
Minimum Staffing Levels

207.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for unit staffing levels based on daily operational needs, and unique local or regional circumstances.

Staffing levels may be established through adopted Standards of Cover or at levels approved by the Authority Having Jurisdiction (AHJ), or the Fire Chief.

207.1.1 DEFINITIONS

Definitions related to this policy include:

Qualified - Any member who has satisfactorily met the requirements for the position (e.g., Firefighter, Engineer, Captain), either through promotional examination or a training program approved by the District.

Out of class assignment - Any situation in which a member of the District functions in a rank above his/her normal position description and job duties.

207.2 POLICY

The District balances the member's needs and wishes with the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the principle concern is the need to meet the operational requirements of the District.

207.3 OUT OF CLASS ASSIGNMENTS AND SUPERVISION

In order to accommodate operational flexibility and other unforeseen circumstances, any firefighter or an engineer if qualified, may be used as a Captain for a limited time.

With prior authorization from the Fire Chief or the authorized designee, a qualified Acting Captain may serve as the Captain for a limited time.

Decisions regarding supervision should result in each Firefighter and Engineer being supervised by a single Captain or acting Captain. Each Captain should be supervised by a chief officer or an acting chief officer.

207.4 MINIMUM STAFFING GUIDELINES

In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:

- (a) Engine companies should be comprised of a minimum of one Captain, one Engineer and one Firefighter.
- (b) Medic units should be staffed with one Paramedic and one EMT or in compliance with the local Emergency Medical Services (EMS) coordinating system or the Arizona Bureau of EMS & Trauma System guidelines.

Blue Ridge Fire District

Policy Manual

Minimum Staffing Levels

If staffing falls below minimum guideline levels, the Captain shall have the authority to call back a sufficient number of personnel to fill vacancies. This includes holding over personnel from a previous shift unless incurring overtime costs which must be approved by the Fire Chief.

The Captain is responsible for promptly notifying the Fire Chief in the event that the number of available on-duty personnel falls below the recommended minimum staffing guidelines.

Should a situation arise where an apparatus responds with less than the minimum number of qualified personnel, the officer in charge should request that an additional unit respond, if necessary.