


<b>East Lake Tarpon Special Fire Control District</b>		
	<b><i>SOP 213 Station Staffing</i></b>	
	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 04/24/2014</b>
	<b>Reviewed Date(s):</b>	
	<b>Forms or Attachments: None</b>	

The Division Chief shall be responsible to ensure proper staffing of the incoming shift prior to 0730 hours.

There shall be a minimum of ten (10) personnel on duty to include utilizing administrative personnel for additional manpower when available during administrative normal working hours.

Three paramedics will be required at all times (1 for each ALS engine).

The District may staff a two person engine to operate in the capacity of ALS only. The personnel will have the ability to respond to fire related incidents but will not be part of the initial first due assignment.

Any change in this policy shall require the approval of the Fire Chief or his Designee.

- As a temporary revision in Staffing due to budgetary constraints, the Fire Chief or designee will decide on the appropriate staff levels.  
*NOTE: Only one personnel will be allowed to be off-duty on approved leave, not to include sick leave.*

It shall be the responsibility of the Division Chief to properly complete the “Staffing and Leave” schedule. This form should be placed in the appropriate box located in the Administrative Office before going off-duty at the completion of their shift.

Acting Position Selection Requirements:

When an acting position occurs at a station, the most senior/qualified individual assigned to that station will fill in the position. If there are no qualified personnel at that station, one will be moved there. Seniority will only be involved when there are two or more qualified individuals at the same station or another individual is moved to the station that is equally qualified (Note: Seniority is based on employment start date).

NOTE: Qualifications are as follows:

- Acting Division Chief: Florida Fire Officer 1, successful completion of the Department Acting DC Program. (Florida Fire Officer II as of 10/1/2016)
- Acting Lieutenant: Florida Fire Officer 1, successful completion of the Department Acting Lieutenant Program
- Acting Driver Engineer: Completion of Accredited 40 hour pump class, and successful completion of the Department Acting DE Program.

Further changes to this process will be left to the discretion of the Division Chief.