



Standard Operating Guideline	
SOG Name:	Minimum Staffing
SOG Number:	400.25
Standard:	TBD
Guideline Owner:	Administration
Implementation Date:	June 1, 2021
Date of Last Revision:	June 1, 2021
Authority:	Larry H. Williams, Jr, Fire Chief

PURPOSE: To ensure that all essential Fire Department units are properly staffed, while allowing Fire Department personnel to obtain leave time and meet all Federal Labor Department Standards.

A. GENERAL

SECTION 1

The minimum staffing guideline will be followed when at all possible to ensure proper staffing of emergency equipment and emergency coverage for the citizens of the City of Dothan and its visitors.

SECTION 2

If the minimum staffing guideline cannot be followed with on duty personnel due to absenteeism, steps must be taken to staff units with personnel from the opposite battalion, recalled personnel, or other staff support personnel. All efforts must be made to handle personnel shortages **before using overtime pay.**

SECTION 3

The staffing requirements allow for the maximum number of personnel off while maintaining a buffer to allow employees to attend schools, travel on fire department business, and utilize sick leave when needed.

B. PARAMETERS FOR LEAVE SELECTION.

SECTION 1

Each battalion will allow five (5) members off on combined vacation, holiday, scheduled sick leave, scheduled adjustments, and Kelly Days.

SECTION 2

Each battalion will have two Kelly day periods where up to six personnel maybe off. The selection of which Kelly Day periods chosen is coordinated by both Battalion Chiefs on shift so that both battalions do NOT have the same and is approved by the Deputy Chief.

C. PERSONNEL ASSIGNMENTS

SECTION 1

The **minimum** staffing for each shift is thirty-nine members. These personnel will be assigned as listed:

Paramedic Engine	4 personnel with at least 1 Paramedic
Truck 1	2 personnel
Truck 3	2 personnel
Battalion Chief	1 person
*Hazmat 2 / Rehab 2	1 person

* Battalion Chief may utilize person as a second Supply runner during periods of specific needs.

SECTION 2

Staffing above the minimum will be accomplished in the following order when staffing allows:

1 additional (40 members)	Truck 1	1 person
2 additional (41 members)	Truck 3	1 person
3 additional (42 members)	Truck 1	1 person
4 additional (43 members)	Truck 3	1 person

Signature on File

Larry H. Williams, Jr.
Fire Chief
DOTHAN FIRE DEPARTMENT