assigned to these positions do not retain the right to any previously held position or the ability to bid during any other time before term obligation is completed.

Members interested in identified Operational Support Positions must submit a letter of interest to the Deputy Chief of Operations between October 1st-30th. These positions will be filled before the Rebid Cycle begins. These positions will be filled according to the Fire Chief's guidelines.

The Fire Chief considers the Operational Support Positions developmental positions for Captains and Engineers that are interested in promoting to the rank of Captain and Battalion Chief. The Fire Chief, or his/her designee, will determine eligibility criteria, and select members for these positions prior to the commencement of the re-bid cycle.

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Operational Support Positions may have a designated end date, depending on the requirements of the position. Whenever possible, changes and rotations of members assigned to Operational Support Assignments will be coordinated with the bidding cycle, to facilitate bidding by displaced members.

**Obtaining and Dropping Certifications**

Those wishing to apply for one or more of the three specialty programs (Hazmat, TRT, and RSB) must do so during the period of June 1<sup>st</sup> through June 30<sup>th</sup> of each year. The Paramedic Program will have its own application program, and will be run through the EMS Division on an as-needed basis. Likewise, the SAU Medic program will recruit members on an as-needed basis, and the testing process will be held jointly between the Fire-Medical Department and the Police Department.

Members for specialty training (Hazmat, TRT and RSB) will be chosen after the needs of the department have been determined, and then seniority in rank.

After all defined commitments have been satisfied, normally Three (3) years, and a member elects to resign one or more technical certifications (including TRT, HAZ, RSB, TLO, SAU Medic or Paramedic), they must provide in writing a letter of resignation through their Supervisor to the Deputy Chief of Operations/Training/EMS (where applicable), and the Deployment Committee, defining the respective discipline they would like to drop.

Resignation letters will only be accepted from May 1<sup>st</sup> through May 31<sup>st</sup> of each year.

Members may be required to honor their certification/assignment for a minimum of one year, completing all required continuing education and recertification during that time. If department needs dictate that the member can relinquish their certification in less than a year, the Deputy Chief of Operations, of his/her designee, may grant that request.

At the end of one year the member may be able to drop their certification/assignment with the approval of the Fire Chief or his/her designee. The Fire Chief or his/her designee has the right to extend or decrease the member's resignation time based on department needs.

If multiple members want to drop their certification at the same time, members will be

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released based on **seniority in their respective specialty**; overall Seniority or Seniority in Rank does not apply.

Relinquishment of certifications will be final. Requests for exception may be granted only for extenuating circumstances. All requests for exception must be made in writing to the Deputy Chief of Operations prior to the last day of certification, or members being selected and sent to school to replace them.

Any member wishing to reinstate a resigned certification after their last day must reapply through the selection process.

**Nepotism**

Except on a temporary basis (e.g., using a rover for the shift or constant staffing for the shift), at no time can a relative be in direct supervision over another relative.

Direct supervision is defined as Chief Officer and Captain, Captain and Engineer/Firefighter.

If a family member is assigned to the same shift as a shift commander, the other shift commander will conduct all disciplinary actions or performance reviews.

**Responsibilities**

The Deputy Chief assigned to the Deployment Committee is responsible for filling all Vacant Positions and overseeing the Formal Bidding. This will include; balancing of core certifications (Paramedic (ALS) or EMT (BLS) certifications), specialties certifications per shift (Hazmat (HAZ), Technical Rescue (TRT), and Rescue swimmer Boat (RSB) certifications), placing New Recruits to probationary positions, and dividing the total number of personnel per shift.

The members of the Deployment Committee are responsible to assist in reviewing and revising the Formal Bidding Process through the Labor/Management process and under the direction of the assigned Deputy Chief of Operations.

Each individual Fire Department member is responsible for submitting his/her Formal Bid within the requirements stated in this policy to the Deployment Group during the Open Bidding Cycle or utilizing one of the three (3) ways during the Rebid Cycle.

