



**FCM 094-2016**

**FIRE CHIEF MEMORANDUM**

**DATE:** August 25, 2016

**TO:** All Uniformed Members

**THROUGH:** Eric C. Tade, Chief of Department *ECT*  
Todd Bower, Deputy Chief of Department *TAB*  
Desmond G. Fulton, Division Chief, Administration *TAB for DGF*  
James Hart, Assistant Chief, Administration *TAB for JH*

**FROM:** Gary R. Pierce, Captain, Administration *GRP*

**SUBJECT: KELLY DAY RULES FOR 2017**

**KELLY DAY**

1. Officers' selection will include all seven days of the week and the established "officer double-up day."
  - a. The Officer double-up day for each District shall have two (2) officers on Kelly Day on the following days:

<u>DISTRICT</u>	<u>DOUBLE-UP DAY</u>
2	Wednesday, Thursday, and Sunday
3	Tuesday, Friday, and Monday
4	Wednesday, Thursday, and Sunday
5	Saturday and Monday
6	Saturday and Tuesday
7	Monday, Friday, Wednesday, and Saturday
2. Engineer selection will include all seven days of the week and the established Engineer double-up day(s).
  - a. The Engineer double-up day for each District shall have two (2) Engineers on Kelly Day on the following day(s):

DISTRICT      DOUBLE-UP DAY

2	Tuesday
3	Wednesday
4	Monday
7	Thursday and Friday

3. When an administrative district and shift has two Captains assigned, they shall not have the same Kelly Day.
  - a. In administrative districts and shifts with three or more Captains assigned, two of the Captains can double up on Kelly Days.
4. Kelly Day choices shall be selected and aligned by District, shift, rank, and seniority.
5. The number of members on any one Kelly Day shall not exceed the designated number of slots that are allocated on the Kelly Day Selection form.
6. No two members on the same rig can have the same Kelly Day.

GP:kfc/H/FCM/2016/094-2016 Kelly Day Rules for 2017

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.

DISTRIBUTION: Suppression and Support Services (*electronic*)