

PS COMMITTEE #1  
September 19, 2016

**MEMORANDUM**

September 15, 2016

TO: Public Safety Committee

FROM: Susan J. Farag, Legislative Analyst 

SUBJECT: Executive Regulation 4-16, Repeal of Executive Regulation 25-08AM, *Apparatus Staffing Policy*

*Those expected for this worksession:*

Chief Scott Goldstein, Montgomery County Fire and Rescue Service (MCFRS)  
Division Chief Steve Jones, MCFRS  
Division Chief David Steckel, MCFRS

**BACKGROUND**

Today the Committee will consider the Executive's proposed repeal of Executive Regulation No. 25-08AM, *Apparatus Staffing Policy*. The Council received the County Executive's request to repeal Executive Regulation 25-08AM on August 3, 2016. The Executive's transmittal memorandum, attached at ©3, states that the Fire and Emergency Services Commission also approved the repeal of this regulation. The fiscal impact statement is on ©4-5. The intended repeal of this regulation was advertised in the May 2016 issue of the Montgomery County Register. No comments were received.

The Executive's transmittal memorandum indicates that this regulation has been effective since October 13, 2009. It established a new initiative to staff all primary units with four-person staffing.

The purpose of the intended repeal is to replace current regulation with a new MCFRS policy, *Apparatus Staffing Policy* (attached at ©12-16). The new policy has clarifying language and reflects updated organizational and position titles. There are no substantive changes from the existing regulation. As a result, Executive Regulation 25-08AM is obsolete.

A resolution to repeal Executive Regulation 25-08AM, *Apparatus Staffing Policy*, is attached at ©1-2.

**This packet contains:**

**circle #**

Resolution to Approve Appeal	1-2
Transmittal memorandum	3
Fiscal Impact Statement	4-5
Regulation 25-08AM	6-11
New “Apparatus Staffing” Policy	12-17

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Resolution No.: \_\_\_\_\_  
Introduced: \_\_\_\_\_  
Adopted: \_\_\_\_\_

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

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By: County Council

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**SUBJECT:** Repeal of Executive Regulation 25-08AM, *Apparatus Staffing Policy*

**Background**

1. Executive Regulation 25-08AM specifies minimum and desired staffing levels for certain apparatus, as recommended in fire and rescue industry standards, including National Fire Protection Association (NFPA) Standard 1500, *Standard on Occupation Safety and Health Program*, and NFPA Standard 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency medical Operations, and Special Operations to the Public by Career Fire Departments*. The Fire Chief has prepared a new Montgomery County Fire and Rescue Service (MCFRS) policy, *Apparatus Staffing Policy*, to replace this regulation. As a result, Executive Regulation 25-08AM is obsolete.
2. On August 3, 2016, the County Council received the Executive's request to repeal Executive Regulation 25-08AM, *Apparatus Staffing Policy*.
3. The Public Safety Committee reviewed repeal request on September 19, 2016, and recommended approval.
4. Section 2A-15(f)(1) of the County Code provides that to repeal an adopted regulation, an issuer must use the procedure under which the regulation was adopted. Executive Regulation 01-05AM was adopted under Method (2). Under Method (2), if the Council does not approve or disapprove a regulation within 60 days after the Council receives the regulation, it is automatically approved and takes effect the day after the deadline for approval, or a later date specified in the regulation.

**Action**

The County Council for Montgomery County, Maryland approves the following resolution:

Executive Regulation 25-08AM, *Apparatus Staffing Policy*, is repealed.

*This is a correct copy of Council action.*

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Linda M. Lauer, Clerk of the Council

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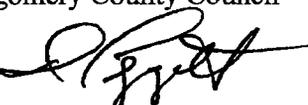


OFFICE OF THE COUNTY EXECUTIVE  
ROCKVILLE, MARYLAND 20850

Isiah Leggett  
*County Executive*

MEMORANDUM

July 28, 2016

TO: Nancy Floreen, President, Montgomery County Council  
FROM: Isiah Leggett, County Executive   
SUBJECT: Repeal Executive Regulation #25-08AM, Apparatus Staffing Policy

I am recommending that the Council repeal ER #25-08AM, Apparatus Staffing Policy. This regulation, adopted under Method (2) requirements, has been effective since October 13, 2009. This regulation established a new initiative to staff all primary units with four-person staffing.

Fire Chief Goldstein has prepared a new MCFRS policy, *Apparatus Staffing Policy* to replace Executive Regulation No. 25-08AM. The Chief has determined that an updated MCFRS Policy would be an efficient and effective communication of the procedures.

The intended repeal of ER #25-08AM was published in the *Register*, and no comments were submitted. The Fire and Emergency Services Commission has approved its repeal. If additional information is needed, please call Fire Chief Scott Goldstein on Ext. 7-2435.

Attachment

**Fiscal Impact Statement**  
**Executive Regulation 4-16**  
**Repeal of Executive Regulation 25-08AM**  
**Apparatus Staffing Policy**

1. Executive Regulation Summary

The Regulation repeals ER 25-08AM which will be replaced with a Montgomery County Fire and Rescue Services (MCFRS) Policy. The new Policy will provide clarifying language and updated organizational and position titles.

2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Includes source of information, assumptions, and methodologies used.

This regulation will not affect revenues or expenditures.

3. Revenue and expenditure estimates covering at least the next 6 fiscal years.

N/A

4. An actuarial analysis through the entire amortization period for each regulation that would affect retiree pension or group insurance costs.

N/A

5. An estimate of expenditures related to County's information technology (IT) systems, including Enterprise Resource Planning (ERP) systems.

N/A

6. Later actions that may affect future revenue and expenditures if the regulation authorizes future spending.

N/A

7. An estimate of the staff time needed to implement the regulation.

No staff time is needed to implement the regulation.

8. An explanation of how the addition of new staff responsibilities would affect other duties.

N/A

9. An estimate of costs when an additional appropriation is needed.

N/A

10. A description of any variable that could affect revenue and cost estimates.

N/A

11. Ranges of revenue or expenditures that are uncertain or difficult to project.

N/A

12. If a regulation is likely to have no fiscal impact, why that is the case.

This regulation will abolish an existing regulation, which will be replaced with a MCFRS Policy with no substantive changes.

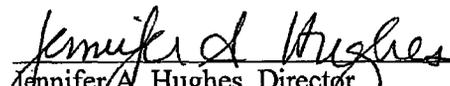
13. Other fiscal impacts or comments.

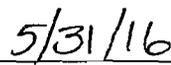
N/A

14. The following contributed to and concurred with this analysis.

Dominic Del Pozzo, MCFRS

George Giebel, MCFRS

  
Jennifer A. Hughes, Director  
Office of Management and Budget

  
Date



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>APPARATUS STAFFING POLICY</b>	<b>Number</b> <b>4-16</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

## MONTGOMERY COUNTY FIRE AND RESCUE SERVICE REGULATION ON:

### REPEAL OF EXECUTIVE REGULATION #25-08AM APPARATUS STAFFING POLICY

Issued by: County Executive  
Executive Regulation No. 25-08AM  
Authority: Code Section 21-1.(a)(2)

Supersedes: *Apparatus Staffing Policy*, Temporary Executive Regulation No. 25-08T  
Council Review: Method (2) under Code Section 2A-15  
Register Vol. 25, No. 12

Effective Date:  
Comment Deadline: May 31, 2016

**SUMMARY:** A proposed policy replaces Executive Regulation No. 25-08, Apparatus Staffing Policy. The Fire Chief has determined that an updated MCFRS Policy would be an efficient and effective communication of procedures for operational apparatus staffing policies in the department.

**ADDRESS:** George Giebel, Montgomery County Fire and Rescue Service, Office of the Fire Chief, 100 Edison Park Drive, 2<sup>nd</sup> Floor, Gaithersburg, Maryland 20878

**BACKGROUND:** A proposed Apparatus Staffing Policy would replace Executive Regulation No. 25-08, *Apparatus Staffing Policy* and consolidate four Fire Chief General Orders which have amended and updated the original regulation, dated, 10/13/2009.

**[Section 1. Purpose.** The Fire Chief has implemented a new initiative to staff all primary units with four-person staffing, and has issued Fire Chief's General Orders designating certain apparatus to comply with this staffing plan. The Fire Chief intends that this initiative will continue until all primary units have completed the four-person staffing requirement.

For designated four-person units, this staffing level is the minimum level, as recommended in fire and rescue industry standards, including National Fire Protection Association (NFPA) Standard 1500, *Standard on Occupational Safety and Health Program*, and NFPA Standard 1710, *Standard*



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b>  <b>APPARATUS STAFFING POLICY</b>	<b>Number</b>  <b>4-16</b>
<b>Originating Department</b>  <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

*for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. Implementing this plan is also consistent with provisions in Executive Regulation No. 16-05AM, Integrated Emergency Command*

*Structure, and Executive Regulation No. 36-08AM, Certification Standards for Training, Experience, and Credentialing Requirements.*

This Regulation is being amended to clarify certain policies associated with the Fire Chief's four-person staffing initiative. In addition, it incorporates the updates and changes below.

- Several apparatus titles have been updated or eliminated (ladder truck, extrication units, MICU);
- Certain rank and age eligibility requirements for minimum staffing have been changed;
- Minimum staffing for ALS units has been changed from three to two personnel;
- Minimum and desired staffing for tankers has been established;
- Dispatch requirements have been modified; and
- New definitions have been added.

**Section 2. Applicability.** This Regulation applies to MCFRS, including the local fire and rescue departments, and all MCFRS fire, rescue, and emergency medical service personnel, both career and volunteer.

**Section 3. Definitions.**

- a. **AFRA.** Acronym for Advanced Life Support First Responder Apparatus, a fire/rescue apparatus (usually an engine or aerial unit) staffed by at least one ALS provider.
- b. **Advanced Life Support (ALS) Provider.** An individual who is Maryland State-licensed and credentialed by the Montgomery County Fire and Rescue Service to provide EMT-P or Cardiac Rescue Technician (CRT or CRT99) level emergency medical service.
- c. **Advanced Life Support (ALS) Unit.** An ambulance that complies with the MCFRS ALS unit inventory requirements and is staffed with at least one ALS Provider and one BLS Provider.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <p style="text-align: center;"><b>APPARATUS STAFFING POLICY</b></p>	<b>Number</b> <p style="text-align: center;"><b>4-16</b></p>
<b>Originating Department</b> <p style="text-align: center;"><b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b></p>	<b>Effective Date</b>

- d. **Apparatus.** Engines, Aerial Units, Rescue Squads, Brush Trucks, Advanced Life Support (ALS) Units, Basic Life Support (BLS) Units, and Special Units.
- e. **Basic Life Support (BLS) Provider.** An individual who is Maryland State-licensed and credentialed by the Montgomery County Fire and Rescue Service to provide EMT-B level emergency medical service.
- f. **Basic Life Support (BLS) Unit.** An ambulance that complies with the MCFRS BLS unit inventory requirements and is staffed with at least two BLS Providers.
- g. **Desired Staffing Level.** The desired minimum number of qualified personnel to staff a specific apparatus.
- h. **Emergency Incident.** Any event requiring the Emergency Communications Center (ECC) to dispatch a fire, rescue, or EMS unit.
- i. **Integrated Emergency Command Structure (IECS).** The operational chain of command and rank structure that integrates all fire and rescue services personnel, both career and volunteer, who have met the applicable training, experience, certification, and credentialing requirements.
- j. **IECS-Certified.** The status indicating an individual's eligibility to serve at a specific rank level, as noted in the *IECS Executive Regulation* and the *Certification Standards for Training, Experience, and Credentialing Requirements Executive Regulation*.
- k. **Minimum Staffing Level.** The least number of qualified personnel required to staff specified apparatus.
- l. **Personnel.** For the purposes of this Regulation, all active IECS-certified firefighter/rescuer and emergency medical service providers, including volunteers and employees of the local fire and rescue departments and County Merit System employees of the MCFRS.
- m. **Primary Unit.** Engines, aerial units, and rescue squads that have been dispatched, or are available to be dispatched to an incident.
- n. **Primary Unit Officer.** An individual certified at the rank of Master Firefighter/Rescuer or higher rank, as specified in the *Integrated Emergency*

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# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>APPARATUS STAFFING POLICY</b>	Number <b>4-16</b>
Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

*Command Structure* Executive Regulation. However, in extenuating circumstances, as determined by the Fire Chief, a Firefighter/Rescuer III may act as a Primary Unit Officer.

- o. **Understaffed Unit.** Apparatus responding to an incident, whose crew does not meet the minimum required number of IECS-certified personnel; or, apparatus responding to an incident that has IECS-certified personnel on board, but whose crew does not meet the minimum required number of qualified staffing.

**Section 4. Policy.** It is the policy of the Fire Chief to ensure the efficient delivery of fire, rescue, and emergency medical services on all **emergency incidents** by establishing **staffing levels** of qualified **personnel** for all **apparatus**. Those required **staffing levels** are specified in this Regulation.

- a. **Minimum Staffing Levels.** The **minimum staffing levels** required for the following **apparatus** are:

- Engines - three **personnel**
- Aerial Units - three **personnel**
- Rescue Squads - three **personnel**
- Brush Trucks - one person
- ALS Units** - two **personnel**
- BLS Units** - two **personnel**
- Tankers - one person
- Special Units - one person

- 1. To determine whether **minimum staffing levels** have been achieved for a specific **apparatus**, the following standard applies:
  - A. **Personnel** must be at least 17 years of age and **IECS-certified** at the Firefighter/Rescuer II level, to count towards **minimum staffing levels** for Engines, Aerial Units, Rescue Squads, Brush Trucks, and Special Units.
  - B. **Personnel** must be at least 18 years of age and **IECS-certified** as a Maryland EMT-B, to count towards **minimum staffing** on **ALS Units** or **BLS Units**.
  - C. A **primary unit officer** must be included in the **minimum staffing levels** of all

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# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>APPARATUS STAFFING POLICY</b>	Number <b>4-16</b>
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**primary units.**

- D. At least one **ALS Provider** and one provider at either the **BLS** or **ALS** level must be included in the **minimum staffing levels** on all **ALS units** and **AFRAs**.
- 2. **Personnel** who are **IECS-certified** at the Firefighter/Rescuer I level may be used as supplemental staffing on all **apparatus**, but must not count toward **minimum staffing levels**.
- 3. **Apparatus** responding with less than the **minimum staffing level** must notify the Emergency Communications Center (**ECC**) that the unit is responding **understaffed** and state the number of qualified **personnel**, including the officer, on the **apparatus**.
  - A. The **ECC** must dispatch an additional unit to supplement each **understaffed unit**.
  - B. If the additional unit responds with less than the **minimum staffing level**, but with enough qualified personnel to complete the **minimum staffing level** of the original **understaffed unit**, it will not be necessary for **ECC** to dispatch an additional unit.
- 4. **ALS Units** and **BLS Units** must not respond if staffed with fewer than two **personnel**.
- b. **Desired Staffing Levels**. When sufficient **personnel** are available, the **desired staffing levels** for **apparatus** are at least:
  - Engines - four **personnel**
  - Aerial Units - four **personnel**
  - Rescue Squads - four **personnel**
  - Brush Trucks - two **personnel**
  - ALS Units** - three **personnel**
  - BLS Units** - three **personnel**
  - Tankers - two **personnel**
  - Special Units- two **personnel**

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# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>APPARATUS STAFFING POLICY</b>	Number <b>4-16</b>
Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

- c. If a **primary unit** responds with the assigned four-person staffing, but because of the nature of the incident the staffing is reduced (i.e., **ALS provider**, EMT-B, etc.) to three qualified **personnel**, the **primary unit** will remain in service as a **minimum-staffed** unit, in accordance with this Regulation.
- d. The desired staffing level for **ALS Units** is at least one **ALS Provider** and two **BLS Providers**.

### Section 5. Responsibilities.

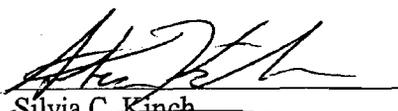
- a. The Fire Chief must ensure that **minimum staffing levels** are available for all **apparatus**, in accordance with this Regulation.
- b. All MCFRS **personnel** must comply with this Regulation by reporting to the ECC any **apparatus** responding with less than the **minimum staffing level** as “responding **understaffed**.”

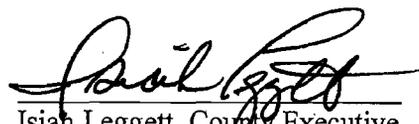
**Section 6. Implementation and Enforcement.** The Fire Chief is the implementation and enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

**Section 7. Severability.** If a court of final appeal holds that any part of this Regulation is invalid, that ruling does not affect the validity of other parts of the Regulation.

**Section 8. Effective Date.** This Regulation is effective on the date the County Council adopts a resolution approving it.]

Approved as to form and legality:

  
 Silvia C. Kinch  
 Chief, Division of Human Resources  
 Office of the County Attorney

  
 Isiah Leggett, County Executive  
 Aug 2, 2016  
 Date

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MONTGOMERY COUNTY  
FIRE AND RESCUE SERVICE

25-08AMII

Policy and Procedure

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Apparatus Staffing Policy

4/1/16

Issued by: Fire Chief Scott E. Goldstein  
Policy Number: 25-08AMII  
Authority: Montgomery County Code Section 21-3 (b)  
Supersedes: Executive Regulation 25-08AM "Apparatus Staffing Policy", FCGO 07-10, "Staffing the 1+1 ALS Transport Unit", FCGO 09-07 "EMS Response Plan", FCGO 10-09 "ECC Dispatch Assignments", and FCGO 11-15 "Paramedic Engine Companies"  
Effective Date: April 1, 2016

**Section 1. Purpose:**

To establish Standard and Minimum Staffing levels for fire and rescue apparatus.

**Section 2. Applicability:**

This policy applies to all Montgomery County Fire and Rescue Service (MCFRS) personnel.

**Section 3. Background:**

Adequate staffing levels of qualified personnel on fire and rescue apparatus are necessary to facilitate the efficient delivery of fire and rescue services and ensure the safety of personnel.

Because of the demands of all-hazard fire and rescue service, and the need to deliver Advanced Life Support efficiently, MCFRS has adopted four-person staffing as the standard for all primary units. Four-person staffing for engines and trucks is designated as the **minimum** level of staffing in National Fire Protection Association (NFPA) 1710: *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*. The Fire Chief intends that this initiative will continue until all primary units have completed the four-person staffing requirement.

**Section 4. Definitions:**

- a. **Advanced Life Support First Responder Apparatus (AFRA):** A primary unit with a full complement of Advanced Life Support (ALS) equipment and at least one ALS provider.
- b. **Advanced Life Support Provider:** An individual who is Maryland licensed and credentialed by MCFRS to provide advanced life support.
- c. **Basic Life Support (BLS) Provider:** An individual who is Maryland licensed and credentialed by MCFRS to provide EMT or EMT-B level emergency medical service.

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- d. **Controlled**: A status that allows apparatus to be recommended for dispatch by ECC. This includes all of the units staffed on a daily basis by career and volunteer personnel. Additional units may be controlled when sufficient staffing, apparatus, and equipment are available.
- e. **Extenuating Circumstance**: An unforeseen and unavoidable staffing situation which renders any of the Minimum Staffing unavailable. Examples include:
- When a unit officer is out of the station, staffing a specialty unit (MAB722, etc.)
  - When a unit officer has a sudden illness or injury.
- f. **Integrated Emergency Command Structure (IECS)**: The operational chain of command and rank structure that integrates all fire and rescue service personnel, as required by Chapter 21.1. of the Montgomery County Code.
- g. **IECS-Certified**: The status indicating an individual's eligibility to serve at a specific rank level, as noted in the *IECS Executive Regulation* and the *Certification Standards for Training, Experience, and Credentialing Requirements Executive Regulation*.
- h. **Minimum Staffing**: The minimum number of personnel with designated qualifications required to staff specified apparatus.
- i. **Paramedic Chase Unit**: A light-duty vehicle that has at least one ALS provider and a full complement of ALS equipment.
- j. **Primary Unit**: An engine, truck/aerial; or rescue squad.
- k. **Primary Unit Officer**: An individual certified at the rank of Master Firefighter/Rescuer or higher.
- l. **Standard Staffing**: The number of qualified personnel to staff a specific apparatus. For primary units, this number is based on NFPA standard.
- m. **"With a Driver Only"**: Apparatus that has a driver, but no other personnel qualified as Minimum Staffing for that apparatus type.
- n. **"With a Firefighter Three (FFIII) as the Unit Officer"**: Apparatus with a FFIII as the unit officer because of extenuating circumstances. Another unit does not need to be dispatched to supplement.
- o. **"With Two Personnel"**: Apparatus with a driver and a certified primary unit officer but no other personnel that meet IECS Minimum Staffing requirements for a primary unit. This will communicate that only a single FFII is needed to meet Minimum Staffing.
- p. **"Without a Unit Officer"**: Apparatus without a certified primary unit officer or a FFIII in the front seat. This will communicate that the unit will need to be supplemented by another primary unit.



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FIRE AND RESCUE SERVICE**

25-08AMII

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**Section 5. Policy:**

It is the policy of the Fire Chief to ensure the efficient delivery of fire, rescue, and emergency medical services on all emergency incidents by establishing Standard and Minimum Staffing levels of qualified personnel for all apparatus.

MCFRS Standard Staffing levels are based on national industry standards (including NFPA 1710). It is the intention of the Fire Chief and MCFRS to meet Standard Staffing levels at all times.

MCFRS Minimum Staffing levels are based on the minimum number of people required to perform limited basic operational tasks; these levels are below the standards of NFPA 1710 for primary units.

Because of expectations of the public, and an ethical "duty to act", there are times when MCFRS apparatus must respond to incidents without Minimum Staffing levels. These situations should happen very rarely; the information in this policy provides direction and guidelines for decision making.

a. The Minimum Staffing levels required are:

Minimum Staffing Levels	
Apparatus Type	Number of Personnel
Engines, trucks/aerials, and rescue squads	3
ALS and BLS transport units	2
Paramedic chase units	1
Tankers	1
Brush trucks	1
Special units	1

1. To determine whether Minimum or Standard Staffing levels have been achieved for a specific apparatus, the following standards apply:
  - A. Personnel must be at least 17 years of age and IECS-certified as Firefighter/Rescuer II to count towards Minimum Staffing levels for engines, trucks, and rescue squads.
  - B. Personnel must be at least 18 years of age and IECS-certified as a Maryland BLS provider, to count towards Minimum Staffing on ALS or BLS units.
  - C. The primary unit officer must be riding in the front right seat (the officer's seat) to meet the Minimum Staffing level of a primary unit, except as allowed in Section 7.h.
  - D. At least one ALS provider and one BLS provider who is also a certified driver must be included in the Minimum Staffing levels on all ALS transport units.
  - E. For EMS incidents which require a minimum number of personnel, Paramedic residents and students may be counted as part of the minimum number.



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FIRE AND RESCUE SERVICE**

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**Apparatus Staffing Policy**

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F. Personnel who are IECS-certified at the Firefighter/Rescuer I level may be used as supplemental staffing on apparatus, but do not count toward Minimum Staffing levels.

b. The Standard Staffing levels are:

Standard Staffing Levels	
Apparatus Type	Number of Personnel
Engines, trucks/aerials, and rescue squads	4
ALS and BLS transport units	3
Paramedic Chase Units	2
Tankers	2
Brush trucks	2
Special units	2

1. The Standard Staffing for a Paramedic Chase Unit with two sets of ALS equipment is two ALS providers.
2. The Standard Staffing for a Paramedic Chase Unit with one set of ALS equipment is one ALS provider and one BLS provider.
3. The Standard Staffing level for a ALS transport unit is one ALS provider and two BLS providers.

c. For stations designated to have an AFRA, the engine must be staffed as a Paramedic Engine unless specifically authorized by the Rostered Battalion Chief.

**Section 6. Responsibilities:**

- a. The Fire Chief is responsible for allocating available resources so that appropriate staffing is available for all controlled apparatus, in accordance with this policy.
- b. All MCFRS personnel must comply with this policy by notifying ECC by radio when any apparatus responds with less than Minimum Staffing.
- c. The Station Officer must make and adjust riding assignments that best support the delivery of service.
- d. The Station Officer must ensure that when an ALS provider and a full complement of ALS equipment is available, the equipment is carried on the same unit as the provider. Unless the ALS provider is the only qualified driver of a primary unit, it must be stasused as an AFRA.



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FIRE AND RESCUE SERVICE**

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**Section 7. Procedures:**

Apparatus responding with less than the Minimum Staffing level must notify the Emergency Communications Center (ECC) that the unit is responding "with a driver only", "with a FFIII as the unit officer", "without a unit officer", or "with two personnel".

- a. ECC must dispatch additional unit to supplement a unit responding with a driver only, without a unit officer, or with two personnel.
- b. A Firefighter/Rescuer III may act as a primary unit officer in extenuating circumstances.
- c. ECC must document each occurrence of a unit responding without Minimum Staffing.
- d. Whenever possible, tankers, brush trucks, and special units should respond with two personnel.
- e. When a primary unit is dispatched for an emergency incident but is staffed with two personnel or with no unit officer, it should respond if:
  - The unit dispatched is the first due type of its breed; or
  - It is the closest unit for any EMS incident
- f. Personnel on a unit with a FFII as the officer must not engage in IDLH firefighting until an entry team of two personnel can be configured with a FFIII as the supervisor.
- g. When a primary unit or EMS transport unit is dispatched for an incident but has only a driver, it should respond if:
  - No other light duty vehicle is available in the station with the appropriate equipment.
  - The unit dispatched is the first due of its type (engine, truck, transport unit, etc); and
  - The driver has enough geographic knowledge to navigate safely and efficiently to the call; and:
  - The unit is likely to affect the outcome of a life threatening incident, such as:
    - First responder for an ALS incident
    - The closest unit to a full assignment
    - First due truck to a structure fire or adaptive
    - First due rescue squad to an entrapment or technical rescue
- h. For primary units, the unit officer must be riding in the front seat of the apparatus when assigned to an incident. ie., if two FFIII's and a Captain are assigned to a TDA, the Captain must be in the front seat when responding to incidents.

The only exception to this standard is for professional development. When a FFIII is in process for promotion, they can be assigned to the front seat of a primary unit as long as



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**Apparatus Staffing Policy**

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the unit has four personnel and the primary unit officer is in the cab and has voice contact with the FFIII.

- i. If a primary unit responds with the assigned four-person staffing, but has staffing reduced because of the incident, the unit should remain in service as long as the remaining personnel meet the Minimum Staffing level.
- j. When the only ALS provider on an four-person AFRA is the unit officer or driver, Scheduling shall hire or detail another Primary Unit Officer or driver so that the unit can remain in service if the ALS provider must upgrade a transport unit.
  - 1. Station officers must use available staffing to ensure that units will remain available with Minimum Staffing if the ALS provider is used to upgrade another unit. Any exceptions to this require approval of the Battalion Chief.
- k. When an AFRA is no longer staffed with an ALS provider (or ALS equipment), or when the provider returns, the unit officer must notify ECC and change the unit's status in CAD.
- l. When a primary unit is statused as an AFRA, its radio designation will be preceded by the word "Paramedic". (The AFRA engine from Station 10 will be "Paramedic Engine 710" and the AFRA tower from Station 8 will be "Paramedic Tower 708")

**Section 8. Cancellation:**

This policy rescinds and replaces:

- Executive Regulation 25-08AM, "*Apparatus Staffing Policy*"
- FCGO 07-10, "*Staffing the 1+1 ALS Transport Unit*"
- FCGO 09-07 "*EMS Response Plan*", FCGO 10-09 "*ECC Dispatch Assignments*"
- FCGO 10-09 "*ECC Dispatch Assignments*"
- FCGO 11-15 "*Paramedic Engine Companies*"

**Section 9. Attachments:**

There are no attachments.

Approved:

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date