



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures - 1.16 Operations Staffing



OPERATIONS STAFFING

Effective: December 10, 2021
 Scheduled Review: December 10, 2024
 Approved: Fire Chief Mike Kennedy

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. Station 1 shall only have two staffed in-service companies: Tower 1-1 plus one additional piece of apparatus; either Rescue 1-1 or Engine 1-1. Depending on extenuating circumstances, additional apparatus may be staffed with prior authorization of an assistant chief or fire chief.

E. When non-overtime staffing is 19 or over, additional personnel shall work out of their bid / assigned station.

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.



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures - 1.16 Operations Staffing



- C. Up to three hours of overtime or comp time is available each 24-hour shift to prevent the closing of Rescue 1-1 due to vacancies. Three hours is the hard upper-limit. 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 paged 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.

II. 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. Overtime is not authorized to bring the minimum staffing level of three (3) personnel to place Engine 1-1 in-service at any time.

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