

Springdale Fire Department

Policy & Procedures Manual

Volume 1 – Administration

Section 101 – Administrative Policy

101.5 – Apparatus and Unit Staffing

It is the responsibility of the Shift Commander to always remain cognizant of the current staffing levels of all apparatus and units, and adjust duty assignments of personnel in order to maintain minimum staffing of all apparatus and units.

Shift Commanders possess due authorization to hire overtime personnel when necessary to provide minimum staffing. There are two procedures used to fill open positions in order to maintain minimum staffing. One procedure addresses “short notice staffing needs” and the second addresses “advance notice staffing needs”.

Whenever staffing levels fall below minimum under a “short notice” situation (at the start of a shift), Shift Commanders are to contact the station where the need for overtime personnel exists and attempt to fill the position with qualified personnel (the off going shift). If the overtime position cannot be filled with personnel from the station where the opening exists, the next closest station should be contacted and so on until an available, qualified person is hired to cover the staffing need. If the staffing need is not met after exhausting all possibilities within the off going shift, the other remaining shift will be contacted following the same order (by fire station arrangement). Example: A Shift first contacts C Shift, then B Shift.

Whenever staffing levels fall below minimum under “advance notice” (beyond the current shift) the procedure used is the same as described above except the first shift to be offered the overtime position is the shift that follows the shift that has the staffing need. Example: A Shift first contacts B Shift, then C Shift.

In the event **all** attempts to fill the overtime position have been exhausted without success, Shift Commanders are authorized to require personnel who are awaiting relief that they are mandated to continue working the needed position for up to the duration of the shift or until such time as relief personnel can be assigned. If a Shift Commander must require personnel to remain on duty due to lack of relief personnel, verbal notification must be given to the Division Chief of Operations, the Assistant Fire Chief, and the Fire Chief.

Only personnel authorized to “Act out of Grade” may be assigned to temporarily fill a vacancy of higher rank than their own; Shift Commanders shall utilize current authorization lists and assign personnel accordingly.

Combined full staffing levels for operations personnel is thirty-five (35). Included within this total are twenty (20) Firefighters, five (5) Engine Driver/Operators, two (2) Aerial Driver/Operators, seven (7) Captains, and one (1) Shift Commander.

Full staffing for apparatus and units is as follows:

Battalion 1	(1)	Engine 1	(3)	Squad 1	(2)
Rescue 1	(2)	Engine 2	(3)	Squad 4	(2)
Truck 1	(4)	Engine 3	(3)	Squad 5	(2)
Truck 6	(4)	Engine 4	(3)	Squad 6	(2)
		Engine 5	(4)		

Combined minimum staffing levels for operations personnel is thirty (30). There must be five (5) authorized Engine Driver/Operators, two (2) authorized Aerial Driver/Operators, four (4) Paramedics, seven (7) Captains (of which a maximum of three may be in an acting capacity), and a Shift Commander.

Shift Commanders must utilize the remaining firefighters in the most efficient and practical manner to ensure that the department is prepared to provide the highest quality service possible.

Minimum staffing for apparatus and units is as follows:

Battalion 1	(1)	Engine 1	(2)	Squad 1	(2)
Rescue 1	(1)	Engine 2	(3)	Squad 4	(2)
Truck 1	(3)	Engine 3	(3)	Squad 5	(2)
Truck 6	(3)	Engine 4	(3)	Squad 6	(2)
		Engine 5	(3)		
