

SCOPE:

This procedure applies to all South Metro Fire personnel responsible for emergency response.

PURPOSE:

To establish procedures for the assignment of personnel to the Department's emergency equipment.

GENERAL:

The following staffing levels are designed to provide the best utilization of resources for the Department. It is required that certain units be staffed with a minimum type and number of personnel. Shift captains should be aware of these requirements and fill the positions as needed.

General Shift Staffing:

For the purpose of this guideline, the ladder assignment is included with the ambulance. A captain or acting captain (AC) can work out of both stations as needed.

Full Staffing = 11 Total

<u>Unit</u>	<u>Personnel</u>	<u>Description</u>
Engine 1	3/4	1 Captain /AC, 1 Engineer, 1 or 2 Firefighters- per shift assignment
Engine 2	3/4	1 Captain/ AC, 1 Engineer, 1 or 2 Firefighters -per shift assignment
Ambulance 1	2	2 Firefighters
Ambulance 2	2	2 Firefighters

Staffing = 10 Total (1 position off)

<u>Unit</u>	<u>Personnel</u>	<u>Description</u>
Engine 1	3	1 Captain /AC, 1 Engineer, 1 Firefighter
Engine 2	3	1 Captain/AC, 1 Engineer, 1 Firefighter
Ambulance 1	2	2 Firefighters
Ambulance 2	2	2 Firefighters

Staffing = 9 Total (2 positions off)

<u>Unit</u>	<u>Personnel</u>	<u>Description</u>
Engine 1	2/3	1 Captain/AC, 1 Engineer, 1 Firefighter- per shift assignment
Engine 2	2/3	1 Captain / AC,1 Engineer, 1 firefighter- per shift assignment
Ambulance 1	2	2 Firefighters
Ambulance 2	2	2 Firefighters

Section: 1.16 Staffing – Truck Assignments, Station Transfers & Shift Trades

Effective Date: 01/01/2008

Revision Date: 03/23/2018

Approved by: Asst. Chief M. Erickson 03/23/2018

Staffing = 8 Total (3 positions off)

<u>Unit</u>	<u>Personnel</u>	<u>Description</u>
Engine 1	2	1 Captain/ AC, 1 Engineer
Engine 2	2	1 Captain/AC ,1 Engineer
Ambulance 1	2	2 Firefighters
Ambulance 2	2	2 Firefighters

Out-of-Grade fill-in:

A minimum of two captains (or acting captains) shall be on duty at all times. This may include two captains , one captain and one AC, or two ACs.

The following policy will apply for filling positions with personnel from a lower grade:

Captain

1. A captain position will be filled by an acting captain, (1. AC working at that station, 2. AC working at other station). Those on the promotional list who wish to be considered for an AC position must complete the Captains Qualification Program within six months of being placed on the list.
2. If no qualified ACs are on duty, a workback will be processed from the captains / qualified AC list, using the overtime procedure.

Engineer

1. An engineer position will be filled by personnel who are on the alternate engineer list. If there are multiple persons at a station on the list, they will be rotated through the open position in the most equitable way possible. They may be taken from second station if necessary due to staffing issues.
2. If no alternates are on duty, a workback will be processed from the list of qualified engineers or alternates, using the overtime procedure.

Station Transfers:

When station staffing is imbalanced, a station transfer(s) should occur to equalize station staffing and/or maintain a minimum of four personnel in each station.

1. Volunteer to Move (if time allows)
The shift captain may ask for volunteers in order of seniority.
2. Required Move
As a general guideline, if there are no volunteers, the least senior firefighter with more than two years with South Metro Fire will be moved. Movement of personnel will generally be at the shift captain's discretion.

The need for qualified engineers and captains in one or both stations will be considered when determining movement of personnel.

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Staffing for Overtime and Shift Trades

Captains

1. Overtime – Captains will always be assigned to an engine. Captains will always fill the role of a captain. When there is already a captain on duty, the overtime captain will be assigned to the opposite station of the regular captain.
2. Trade – Captains will always be assigned to an engine. If there is an acting captain, the captain working the trade will fill the captain role. If there are already two captains on duty, the trade captain will be assigned to the officer position of the ambulance/ladder company in the where the person they are working for is assigned.

Acting Captains

1. Overtime – The overtime acting captain will work in the position a captain if there isn't an acting captain working. If all captain positions are filled with regular captains, the overtime acting captain will work wherever necessary to fill the shift.
2. Trade – An acting captain coming in on a trade will work in the position of the person they agreed to work for.

Engineers

1. Overtime – Engineers called in for overtime will fill the position that is needed unless an engineer is specifically needed for overtime.
2. Trade – Engineers coming in on a trade will work in the position of the person they agreed to work for.

Firefighters

1. Overtime – Firefighters called in for overtime will fill the position that is needed. It should be noted that in most cases, personnel needed to move up in grade to fill engineer or captain roles will come from the on-duty shift and not the overtime firefighter. If on-duty personnel are not eligible to move up, the overtime firefighter may fill the needed role provided they are qualified.
2. Trade – Firefighters coming in on a trade will work in the position of the person they agreed to work for provided they are qualified.

General

1. Overtime – Personnel of equal rank will not take a position from on-duty personnel due to their seniority or their position on promotional lists. (Example: A more senior acting captain is called to work overtime. The on-duty acting captain stays in-charge of the station.)
2. Trade – Qualified personnel will fill the role they traded for. If incoming trade personnel are not qualified for the position they traded for, movement within the shift will be necessary to meet staffing requirements. Trades that will knowingly create overtime in order to meet staffing requirements shall not be approved. (Example: An incoming firefighter who trades with an engineer and is qualified as an acting engineer will work as the engineer. In this case, on-duty, qualified acting engineers will not move up.) Firefighters who trade with captains will not fill the role of the captain, unless there is only one captain on duty, and the firefighter is on the acting captains list.