

Operations Staffing

This template is meant as a guideline to provide assistance and consistency in staffing the operations across all three platoons. Although there are policies, procedures, MOU, temporary variances (memos), and suggested steps in the process, this document is no way meant to limit your ability to manage your platoon. You are expected, and have the authority within those guidelines, to manage your division.

Recommendations

- If possible staff two sets in advance for known vacancies, but at a minimum one set in advance.
- Staff available positions daily between 0700 – 0900 and 1930 – 2130.
- Consider staffing known long-term vacancies to maintain consistency with the crew.
- Avoid using Captains in a non-supervisory position, if possible.

Daily Staffing Minimums and Priorities

- Minimum staffing in the City is 66
 - Maximum of one ALS apparatus out of service due to staffing numbers buy back/full staff to meet this number.
 - Maximum of two ALS apparatus out of service, due to PL3 less than 12 hours. Call personnel back to work, if needed, to meet this number.
 - 67 on duty: assign Utility 10.
 - 68-69 on duty: assign to Haz-Mat 6 and HRT 5 respectively.
 - Additional personnel above 69 on duty: make Trucks five handed.
- MRT
 - May be filled in advance for known vacancies.
 - Do not fill with swing personnel even if heavy for the day.
 - The MRT is not filled on Holiday days, these will be greyed out on the roster.
 - Staff heavy apparatus first.
 - Use “Outbound” to fill MRT vacancies, do not use “Fill by Rules”.
- Specialty minimum staffing
 - Haz-Mat: 7
 - Heavy Rescue Team: 6
 - Swift Water Rescue: 2
 - Wild Land(beginning May 1, 2019): one Type VI Station with 4 red card certified firefighters
 - At this time, do not staff above 66 to maintain Specialty numbers
- Minimum staffing at the Airport: 10
 - Minimum: 1 Captain and 2 Paramedics.
 - Shall buy back/full staff above minimum to maintain these numbers.
 - Red 1: 1 ARFF Captain
 - Red 2: 1 ARFF Captain or ARFF acting in charge
 - Red 3: 1 ARFF
 - Red 4: 1 ARFF
 - Red 5: 1 ARFF

- Red 6/7: 1 ARFF
- Medic Engine 12
 - 1 ARFF Captain or AFFF acting in charge
 - 1 ARFF Engineer
 - 2 ARFF Paramedics

Staffing Vacancies

- Staffing need must exist (less than 66 in the city, 10 at the airport and/or more than 1 ALS apparatus out of service.)
- Members may not work more than 72 hours in a 96 hour period without a 24 hour rest period.

Filling Vacancies

- When filling vacancies outside the standard staffing windows, do not auto-assign. Rather, contact the employee directly to offer the working opportunity and do not penalize the employee if they are unable to accept it.
- Give priority to ALS apparatus, when more than one unit is out of service, then by rank descending from BC.
- Prior to using “Fill by Rules” it is suggested to look at the Ops sign up list before selecting a spot to fill. This could save unnecessary moves and cost for positional/specialty buy backs.
- Click on open position and select “Fill by Rules” with the exception of the MRT which is filled with “Outbound”.
 - Ensure the member on the top is from list 1 or list 2, then click Save. The member will then show in that position.
 - Send the member a Notification by clicking on them, clicking on Outbound and then selecting Notification from the drop down.
 - Change the time to 5 minutes, enter 2 for maximum attempts, ensure contacts 2 and 3 are selected and click send (the number of maximum attempts entered must match the number of contact methods selected; for ex: if you have selected contact methods 1st, 2nd, and 3rd Contact, you must enter 3 maximum attempts).
 - If the member does not report for duty, they incur a 60-day penalty.
 - To apply a penalty, go to their calendar, click on the day, click on add and select Rejection Penalty. If there are extenuating circumstances to not apply penalty and send an email to the AC of Operations and the Telestaff Group.
- If vacancies still exist after sign-ups are exhausted:
 - Initiate move-ups (IC/AOC) personnel that have been bought back may not be utilized in IC/AOC positions.
 - Utilize List 3 Full Staff list
 - Click on position, click on Outbound, ensure outbound type is “Fill by Rules”, ensure time is 120 minutes, ensure contact types 1, 2 and 3 are selected and click send.
 - Any positions not filled at the conclusion of this outbound will not be filled for the day.

- Members that maintain their Paramedic certification while holding other primary specialties may be used to meet ALS minimums when buy back/full staffing lists have been exhausted. Pay them Out of Class pay for the day.

PL3

- Requests of less than 12 hours can be approved by a Station Captain
- Requests of 12 hours or more need to be approved by a Battalion Chief
- Can be awarded up to 30 days in advance.
- Awarded at the discretion of the Battalion Chief but based on the following criteria:
 - Does this place us in a buy back/full staff situation?
 - Are there special circumstances that would lead you to award the PL3?
- Once awarded, PL3 may not be revoked
- The Battalion Chief will enter the PL3 when awarded and must fill out the note field
- All requests for PL3 should be considered on an individual basis, but consistency in the decision making process is mandatory.