



# ANN ARBOR FIRE DEPARTMENT

## Standard Operating Procedures - 1.16 Operations Staffing



### OPERATIONS STAFFING

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Effective: June 27, 2025  
Scheduled Review: June 27, 2028  
Approved: Fire Chief Mike Kennedy

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#### I. PURPOSE

This procedure provides directions for daily operations staffing.

#### II. STAFFING

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 1-2 (Station 6)	2
Engine 1-3	3
Engine 1-4 (Station 1)	3
Ladder 1-5	3
Engine 1-6	3
Total	18

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.

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.

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

Please reference the CBA, page 58 for direction on assigning the cover lieutenant(s) and driver / operator.

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.*



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*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.*

### III. RESCUES

For CPR incidents, a suppression company will also respond with a rescue.

If there is an emergency or unfilled vacancy at a station where a rescue is also assigned, the rescue will remain in-service, and suppression company will close until the vacancy can be filled.

### IV. STATION 1 RESCUE STAFFING

During the period of Station 4 being closed for construction, the following will apply.

Staffing must allow for the staffing of Rescue 1-1 at Station 1 to be in-service for a minimum of twelve (12) consecutive hours. Rescue 1-1 will only be turned on once during a 0700-0700 period. If it is on, then turned off because of staffing, it does not turn back on later in the same shift.

Two (2) firefighters must be available to staff Rescue 1-1 with no overtime.