

Grand Forks Fire Department

Standard Operating Procedures

SOP# 201.01	Section General Administration	Title Minimum Staffing
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I. Scope

This standard regulates the daily, routine staffing of fire stations and apparatus by uniformed personnel. The provisions of this procedure may be suspended by the fire chief or his designee whenever special circumstances warrant. This standard was promulgated to:

- A. Establish guidelines that are intended to provide the community with the highest quality departmental services possible, within the parameters of the department's budget.
- B. Minimize the health and safety risk of personnel by assembling a sufficient number of personnel at every incident, to bring the incident to a safe and satisfactory conclusion.

II. Staffing Guidelines

- A. A minimum of 14 personnel shall be on duty at any time. Deviation from this standard must be approved by the fire chief or, in the chief's absence, his designee.
- B. To ensure compliance with this standard, the fire chief shall appoint a staffing officer, typically the Battalion Chief, for each shift. This officer shall be responsible for maintaining staffing levels at prescribed minimums. To fulfill this responsibility, they shall have the authority to assign, move, or transfer personnel as necessary.
- C. This officer shall be responsible for staffing fire stations and apparatus as needed.
- D. Currently we are staffing 3 stations with 4 fire companies. The 4 companies generally consist of 3 engine companies and 1 truck/rescue company.
- E. Whenever fewer than 14 personnel report for duty, a sufficient number of off-duty personnel shall be called-back on overtime to satisfy the minimum staffing requirements.
- F. This does not include students or other observers who may be assigned to ride with the unit.

III. Responsibilities:

- A. The shift-staffing officer shall:

1. Be accountable for the location and duty status of all personnel assigned to his respective shift. This shall include all personnel who may be temporarily assigned to his shift because of overtime, shift-swaps, etc.
2. Prepare a daily staffing report and forward it to the fire chief at the conclusion of each shift.
3. Generate an overtime roster for his respective shift. Personnel shall be placed on the roster according to their rank and in order of seniority within their respective rank. Whenever possible, overtime assignments shall be given to members of the off-going shift.
4. Each day determine the number of personnel needed for each shift.
5. Notify personnel that they are needed for overtime and that they are being placed on overtime status. This should be done as soon as practical.
6. Maintain an accurate record of each employee's attendance. This should include overtime worked and any leave time used. This information should be recorded on the daily report and forwarded to the fire chief.
7. Approve or disapprove all types of leave requests. Exception: Shift-swaps between members of different ranks may only be approved in unusual circumstances and only by authorization of the fire chief.

B. Uniformed personnel shall:

1. Not leave their assigned duty post until they are properly relieved. If their relief does not report for duty, the staffing officer shall be notified.
2. Notify the shift-staffing officer of their availability to work overtime, as needed.
3. Contact the shift-staffing officer if they desire to be deleted from the overtime roster for a period of time.
4. Be rotated to the bottom of the overtime roster for refusal to work overtime. The staffing officer may waive the penalty in the event of a verifiable personal or family emergency.

IV. Method of Filling Vacancies

- A. Whenever a vacancy exists, the appropriate person or persons shall be called-back from the overtime roster. Personnel shall be hired as follows:
1. Vacancies shall be filled by rank, certification or training, and seniority in accordance with department policies.
 2. Whenever a vacancy occurs the staffing officer shall contact employees on the overtime roster to fill the vacancy.
 3. Anyone passed over for overtime due to duty classification shall retain his position on the overtime roster.
 4. A member who is sick, is on injury leave, or has worked more than 36 consecutive hours shall not be called-back for an overtime position. The member shall retain his position on the overtime roster until he returns to duty. Working overtime is optional for members on vacation leave. An individual may be called-back for an emergency regardless of how many consecutive hours have been worked.

5. A member who is serving a disciplinary suspension shall not be called-back for an overtime position.
- B. Personnel called-back on overtime shall report to their duty post on the appropriate date and at the appropriate time and shall report with all the required uniforms, protective clothing, bed linens, and personal items appropriate for their assignment. Anyone who reports without these items shall be released from duty and rotated to the bottom of the overtime roster.
- C. Members shall notify the appropriate supervisor if they cannot report as assigned and shall provide the supervisor with a satisfactory explanation and their estimated time of arrival.

V. Emergency Callback

- A. Whenever operational conditions are such that additional personnel are required, one or more off-duty personnel may be called back to duty.
- B. Emergency callbacks shall be initiated as follows:
 1. On the request of an incident commander, some or all off-duty personnel shall be contacted by telephone and requested to return to duty.
 2. During periods of high activity, off-duty personnel shall be contacted to return to duty to staff reserve apparatus whenever the in-service companies are all involved in emergency incidents, or there are incidents waiting for service, i.e. storm events. A Chief officer or acting Chief officer can initiate this type of callback.
- C. Unless otherwise advised, all personnel answering an emergency callback shall respond to their assigned station. Off-duty personnel shall notify Central Fire Station watchroom personnel of their availability on arrival at their assigned station. That information shall be relayed to the incident commander. It may be necessary to move personnel to other stations to staff reserve apparatus.
- D. Personnel not answering an emergency callback shall provide an explanation to the watchroom personnel at Central Fire Station within 15 minutes of being contacted; and to the Fire Chief or his designee by the following work day.
- E. Personnel responding to an emergency callback shall be fit for duty.
- F. Compensation for callback is addressed in section 6-0418 of the City Code. Typically, personnel responding to an emergency callback to duty will be compensated at the rate of 1.5 times his normal base rate of pay, for a minimum of two (2) hours.