

Spartanburg Public Safety Department Fire Division

Standard Operating Procedure	No. 100.04
Apparatus Staffing Levels	Page 1 of 4
Supersedes:12/01/2007	Effective: 01/22/2010

I. PURPOSE

The purpose of this procedure is ensure the safety of fire personnel and the effective delivery of emergency services on all emergency incidents by establishing minimum staffing levels of qualified personnel for all apparatus. Further, this procedure outlines the guidance for maintaining minimum staffing levels of all shifts.

II. DEFINITIONS

Casual Leave. Casual leave is any leave request other than sick leave or family medical leave act leave submitted that does not meet the criteria for vacation leave. Casual leave can be requested within 30 days of the affected date.

Leave Slots. Each shift will have two (2) vacation leave slots each work day. After vacation leave has been selected and assigned, no more than four (4) leave slots will be available daily as a combination of vacation and casual leave.

Shift Commander. The assistant chief, battalion chief, or captain acting as the senior on-duty officer for a shift.

Standby Leave. Casual leave available as the fourth leave slot if not used by a battalion or assistant chief. This leave slot will be available after 0715 hours on the affected date if at least 18 suppression are working.

Vacation Leave. Leave chosen for vacation purposes prior to or at the beginning of each year.

III. SUPPRESSION STAFFING RESOURCES

Suppression staffing is provided 24 hours a day, 365 days a year. Suppression staff is divided into three shifts. Each shift works a 24-hour on-duty, 48-hour off-duty work schedule. Each shift is staffed by an assistant chief, a battalion chief, six (6) captain or lieutenant company officers, seven (7) sergeants, and eight (8) firefighters.

The Fire Division Reserve Program can be used to supplement staffing. Reserve firefighters will function as firefighters only under the supervision of a regular Fire Division Officer. Reserve firefighters who have completed all the required training will be designated by a reflective “R” on their helmet and will be utilized on the incident scene in the same capacity as any other Fire Division firefighter.

IV. DESIRED STAFFING LEVELS

Desired staffing levels reflect the staffing goal of the Fire Division and are based upon National Fire Protection Association 1710, the Standards for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2004 Edition. These staffing levels assure the safest, and most effective and efficient use of resources for structural fire fighting incidents.

When current suppression staffing resources are supplemented by reserve firefighters, the desired staffing levels for apparatus are as follows: engine companies – four (4) personnel, ladder companies – four (4) personnel, squad – four (4) personnel, and chief’s car – two (2) personnel.

1. Personnel must obtain NFPA Firefighter II Certification to qualify as minimum staffing.
2. Each apparatus will be staffed with an officer at the rank of sergeant, lieutenant or captain.
3. Car 609 and Car 608 will be staffed with supervisory officers at the rank of lieutenant or above.
4. Reserve firefighters with all required training completed will be counted towards desired staffing levels.

V. MINIMUM STAFFING LEVELS

Suppression minimum staffing requirements are based on minimum levels for emergency operations for safety, effectiveness, and efficiency. Suppression staffing will be maintained to assure that a minimum of three (3) personnel respond to an emergency from a single station.

Due to personnel injuries, illnesses, family emergencies, personnel vacancies, required training, and economic conditions, it is not always possible to maintain optimum staffing levels. The chart below provides staffing guidance based on the number of employees available at any given time.

Apparatus	23 Personnel	22 Personnel	21 Personnel	20 Personnel	19 Personnel	18 Personnel	17 Personnel
Engine 611	3	3	2	2	2	0	0
Engine 621	3	3	3	3	3	3	3
Engine 631	3	3	3	3	3	3	3
Engine 641	3	3	3	3	3	3	3
Engine 651	3	3	3	3	3	3	3
Ladder/Tower	3	3	3	4	3	4	3
Squad	3	2	2	0	0	0	0
Car 609	1	1	1	1	1	1	1
Car 608	1	1	1	1	1	1	1

Each assistant chief will ensure minimum staffing levels are maintained for all apparatus. The following actions will be taken to ensure minimum staffing levels of qualified personnel is achieved:

1. The battalion chief will plan for unfilled suppression positions, short-term disability assignments, training activities, vacations, and leave requests for personnel a month in advance.
2. The fourth (4th) leave slot will initially be reserved for battalion chiefs and assistant chiefs. It will be available of as standby leave if not used by a chief officer. Shift personnel can apply for the fourth leave slot 30 days in advance to reserve it, but final approval cannot be assured until the morning of the affected day.
3. Battalion chiefs will deny casual leave requests to maintain a minimum staffing level of 19 personnel. If leave is available and approved at the time that request is made, it will be honored.
4. The on-duty shift commander will offer overtime to other shift personnel of the appropriate rank to maintain minimum staffing levels of 17 personnel.
5. If necessary, the on-duty shift commander may assign any off duty personnel to report for duty to ensure proper staffing levels.
6. To assure adequate command coverage, at least one (1) chief officer must be on-duty at all times.

7. Qualified daytime personnel, such as the Training Officer and Fire Prevention personnel, may be used to fill in for a staffing shortage with respect to their level of training.