



# ANN ARBOR FIRE DEPARTMENT

## Standard Operating Procedures - 1.16 Operations Staffing



### OPERATIONS STAFFING

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Effective: January 20, 2023  
 Scheduled Review: January 20, 2026  
 Approved: Fire Chief Mike Kennedy

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#### I. PURPOSE

This procedure provides direction for daily operations staffing.

#### II. STAFFING

A. Daily minimum staffing shall consist of the following. The battalion chief position counts towards daily staffing. Overtime shall not be used to exceed 18 on-duty without the prior approval of an assistant chief or the fire chief:

Apparatus	Staffing
Battalion Chief 1-1	1
Tower 1-1	3
Rescue 1-1	2
Engine 1-3	3
Engine 1-4	3
Ladder 1-5	3
Engine 1-6	3
Total	18

- B. Inverse seniority holdover shall be used to maintain 18 on-duty. The battalion chief is encouraged to continue efforts throughout the shift to provide replacements for the inversed personnel.
- C. If the battalion chief has availability and within the battalion chief's discretion, known vacancies for the oncoming or next shift may be sent out via Active911. Employees will have a minimum of one hour following the Active911 notification to call the battalion chief. Overtime will be awarded via the equalized overtime list.
- D. When non-overtime staffing is 19 or over, additional personnel shall work out of their bid / assigned station.
- E. If there are two (2) on-duty lieutenants at Station 1 and no citywide vacancies, the extra lieutenant shall be assigned to the battalion chief to assist with accountability and incident management. This will assist the battalion chief and serve as a professional development opportunity for the lieutenant. The extra lieutenant shall not be sent to a substation to increase staffing to four (4), increase Rescue 1-1 staffing to three (3), nor increase Tower 1-1 staffing to four (4).
- F. If there are three (3) on-duty driver / operators at Station 1 and no citywide vacancies, the extra driver / operator shall be assigned to Tower 1-1. The extra driver / operator shall not be sent to a substation to increase staffing to four (4) or increase Rescue 1-1 staffing to three (3).



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### III. RESCUE 1-1

- A. Shall not be relocated to another station.
- B. When there are two staff on Rescue 1-1, and Rescue 1-1 is assigned on a CPR incident, Tower 1-1 shall also respond.
- C. If there is an emergency or unfilled vacancy at Station 1, Rescue 1-1 will remain in-service, and Tower 1-1 will close until the vacancy can be filled.
- D. Up to two (2) hours of overtime or comp time is available each 24-hour shift to prevent the closing of Tower 1-1 due to vacancies. When this extra staffing bridge is used, a detailed explanation needs to be included in the battalion chief daily report explaining the hours and personnel involved.

An example of the situation is below.

*Employee 1 took vacation time between 1700-1900. The shift is at 18 for on-duty staffing with overtime already being used to achieve the 18. The battalion chief has sent out this two-hour vacancy with no takers.*

*Employee 2 is working OT from 0700-1500. Employee 2 can be offered to work from 0700-1900 to cover this two-hour gap from 1700-1900. This would mean from 1500-1700 staffing would increase from 18 to 19, which is above the normally approved overtime limit.*

### IV. ENGINE 1-1

Monday through Saturday, if Engine 1-1 is placed in-service, personnel assigned to Engine 1-1 shall be involved in documented individual (driver's training) or department (company evolutions) training. Driver's training shall only pertain to those employees registered within the department's driver / operator training program through the training division. The company officer assigned to Engine 1-1 shall utilize and complete a training roster and email to the assistant chief of operations and on-duty captain. The on-duty captain shall ensure the training roster is submitted.

A minimum of three (3) personnel must be available to staff Engine 1-1 with no involvement of overtime, working higher class, or travel comp / pay earned. Moves may occur after 0700 to prevent the earning of travel comp / pay. Mileage will be paid in accordance with the CBA.

Engine 1-1 cannot be utilized for training purposes on Sundays in accordance with the collective bargaining agreement.



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### V. PROBATIONARY FIREFIGHTER 90-DAY ROTATION

Probationary firefighters during their first 90-days of not counting for staffing shall rotate every-other shift between Tower 1-1 and Rescue 1-1. If there is a documented deficiency of the EMS skill level of a probationary employee, those documented deficiencies need to be forwarded in writing to the training officer. Deficiencies will be addressed on an individual basis with an improvement plan.

Once a probationary firefighter is outside of the employee's 90-days and counts towards daily staffing, the probationary employee is unable to be added as a third position on Rescue 1-1.