





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Station Staffing	SECTION/TOPIC: Personnel
NUMBER: 200-26	ISSUE DATE: 9/1/17
REVISION DATES: 1/11/18 9/1/18	APPROVED BY:  <hr/> PRESIDENT – BOARD OF DIRECTORS  <hr/> FIRE CHIEF

I. PURPOSE

This Standard Operating Procedure addresses the staffing plan utilized in the organization's fire stations.

II. SCOPE

This Standard Operating Procedure pertains to all Northern Wake Fire Department personnel.

III. PROCEDURE

A. Minimum Staffing

1. The minimum staffing goal will be 3 per station at Station 1, Station 2, Station 3, and Station 4.
2. Station 5 will be unstaffed, with personnel responding from their home base.

B. Any full-time employee's work schedule may be altered or changed by their supervisor or the Fire Chief, if the change is necessary in meeting the objectives of the organization or accommodating the organization's workload.

C. Off-duty full-time employees are subject to being called back in for duty for any reason, including major events or minimum staffing issues.

D. Following the full-time employee's scheduled work period, the supervisor may hold the employee on-duty if the minimum station staffing level for the on-coming shift is not met.

E. Staffing by Station

Station 1

- 24-hour rotating shifts (A,B,C) - 7am-7am
 - Full-Time FS-5 Captain, FS-4 Lieutenant, FS-2 Firefighter
 - Unlimited Volunteer Duty Crew Slots
 - Part-Time FS-4 Engineer or FS-2 Firefighter 6am-6pm Weekdays
 - Part-Time FS-4 Engineer or FS-2 Firefighter 6am-6pm Weekends

Station 2 Daytime

- 12-hour rotating shifts (D,E) - 6am-6pm
 - Full-Time FS-5 Captain, FS-4 Lieutenant, FS-2 Firefighter
 - Unlimited Volunteer Duty Crew Slots

Station 2 Nighttime

- 12-hour Volunteer Duty Crew shifts - 6pm-6am
 - (4) Stipend Duty Crew Slots
 - Unlimited Volunteer Duty Crew Slots

Station 3 Daytime

- 12-hour rotating shifts (D,E) - 6am-6pm
 - Full-Time FS-5 Captain, FS-4 Lieutenant, FS-2 Firefighter
 - Unlimited Volunteer Duty Crew Slots

Station 3 Nighttime

- 12-hour Volunteer Duty Crew shifts – 6pm-6am
 - (4) Stipend Duty Crew Slots
 - Unlimited Volunteer Duty Crew Slots

Station 4

- 24-hour rotating shifts (A,B,C) - 7am-7am
 - Full-Time FS-5 Captain, FS-4 Lieutenant, FS-2 Firefighter
 - Unlimited Volunteer Duty Crew Slots

Station 5

- Volunteer Home-Based Response