

Newberry Springs Fire Department Staffing Coverage Policy

Purpose

To ensure adequate staffing coverage at the Newberry Springs Fire Department, guaranteeing effective and timely response to emergencies while maintaining operational efficiency.

Scope

This policy applies to all personnel of the Newberry Springs Fire Department, including full-time, part-time, and volunteer firefighters.

Policy

1. Staffing Levels

- **Minimum Staffing:** There must be at least 2 personnel on duty at all times.
- **Maximum Staffing:** Up to 4 personnel can be on duty unless additional staffing is approved.
- **Additional Staffing:** More than 4 personnel on duty requires prior approval from the Fire Chief or Assistant Chief.

2. Staffing Schedule

- **Shift Duration:** Standard shifts are 24 hours, beginning at 0800 hours and ending at 0800 hours the following day.

3. Approval for Additional Staffing

- **Request Process:** Personnel seeking approval for staffing beyond the maximum of 4 must submit a request to the Fire Chief or Assistant Chief, providing justification for the additional staffing.
- **Approval Criteria:** The Fire Chief or Assistant Chief will evaluate the request based on current operational needs, anticipated workload, and available resources.
- **Documentation:** Approved additional staffing must be documented and the shift roster updated accordingly.

4. **Compensation**

- **Regular Pay:** Personnel will be compensated \$25 for a 24-hour shift
- **Emergency Call Pay:** All personnel will receive \$10 per emergency call responded to, in addition to their regular incentive and any applicable hold over incentives.
- **Holdover pay:** Personnel held over will receive an additional \$25 incentive plus \$10 per emergency call responded to during the hold over period. This compensation will be included in the next payroll cycle.

5. **Hold Over Procedures**

- **Criteria for Hold Over:** If the relief crew is late to arrive for their shift, the current on-duty personnel of the Same rank must remain until relieved.
- **Incentive for Hold Over:** Firefighter(s) held over due to late arrival of the relief personnel will receive an additional \$25 incentive plus an additional \$10 per emergency call responded to during the hold over period.
- **Notification:** The Shift Supervisor must immediately notify the Fire Chief or Assistant Chief of the hold over situation.

Review and Revision

This policy shall be reviewed annually and revised as necessary to ensure it meets the operational needs of the Newberry Springs Fire Department.

Approved by:

Chief Officer

Date: