

	<b>STAFFING LEVEL OPERATIONAL GUIDELINE</b> <span style="float: right;"><b>2014revD</b></span>	
	<b>AUTHORED BY:</b> Battalion Chief Tim B. Smith	<b>EFFECTIVE DATE:</b> 06/01/2017
	<b>APPROVED BY:</b> <i>Mark Miller</i>	<b>REVISION DATE:</b> 06/01/2020

## Procedure:

### Staffing

- Loveland Fire Rescue Authority's (LFRA) goal is to maintain minimum staffing of a three-person company. In support of this goal, the LFRA Board of Directors has authorized staffing of 25 full-time employees (FTE) per shift for a total of 75 FTE line personnel.
- Each Shift is assigned:
  - (1) Shift commander (Battalion Chief)
  - (2) Captains
  - (5) Lieutenants
  - (1) Fire inspection technician (Engineer)
  - (9) Engineers
  - (7) Firefighters
- LFRA operates a two-tiered staffing model program with full-time paid employees and reserve firefighters assigned to the Canyon Battalion.
- 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 employees.
  - Station 1
    - Battalion 1 – Battalion Chief
    - Engine 1 - Lieutenant, Engineer and Firefighter
  - Station 2
    - Engine 2 – Captain, Engineer and Firefighter

- Rescue 2 – Lieutenant, Engineer and FIT (fire inspection technician)
- Station 3
  - Engine 3 - Lieutenant, Engineer and Firefighter
- Station 5
  - Engine 5 - Lieutenant, Engineer and Firefighter
- Station 6
  - Tower 6 - Captain, Engineer and Firefighter
  - Engine 6 - Lieutenant, Engineer and Firefighter
- Rovers
  - The rovers will not be included as part of the minimum shift staffing and they may be assigned to a station/supervisor at the battalion chief's discretion.
- At no time shall the minimum staffing levels per shift be lowered without explicit authorization from the Battalion Chief, Division Chief of Operations, 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 a qualified member relieves them.
- 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>
- When a state-of-emergency has been declared at the local, county, state or federal level and when LFRA has initiated a mandatory recall of personnel, all LFRA personnel (Operations, Community Safety and Administrative Divisions) will report to duty.

## Roving System

- Although rovers are assigned to Fire Stations 2 and 6, it is important for everyone to understand that all shift personnel are subject to roving based on the needs of the organization. The rovers are used to cover vacancies created by vacation, holiday, medical leave, short-term or long-term disability, FMLA, training, administrative leave, etc.
  - LFRA shall use a roving fire station concept

- The rovers will be assigned on a quarterly basis; however, depending on the needs of LFRA, these assignments may last longer than one quarter.
  - The battalion chiefs will make these assignments shortly after vacation bidding, prior to the start of the New Year and at any other time deemed necessary by the battalion chief.
  - The rovers will not be included as part of the minimum shift staffing and will be assigned to a supervisor based on the discretion of the battalion chief.
  - Vacancy coverage can be like-for-like rank or opportunities for career development may be used to fill the vacancies with qualified acting personnel. Other staffing movements may be required to place qualified personnel in vacant positions.
- Four-Person Staffing Priority
    - After minimum staffing requirements have been met the following priorities\* will be assigned:
      - 1) Tower 6
      - 2) Rescue 2 (NOTE: during business hours, priority will be given to Rescue 2 in order to maintain three-person staffing. This takes into consideration that FIT 2 may be conducting inspections, issuing permits, etc.)
      - 3) Any engine at BC's discretion
- \*A chief officer has the authority to alter the staffing priority based on organizational needs.

### Canyon Battalion Reserve Firefighters

- Reserve firefighters assigned to the Canyon Battalion must successfully complete the *LFRA Canyon Battalion Firefighter Task Book* in order to ride as a fourth firefighter on LFRA engines, Rescue 2 or Tower 6. However, an assignment on Rescue 2 and Tower 6 shall be based on the firefighter's skill level and the needs of the shift, which shall be determined by the shift battalion chief.
- When Canyon Battalion firefighters are staffing Station 8, the officer in charge shall notify the shift battalion chief at 970-962-2489 no later than 0800 with information regarding who the officer is, the names of the firefighters staffing the apparatus and what hours the station is staffed.

## Revision History:

- Revision C-Updated by C. Pollema to reflect the current formatting. No change in content. (10/14)
- Revision D – Updated by BC Davis. Section on Part-Time Firefighters was removed, as it is no longer applicable. Section on Reserve Firefighters was amended to reflect the Canyon Battalion instead of LFRA reserve firefighters. All references to part-time firefighters have been removed and language reflects full-time employees. (April 30, 2017)

## 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>
- Overtime Staffing guideline