

OKOLONA FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE

FIRE DIVISION STAFFING

Page Number: Page 1 of 5 **Effective Date:** 12/15/2023 **Supersedes Editions:** All **SOP Category:** Operational

PURPOSE: Shift supervisor guidance for apparatus staffing and shift command car
(Only applicable to fire employees).

PROCEDURE:

If no one is off Sick, Parental, FMLA, Military or PTO employee absences career staffing shall be:

Battalion Commander or Approved Acting Major

Station 1: Primary Apparatus

Captain
Sergeant
Firefighter 1
Firefighter 2
Firefighter 3

Station 2: Primary Apparatus

Captain
Sergeant
Firefighter 1
Firefighter 2

Station 3: Primary Apparatus

Captain
Sergeant
Firefighter 1
Firefighter 2

If one employee is off for any reason this is the staffing model

Battalion Commander or Approved Acting Major

Station 1: Primary Apparatus

Captain
Sergeant
Firefighter 1
Firefighter 2

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Station 2: Primary Apparatus

Captain
Sergeant
Firefighter 1
Firefighter 2

Station 3: Primary Apparatus

Captain
Sergeant
Firefighter 1
Firefighter 2

If two employees are off for any reason this is the staffing model

Battalion Commander or Approved Acting Major

Station 1: Primary Apparatus

Captain
Sergeant
Firefighter 1
Firefighter 2

Station 2: Primary Apparatus

Captain
Sergeant
Firefighter 1

Station 3: Primary Apparatus

Captain
Sergeant
Firefighter 1

*Extra Firefighter can work at station 2 or 3, Shift Chief to use their discretion.

If three employees are off for any reason this is the staffing model

Battalion Commander or Approved Acting Major

Station 1: Primary Apparatus

Captain
Sergeant
Firefighter 1
Firefighter 2

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions. Y:\SOP's\SOP 2023

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Supersedes Editions:
All

SOP Category:
Operational

Station 2: Primary Apparatus

Captain
Sergeant
Firefighter 1

Station 3: Primary Apparatus

Captain
Sergeant
Firefighter 1

If four employees are off for any reason this is the staffing model

Battalion Commander or Approved Acting Major

Station 1: Primary Apparatus

Captain
Sergeant
Firefighter 1

Station 2: Primary Apparatus

Captain
Sergeant
Firefighter 1

Station 3: Primary Apparatus

Captain
Sergeant
Firefighter 1

If a Major is absent an approved acting Major (on shift & off probation) shall be reassigned to the Battalion Commander position. Overtime may require utilizing a supervisor (moves to top of overtime list).

If a Captain is absent a Sergeant may ride in their position on the primary apparatus. Sergeant ride as Captain's even if the captain is working.

If a Sergeant is absent a Firefighter may ride in their position. Firefighter can operate the Fire Apparatus even if the Sergeant is working.

Monday thru Friday if there is no eligible Captain for the Battalion Commander position request the Major/Assistant Chief/Deputy Chief or Chief the first 8 hours coverage. The remaining 16 hours shall be

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filled with overtime to those who are eligible to fill the Battalion Commander position. If this occurs on a weekend, then all 24 hours shall be filled with overtime.

PART-TIME STAFFING:

Part time employees shall be assigned to a 24/48 platoon and only work Monday thru Friday 0800 to 1600.

OVERTIME:

If staffing is less than 11 overtime shall be utilized via the Scheduling Software.

A. First list is an all-person Overtime list this is a list of all persons who have met the requirements to be able to accept Overtime. This list is set to show who is up next to get Overtime if you work 8 hours or more of Overtime you will be moved to the bottom of the list.

B: Second list (company officer overtime) will show those that can ride in charge of the companies and will rotate on the same basis as in sub-section A.

C: Third list (chief officer overtime) will show those that can ride as the Major or Acting Major and will rotate on the same basis as in sub-section A.

D: Fourth list (FF/EMS supplemental overtime) will show those members which have completed the required training to ride in support of EMS and will rotate on the same basis as in sub-section A.

E: Fifth list Mandatory List - There shall be a mandatory overtime list maintained. The list will be created by using seniority beginning with the lowest senior member to the highest senior member. Once a member receives a mandatory overtime shift, the member will rotate to the bottom of the list. All new hires will be placed at the top of the list.

F: When accepting overtime, you also must be the one to work the overtime you cannot allow anyone to work those hours for you.

G: If the need arises that an employees overtime shift is cancelled, the callback shall be deleted.

GENERAL RULES:

Only two members shall be approved for PTO time per shift.

If extensive Sick Leave occurs staffing may drop to 10 with the Chiefs' approval.

The maximum number of consecutive hours worked shall not exceed 72 hours. After consecutive 72 hours worked the employee shall take off 24 full hours before returning to work.

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Primary and Secondary PTO picks shall be completed in December of the upcoming year. No more than two employees shall request time off on any given workday. When doing Primary and Secondary PTO picks, employees shall take schedule days in 24-hour increments.

No PTO request can extend into the next calendar year.

For primary PTO picks, an employee may take up to six 24-hour PTO days. Primary PTO picks shall be by seniority date of full-time hire.

For secondary PTO picks, an employee may take any remaining accrued time off or that the employee will have at the time of the requested off time. Secondary PTO picks shall be by seniority date of full-time hire.

Any available days after primary and secondary are scheduled by the first request received will be the approved request. An employee may take no less than 12 hours at a time unless approved by a member of the Chiefs Staff.

Rescinding a day off shall be done 6 days (144 hours) in advance. If less than the maximum number of people are off the day maybe rescinded at any time.

A request for time off can be submitted the day of so long as the staffing allows.

Mandatory overtime is done to get 10 members on shift.

Overtime is called to get to 11 members on shift unless the Fire Chief approves staffing at 10 members.

Chiefs Staff – Assistant Chief or higher

When overtime is being called for, it shall be done in 24-hour increments or less.

Mandatory overtime is done in 12 hours or 24-hour increments. Employees accepting the overtime, may choose 12 or 24 shifts.

For a member with the rank of Firefighter to ride up as a Company Commander they must meet the following criteria:

All requirements for a Fire Sergeant.

Approval from the Shift Chief.

A Fire Captain must be riding on the apparatus in the rear/not driving.