

EF&R BOARD OF DIRECTORS

ADMINISTRATIVE POLICY

SUBJECT: Minimum Staffing Policy

Policy Number: **0004**
Effective Date: **1/1/2019**
Pages: **3**

Approved By: **EF&R Board of Directors**
Agenda Bill: **2016-39, 2018-29**
Attachments: **0**

1 Purpose

- 1.1 To provide guidelines for the provision of minimum staffing levels.
- 1.2 To establish a consistent process regarding the order of callback in order to fill to desired staffing levels.

2 Reference

3 Responsibility

- 3.1 The Board of Directors establishes the minimum staffing level.
- 3.2 All employees shall be familiar with and adhere to this policy.

4 Policy

- 4.1 Stations shall be staffed in accordance with Fire Chief direction.

5 Procedures/Guidelines

- 5.1 All career fire stations shall have a minimum of one dedicated-staffed engine or ladder company assigned, with the following exception: effective January 1, 2019 Station 81 will be covered by an Aid Car staffed with 2 firefighters (assigned to Station 83 and regularly posted at Station 81) from 0830-2030 365 days a year.
- 5.2 An officer and two firefighters constitute minimum staffing, twenty-four hours a day and seven days a week, for an engine or ladder company (currently housed at stations: 71, 72, 73, 78, 82, 83, 85, and 87).
- 5.3 Minimum staffing for a dedicated Aid Car is two firefighters (currently housed at: 71(24hrs), 83 (12hrs)).

Special Events: Any Aid Car that is staffed up for a special event shall also be staffed with two firefighters.

Exception: Any special event that does not otherwise have an EF&R supervisor assigned, and requires the staffing of an Aid Car, shall have one position on the Aid Car staffed with an officer.

- 5.4 Two Battalion Chief (BC) (or other officer acting as the BC) shall be on-duty at all times (two BC's shall be assigned daily, with one ("hard bar") being constant staffed).
- 5.5 At least five (not including the BC) commissioned Company Officers shall be on-duty at all times.
- 5.6 Whenever there is greater than minimum staffing, without incurring overtime, the following staffing plan is implemented:

+1	Increase staffing at station 71
+2	Add Staffed Aid Car at Station 87
+3	Increase Staffing at Station 71 Add Staffed Aid Car at Station 87
+4	Add Staffed Aid Car at Station 87 Add Staffed Aid Car at Station 83
+5	Increase Staffing at Station 71 Add Staffed Aid Car at Station 87 Add Staffed Aid Car at Station 83

5.6.1 This plan may be altered at the direction of the Fire Chief or designee.

5.7 Floaters, debit firefighters, and debit company officers shall be used first as replacement to maintain minimum staffing.

5.7.1 Company Officers on debit may be used as a firefighter.

5.7.1.1 The regularly assigned company officer on shift shall remain in charge.

5.7.1.2 Company Officers on debit will not fill the driver position unless he/she has successfully completed the most recent driver/operator training.

5.8 The Fire Chief's top service priority is to maintain minimum staffing levels. The Fire Chief shall maintain minimum staffing levels utilizing financial resources outlined in Board Policy 002.

5.9 The Deputy Chief of Operations is responsible for coordinating the management of personnel to maintain minimum staffing levels.

5.10 When staffing is above minimum, vacancies shall be filled first (if possible) through the upgrade/movement process.

5.11 When staffing falls below minimum, vacancies shall be filled as follows:

5.11.1 Greater than 14 days

5.11.2 Battalion Chief

1. BC on debit day
 - i. Acting BC (qualified to work where the vacancy occurred)
- 2.
3. Backfill Overtime BC
4. Backfill Overtime Captain

5.11.3 Company Officer

1. Company Officer on debit day
2. Acting Officer (qualified to work where the vacancy occurred)
3. Backfill Overtime Company Officer

5.11.4 Firefighter

1. Firefighter on debit day
2. Company Officer on debit day
3. Backfill Overtime Firefighter

5.11.5 14 days or less (No Downgrades)

5.11.6 Battalion Chief

1. BC on debit day
2. Backfill Overtime BC
3. Backfill Overtime Captain

5.11.7 Company Officer

1. Company officer on debit day
2. Backfill Overtime Company Officer

5.11.8 Firefighter

1. Firefighter on debit day
2. Backfill Overtime firefighter

5.12 Mandatory callback is instituted when voluntary means to return to work have not produced required staffing levels.

5.12.1 The officer or designee conducting the callback for firefighters/officers is operating under the direction of the Deputy Chief of Operations or designee and is authorized to assign a mandatory shift.

5.12.2 The employee assigned a mandatory shift is obligated to report for duty as soon as possible, but shall report within two hours from the time of notification, or secure a substitute to fill the assignment who shall report for duty as soon as possible but within two hours from the original mandatory notification. (The BC shall hold over

an employee to bridge the gap while waiting for an employee to report under mandatory assignment.)

5.13 During times when an employee must be released from duty prior to securing a replacement and minimum staffing levels are compromised:

5.13.1 Staffing may be decreased to two at the station (if staffing is below three an engine or ladder cannot be operated and therefore all responses will be handled in the Aid Car until staffing is back to minimum), or

5.13.2 Staffing may be augmented by Reserves.