

Minimum Staffing Levels

208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for unit staffing levels based on daily operational needs and the efficient delivery of emergency services. This policy is intended to work in conjunction with valid labor agreements and District standards.

208.1.1 DEFINITIONS

Primary Apparatus: District assets utilized for structural firefighting and complex rescue operations that require specific rank-based staffing to meet safety standards. This category is limited to Engines and Aerial Ladders.

Support and Specialty Apparatus: District assets utilized for specialized or general utility response, including but not limited to Brush Trucks, Utility Task Vehicles (UTVs), Marine Asset, and Staff Vehicles.

Shift Minimum: The minimum number of personnel required on duty per shift as established by the District and current labor agreements.

208.2 POLICY

It is the policy of the District to balance employee safety with the need for operational flexibility. The Fire Chief retains the ultimate authority to determine the number of employees, the types of positions, and the methods of operation to ensure public safety.

208.3 OUT OF CLASS ASSIGNMENTS AND SUPERVISION

- **Primary Apparatus:** Staffing for Primary Apparatus shall prioritize the rank structure of Company Officer, Engineer, and Firefighter to ensure operational readiness.
- **Support Apparatus:** Staffing for Support Apparatus is determined by the Incident Commander (IC) or Fire Chief based on mission requirements.
- **Supervision:** Decisions regarding supervision should result in personnel being supervised by a single Company Officer or Acting Company Officer.

208.4 MINIMUM STAFFING GUIDELINES

In order to meet operational needs, the following guidelines shall apply:

1. **District-Wide Shift Minimum:** The District shall normally maintain a minimum shift staffing level consistent with the current Collective Bargaining Agreement, subject to the Fire Chief's authority to adjust staffing levels based on operational needs or emergency conditions.
2. **Station Staffing Goals:** Whenever practicable, station staffing should be distributed to ensure coverage for Primary Apparatus:

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Station 171: Minimum of one Company Officer, one Engineer (or Acting), and one Firefighter. At least one (1) member of the crew must be a credentialed Paramedic.

Station 172: Minimum of one Company Officer (or Acting), one Engineer (or Acting), and one Firefighter. At least one (1) member of the crew must be a credentialed Paramedic.

Operational Constraint: In the event that Station 172 is staffed by an Acting Company Officer, the Company Officer assigned to Station 171 shall not serve as the sole credentialed Paramedic for that station.

3. **Response Shortfalls (Primary Apparatus Only):** Should a situation arise where a Primary Apparatus (Engine or Ladder) must respond with less than the standard number of qualified personnel (e.g., responding without an Engineer), the Officer in Charge should notify Dispatch that the unit is responding understaffed

This notification requirement does not apply to Support Apparatus which may be staffed by any number of personnel at the IC's discretion.

4. **Emergency Call-Back:** If staffing falls below the established Shift Minimum, the Company Officer shall have the authority to call back personnel to fill vacancies in accordance with District recall procedures.
5. **Chief Officer Notification :** The Company Officer must promptly notify the Fire Chief or designee if staffing falls below the established Shift Minimum. After normal business hours, this notification shall be directed to the On-Call Chief.

208.5 AUTHORITY TO ALTER STAFFING

The Fire Chief or his designee retains the authority to alter staffing requirements, reassign personnel between stations, or modify unit designations based on emergency conditions, lack of work, lack of funds, or other legitimate operational reasons.