

	<b>STAFFING LEVEL OPERATIONAL GUIDELINE</b>		<b>2014revC</b>
	<b>AUTHORED BY:</b> Battalion Chief Tim B. Smith	<b>FESSAM#</b> 1B.2	<b>EFFECTIVE DATE:</b> 2/9/2013
	<b>APPROVED BY:</b> Fire Chief Mark Miller <i>Mark Miller</i>		<b>REVISION DATE:</b> 6/30/2017

## Procedure:

### Staffing

- LFRA's goal is to maintain a minimum staffing of three-person Company. In support of this goal, the LFRA Board of Directors has authorized staffing of twenty-three Full-Time Employees (FTE) per Shift for a total of sixty-nine FTE line personnel; as well as four Part-Time Employees (PTE) per Shift for a total of twelve PTE line personnel.
- Each Shift is assigned:
  - (1) Shift Commander (Battalion Chief)
  - (2) Fire Captains
  - (5) Lieutenants
  - (1) Fire Inspection Technician (Engineer)
  - (9) Engineers
  - (5) Firefighters
  - (4) Part-Time Paid Firefighters (PTE)
- LFRA operates a three-tiered staffing model program where Reserve, Part-Time Paid and Full-Time Paid Firefighters are utilized within the system.
- The minimum staffing level is **22**.
- The paid fire stations will be staffed in the following manner:
  - One Battalion Chief and a minimum of three personnel per company made up of full-time paid and part-time paid personnel

- The part-time paid personnel shall not exceed more than two 24-hour firefighter positions on duty without authorization of a chief officer. This is based on the authorized amount of pay and positions for part-time firefighters.
- Station 1
  - Battalion 1 – Battalion Chief
  - Engine 1 - Lieutenant, Engineer, Firefighter
- Station 2
  - Engine 2 – Lieutenant, Engineer, Part-Time Firefighter
  - Rescue 2 - Captain, Engineer, FIT
- Station 3
  - Engine 3 - Lieutenant, Engineer, Firefighter
- Station 5
  - Engine 5 - Lieutenant, Engineer, Firefighter
- Station 6
  - Tower 6 - Captain, Engineer, Firefighter
  - Engine 6 - Lieutenant, Engineer, Part-Time Firefighter
- At no time shall the minimum full-time paid and part-time paid staffing levels per shift be lowered without explicit authorization from the Battalion Chief, Division Chief or the Fire Chief.
- If a vacancy cannot be filled by the normal means of TeleStaff or emergency fill shifts via phone calls or department-wide text messaging, the shift commander has the authority to mandate overtime and keep personnel on duty until they are relieved by a qualified member.
- Please reference the *Vacation Operational Guideline* for the number of personnel allowed off-duty at the same time for vacation and holiday. <V:\Fire\General Operations Guidelines\Operational Guidelines\03 01 12a Vacation Holiday Usage.docx>
- At times of a “state-of-emergency” for the local, county, state, or federal levels and when LFRA has initiated a “mandatory recall” of personnel, all LFRA personnel (Suppression, Community Safety, and Administrative Divisions) will report to duty.

## Roving System

- The personnel assigned to Stations 2, and 6 will be combined with others in those same stations for purpose of roving various personnel to cover the vacancies caused by: vacation/holiday leave, medical leave/short-term-disability/FMLA, training, administrative leave, etc..
  - A roving house concept will be employed.
  - Personnel at the roving houses will be assigned as rovers on a quarterly basis.
  - The battalion chiefs will make these assignments shortly after vacation bidding and prior to the new years' shifts beginning.
    - 1) Station 2 – The lieutenants and engineers assigned to Station 2 are subject to roving and may be assigned one quarter throughout the year to rove and cover position vacancies.
    - 2) Station 6 – The lieutenants, engineers and firefighters assigned to Station 6 are subject to roving and may be assigned one quarter throughout the year to rove and cover position vacancies in the system.
  - Depending on the department's needs, the battalion chiefs may require variances in the specific amount of quarters assigned to personnel at the roving houses (i.e., an engineer at Station 6 may rove more than one quarter out of the year).
  - Vacancy coverage can be like-for-like rank, or career development opportunities could be employed to fill the vacancies with qualified acting personnel. Other staffing movement could be required to place qualified personnel in vacant positions.
  - All personnel may be subject to roving, at any time, based on organizational need.
- Four-Person Staffing Priority for the Full-Time Employee
  - Priority will be given in the following order, after minimum staffing requirements have been met: \*
    - 1) Tower 6
    - 2) Rescue 2
    - 3) Any engine at BC's discretion
  - \* A Chief Officer has the authority to alter the staffing priority based on organizational needs.

## Part-Time Firefighters

- Part-time firefighters will be assigned to the lieutenants at Station 2 and Station 6.
  - Part-time firefighters are allowed to work up to 108 hours in a work period.
    - 1) Hours above 108 may be acceptable; especially at times during recalls and similar staffing needs. Hours worked above 108 must be approved by a chief officer.
    - 2) A part-time employee's total shift time may be reduced to avoid reduce hours in excess 108 in a work period.
      - Example: If a part-time employee is on-track to work over four hours in a work period (112 hours), the part-time firefighter may be assigned to work a 20-hour shift instead of a 24-hour shift in the same work period.
  - Part-time firefighters will sign up for a minimum of four and a half shifts (108 hours) before the 20<sup>th</sup> of each month in TeleStaff. These shifts are for the 21<sup>st</sup> of this month through the 20<sup>th</sup> of next month.

## Reserve Firefighters

- Reserve firefighters will be assigned to the lieutenants on any of our engine companies after they have completed their on-the-job training with Engine 1 (referring to post Academy training).
  - Reserve firefighters can be utilized as the fourth firefighter on any apparatus.
  - Reserve firefighters can be utilized as the third firefighter on Engine 2 and Engine 6, regardless wheather they meet the qualifications of the vacant position. Reserve firefighters being utilized in this capacity serve in accordance with their own position and rank and are not filling the vacancy as an "acting" member.
  - Reserve firefighters can be utilized as the third firefighter on any of the engine companies in LFRA's system, provided that they are qualified to serve in the vacant position and rank.

## Revision History:

Revision C-Updated by C. Pollema to reflect the current formatting. No change in content. (10/14)

## References:

- Qualification Matrix Operational Guideline - <V:\Fire\General Operations Policies\Operational Guideline drafts\Qualifications Matrix Draft 12a01.docx>
- Vacation Operational Guideline - <V:\Fire\General Operations Guidelines\Operational Guidelines\03 01 12a Vacation Holiday Usage.docx>
- Vacation Administrative Regulation - <http://sharepoint/Regulations/Master%20Library/VacationLeaveAR00010.pdf>
- Holiday Administrative Regulation - <http://sharepoint/Regulations/Master%20Library/HolidayLeaveAR00036.pdf>
- Discipline: Verbal and Written – <http://sharepoint/Regulations/Master%20Library/DisciplineVerbalandWrittenAR00012.pdf>
- Discipline: Notice and Process for Serious Discipline - <http://sharepoint/Regulations/Master%20Library/DisciplineNoticeandProcessAR00043.pdf>