



# City of Winter Park Fire-Rescue Standard Operating Guideline

# 100.02

**Title: Personnel Assignments / Minimum Staffing / Out of Grade**

**Date Issued: December 6th, 2005**  
**Date Last Revised: October 5<sup>th</sup>, 2010**  
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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 Deputy Fire Chief.

**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 October 5<sup>th</sup> 2010 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 = 23 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	= 3	1 Lieutenant, 1 Engineer, 1 Firefighters
Truck 61	= 4	1 Lieutenant, 1 Engineer, 2 Firefighters
Rescue 61	= 2	2 Firefighters
Rescue 62	= 2	2 Firefighters
Rescue 64	= 2	2 Firefighters

**Staffing = 22 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	= 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
Rescue 64	= 2	2 Firefighters

**Staffing = 21 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	= 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
Rescue 64	= 2	2 Firefighters

**Staffing = 20 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	= 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

**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 Deputy Fire Chief 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.

Authorization for shift level staffing to drop below minimum rests solely with the Deputy Fire Chief and or the Fire Chief. It is the agency's goal to never drop below minimum staffing levels indicated in this guideline.



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Chief of Department