

City of Winter Park Fire-Rescue Standard Operating Guideline

100.02

Title: Personnel Assignments / Minimum Staffing / Out of Grade

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Purpose: To establish procedures for the assignment of personnel to the Department's emergency equipment.

Scope: This procedure is to be followed by all members of this department. Authority to deviate from this procedure rests with the Battalion Chief who is solely responsible for the results of any deviation. Any deviation from the staffing levels outlined in this procedure should be reported to the Assistant Chief / Operations.

General: The following staffing levels are designed to provide the best utilization of resources for the Department. It is required that certain units be staffed with a minimum number of personnel and a minimum number of certified Paramedics. Shift Commanders should be aware of these requirements and fill the positions as needed.

100.02.01. General Shift Staffing – Fire Rescue:

Beginning in January 2006, the following will be the desired staffing levels for all Fire- Rescue equipment. All Engines and Rescues are required to be able to provide Advanced Life Support services at all times. This requires that a minimum of one (1) Paramedic be assigned to each of these units.

Full Staffing = 22 Total

Battalion 61	= 1	1 Battalion Chief
EMS 61	= 1	1 EMS Supervisor
Engine 61	= 4	1 Lieutenant, 1 Engineer, 2 Firefighters
Engine 62	= 4	1 Lieutenant, 1 Engineer, 2 Firefighters
Engine 64	= 4	1 Lieutenant, 1 Engineer, 2 Firefighters
Truck 61	= 4	1 Lieutenant, 1 Engineer, 2 Firefighters
Rescue 61	= 2	2 Firefighters
Rescue 62	= 2	2 Firefighters

Staffing = 21 Total (1 position off)

Battalion 61	= 1	1 Battalion Chief
EMS 61	= 1	1 EMS Supervisor
Engine 61	= 4	1 Lieutenant, 1 Engineer, 2 Firefighters
Engine 62	= 4	1 Lieutenant, 1 Engineer, 2 Firefighters
Engine 64	= 3	1 Lieutenant, 1 Engineer, 1 Firefighter
Truck 61	= 4	1 Lieutenant, 1 Engineer, 2 Firefighters
Rescue 61	= 2	2 Firefighters
Rescue 62	= 2	2 Firefighters

Staffing = 20 Total (2 positions off)

Battalion 61	= 1	1 Battalion Chief
EMS 61	= 1	1 EMS Supervisor
Engine 61	= 3	1 Lieutenant, 1 Engineer, 1 Firefighter
Engine 62	= 4	1 Lieutenant, 1 Engineer, 2 Firefighters
Engine 64	= 3	1 Lieutenant, 1 Engineer, 1 Firefighter
Truck 61	= 4	1 Lieutenant, 1 Engineer, 2 Firefighters
Rescue 61	= 2	2 Firefighters
Rescue 62	= 2	2 Firefighters

Staffing = 19 Total (3 positions off)

Battalion 61	= 1	1 Battalion Chief
EMS 61	= 1	1 EMS Supervisor
Engine 61	= 3	1 Lieutenant, 1 Engineer, 1 Firefighter
Engine 62	= 3	1 Lieutenant, 1 Engineer, 1 Firefighter
Engine 64	= 3	1 Lieutenant, 1 Engineer, 1 Firefighter
Truck 61	= 4	1 Lieutenant, 1 Engineer, 2 Firefighters
Rescue 61	= 2	2 Firefighters
Rescue 62	= 2	2 Firefighters

Total Minimum Staffing: 19

100.02.02. Paramedic Staffing:

As part of the minimum staffing requirements, the department shall maintain at least 7 paramedics on duty at all times. These paramedics shall be deployed to cover all units currently in-service.

100.02.03. Out-of-Grade fill-in:

A minimum of 4 officers shall be on duty at all times. This may include either 1 Battalion Chief and 2 Lieutenants or 3 Lieutenants. Out-of-Grade personnel may fill officer positions on any of the 3 Engine companies or Truck 61. The position of EMS Supervisor will be filled at all times.

The following will be the policy for filling positions with personnel from a lower grade.

- Lieutenants will be the only position to fill the Shift Commander position. i.e.: Battalion Chief.
- A list of qualified Engineers and Firefighters will be approved by the Assistant Chief / Operations to fill the Lieutenant positions as needed.

100.02.04 Minimum Staffing Limits:

The Shift Commander shall staff each shift as indicated in this SOG. Understanding that on each assigned duty day personnel shall be assigned off-duty leave such as vacation, medical absence, approved training, Kelly-days it may become necessary to work individuals from off-duty shifts to fill the minimum staffing assignments.

The authorization for a shift to drop below minimum staffing rest solely with the Assistant Chief of Operations and or the Fire Chief. It is the agency's goal to never drop below minimum staffing levels indicated in this guideline.