

East County Fire and Rescue

SOG #404

Minimum Staffing Guideline

- I. It is the intent of East County Fire and Rescue (ECFR) to provide the best possible service with the personnel available. The intent is to staff Station 91 and Station 94 at all times. Personnel may be required to transfer to other stations in order meet this recommendation. All moves shall be at the discretion of the Shift Leader. Stations may be staffed with one firefighter, at times, with response augmented from other stations or by using From Home Responders. Proper risk assessment must be utilized prior to taking on scene action while responding with one.
 - A. Station 91 will be the first to be staffed.
 - B. Station 94 will be the second to be staffed
 - C. Station 93 will be the third to be staffed.
 - D. Station 95 will be the fourth to be staffed.

- II. It is also the intent of ECFR to expedite a reasonable initial response. At times, the recommended staffing levels may need adjustments. These adjustments shall be at the discretion of the On Call Chief Officer, which may result in increased or reduced staffing depending on the need. These changes are necessary to meet the service and financial requirements of the Fire District. Examples include holidays, seasonal weather conditions, and Training or Public Events. Under normal conditions the following is recommended:
 - A. One On-Call Chief or Acting Chief Officer.
 - B. Two Career personnel (Full-time or Part-time).
 - C. Two other qualified personnel. Qualified is defined as:
 1. Any in-service Resident personnel.
 2. Any Fourth class or higher volunteer firefighter.
 3. Any probationary volunteer personnel who are teamed with any in service fourth class or higher firefighter so long as they have met the requirements of the Training Program Recruit Academy and are EMS Certified.
 4. Any in service intern personnel teamed with any Career personnel, so long as they have met the requirements of the Training Program Recruit Academy and are EMS Certified.

- III. Responsibilities -
 - A. Assistant Chief – Operations -
 1. Schedule personnel according to the needs of the District.
 2. Enter scheduling on the Monthly Calendar.
 3. Approve or disapprove time off requests.

 - B. On-Call Chief or Acting Chief Officer -

1. Monitor all personnel schedules listed on the Monthly Calendar, Daily Work Plan, and Weekly Resident Schedule.
2. Call back to fill empty career slots.

C. Shift Leader -

1. Monitor District schedule and staff Stations accordingly.
2. Transfer shift personnel to other stations in order to meet the intent of this guide.
3. Inform the On Call Chief or Acting Chief Officer of any schedule changes.
4. See that all scheduling is logged appropriately; Time Off Requests, Resident Schedules, and Weekly Shift Schedules.
5. Approve or disapprove time off requests.

D. Other personnel -

1. Enter schedules appropriately.
2. Inform Shift Leaders – as early as possible – of inability to meet schedules.
3. Be prepared to transfer to other stations.