



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures - 1.16 Operations Staffing



OPERATIONS STAFFING

Effective: March 8, 2024
 Scheduled Review: March 8, 2027
 Approved: Fire Chief Mike Kennedy

I. PURPOSE

This procedure provides direction for daily operations staffing.

II. STAFFING

A. Daily minimum staffing shall consist of the following. The battalion chief position counts towards daily staffing. Overtime shall not be used to exceed 18 on-duty without the prior approval of an assistant chief or the fire chief:

Apparatus	Staffing
Battalion Chief 1-1	1
Tower 1-1	3
Rescue 1-1	2
Engine 1-3	3
Engine 1-4	3
Ladder 1-5	3
Engine 1-6	3
Total	18

- B. Inverse seniority holdover shall be used to maintain 18 on-duty. The battalion chief is encouraged to continue efforts throughout the shift to provide replacements for the inversed personnel.
- C. If the battalion chief has availability and within the battalion chief’s discretion, known vacancies for the oncoming or next shift may be sent out via Active911. Employees will have a minimum of one hour following the Active911 notification to call the battalion chief. Overtime will be awarded via the equalized overtime list.
- D. When non-overtime staffing is 19 or over, additional personnel shall work out of their bid / assigned station.
- E. If there are two (2) on-duty lieutenants at Station 1 and no citywide vacancies, the extra lieutenant shall be assigned to the battalion chief to assist with accountability and incident management. This will assist the battalion chief and serve as a professional development opportunity for the lieutenant. The extra lieutenant shall not be sent to a substation to increase staffing to four (4), increase Rescue 1-1 staffing to three (3), nor increase Tower 1-1 staffing to four (4).
- F. If there are three (3) on-duty driver / operators at Station 1 and no citywide vacancies, the extra driver / operator shall be assigned to Tower 1-1. The extra driver / operator shall not be sent to a substation to increase staffing to four (4) or increase Rescue 1-1 staffing to three (3).



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- G. Up to two (2) hours of overtime or comp time is available each 24-hour shift to prevent the closing of Tower 1-1 due to vacancies. When this extra staffing bridge is used, a detailed explanation needs to be included in the battalion chief daily report explaining the hours and personnel involved.

An example of the situation is below.

Employee 1 took vacation time between 1700-1900. The shift is at 18 for on-duty staffing with overtime already being used to achieve the 18. The battalion chief has sent out this two-hour vacancy with no takers.

Employee 2 is working OT from 0700-1500. Employee 2 can be offered to work from 0700-1900 to cover this two-hour gap from 1700-1900. This would mean from 1500-1700 staffing would increase from 18 to 19, which is above the normally approved overtime limit.

III. RESCUE 1-1

Shall not be relocated to another station.

When there are two staff on Rescue 1-1, and Rescue 1-1 is assigned on a CPR incident, Tower 1-1 shall also respond.

If there is an emergency or unfilled vacancy at Station 1, Rescue 1-1 will remain in-service, and Tower 1-1 will close until the vacancy can be filled.

IV. STATION 1 ENGINE STAFFING

If a reserve engine is available, the following will apply.

- Maintenance shall not be deferred to any apparatus to staff an engine at Station 1.
- Staffing must allow for Station 1 engine to be in-service for a minimum of twelve (12) consecutive hours. Station 1 engine will only be turned on once during a 0700-0700 period. If it is on, then turned off because of staffing, it does not turn back on later in the same shift.
- A minimum of three (3) personnel must be available to staff a Station 1 engine with no overtime or travel comp / pay earned. Moves shall occur after 0700 to prevent the earning of travel comp / pay. Mileage will be paid in accordance with the CBA.
- Whether Engine 1-1 or 1-2, the apparatus needs to be logged in as and the radio call sign needs to be the actual apparatus, e.g., Engine 1-1 or 1-2, that is in-service.
- The on-duty battalion chief shall manage what incidents the Station 1 engine covers versus Tower 1-1. Personnel will not be condescending to dispatch over the radio of which apparatus is dispatched. The current CAD system cannot support the sporadic in-service of a Station 1 engine.



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V. **PROBATIONARY FIREFIGHTER 90-DAY ROTATION**

Probationary firefighters during their first 90-days of not counting for staffing shall rotate every-other shift between Tower 1-1 and Rescue 1-1. If there is a documented deficiency of the EMS skill level of a probationary employee, those documented deficiencies need to be forwarded in writing to the training officer. Deficiencies will be addressed on an individual basis with an improvement plan.

Once a probationary firefighter is outside of the employee's 90-days and counts towards daily staffing, the probationary employee is unable to be added as a third position on Rescue 1-1.