TOLEDO FIRE & RESCUE DEPARTMENT

B-45 Recall

Non-Emergency Manual

Date Revised: 03/10/2025

Last Modified: 03/14/2025 11:48

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Policy/Procedure

1. Fire Personnel desiring to avail themselves for voluntary recall assignment shall use the Vector Scheduling platform. Use the green calendar from Vector Scheduling home page. Choose the date, click “Availability Period” to set availability for that day. Do not choose specific assignments, it may cause an error and you may not be contacted for callback. Personnel may sign up anytime but to be included in a scheduled Callback you must be signed up by the prior tour when recall is initiated. Callback rankings are dynamic so hours will adjust after Callback is scheduled to reflect additional recall worked.

2. If a member must cancel a previously accepted Callback shift, the member must use Vector Scheduling “Request Time Off” and choose “cancel Callback” and indicate in the notes the position you previously accepted. Members cancelling a previously accepted shift within 24 hours of the start of the shift will be charged based upon provisions in the Local 92 contract. If a member cancels their Callback during the tour (such as canceling a 2nd half shift), then they must contact an on-duty Battalion Chief or the Operations Bureau to inform them.

3. NON-EMERGENCY RECALL

Definition:

Non-emergency recall is for ALL non-immediate recall and will be sequentially ordered.

This is utilized for positions such as;

- Next tour scheduling,
- 2nd half shifts when recalling in the morning,
- Special events,
- BUT it is also for all recall for morning positions when a member holds over for the open position, thus keeping the position filled.

Non-emergency Recall procedure:

'Non-emergency Recall' will be sent via Vector Scheduling when the positions to be filled are not immediately needed. The recall requests will be sent sequentially through the members who had made themselves available beforehand. All non-emergency recall callbacks are based on the rank and specialties (when applicable) needed and the members' overtime hours and availability. Recall callbacks are accepted via text message and must include the 7-digit callback code and the worksite code or via the Vector Scheduling app.

Reporting for Duty:

- Members who were contacted on short notice (less than two (2) hours prior to the need to report for duty) shall be granted two (2) hours from the time contacted to report to the assigned duty station.
- Members who were contacted with more than two (2) hours before the start of the recall shift shall report to their assignments on time, to the second.

4. EMERGENCY RECALL

Definition:

Emergency recall is to be used for immediately needed positions and will be requested through the 'Blast' function in Vector Scheduling.

This is for either

- When staffing is needed immediately for a large-scale incident that is ongoing and the staffing is either needed at the incident or to fill normal station dispatches, or
- When staffing is needed immediately for any positions that are required to fulfill contractual minimum staffing levels; such as any open positions due to no one holding over in the morning or a member going home during the tour.

Emergency Recall Procedure:

"Emergency Recall' will be sent via the 'Blast' function in Vector Scheduling when the positions to be filled are immediately needed. The 'Blast' function sends out multiple requests simultaneously and keeps sending out requests until the position is covered or all members of that rank and/or specialty have been contacted. Recall callbacks are accepted via text message and must include the 7-digit callback code and the worksite code or via the Vector Scheduling app.

Reporting for Duty:

- Members shall be granted two (2) hours from the time contacted to report to the assigned duty station. But all preference is for the member to report quickly and safely.

5. If a member accepts a recall assignment and fails to report within the above-established timeframes, that member shall be charged with a late. If a member fails to report at all, the member will be charged with being absent without leave (AWOL) and shall have the overtime hours charged to their recall refusal hours, as well.

See Also:

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https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b45&rev=1741970936

Last update: **03/14/2025 11:48**