



INTER-OFFICE MEMORANDUM

PRINCE GEORGE'S COUNTY, MARYLAND

June 26, 2009

TO: All Fire/Emergency Medical Services (EMS) Personnel **Memo #09-23**

FROM: Eugene A. Jones
Eugene A. Jones
Acting Fire Chief

RE: Station Staffing

The Prince George's County Fire/Emergency Medical Services (EMS) Department is going through one of the most challenging times in our history. As many fire/EMS departments are facing considerable budget shortfalls, our Department is working to meet these challenges by fully utilizing all of our allocated resources to deliver the best possible service.

With a mindset of personnel safety and service delivery, we will be implementing a staffing rotation cycle that will serve to diminish, and whenever possible eliminate, the Department's reliance on overtime to staff fire/EMS stations. Attached is a Fire/EMS Department Directive that outlines the staffing process, along with a calendar outlining the rotation of stations that will have career personnel redeployed.

The Duty Chiefs will review the daily scheduling and will make whatever adjustments are necessary for operational purposes. Therefore, there may be instances in which, due to an operational necessity, there will be changes made to the published schedules. I am asking all personnel to remain flexible during this time of transition, and above all, work to ensure the safety of personnel, as well as the citizens we serve.

I want to thank everyone for their diligence and perseverance during these challenging times.

EAJ/VS/mjw/slt
2009.06.26 AFEMSP Memo #09-23 – Station Staffing.doc

Attachments



FIRE/EMS DIRECTIVE

Volunteer Staffing Utilization Programs (Revised)

July 2009

POLICY

The Department is committed to ensuring the best possible service with the allocated resources. In order to stay within budget it is necessary to implement a strategy that incorporates Volunteer Staffing, while reducing the reliance on overtime to maintain career staffing. This will be accomplished by volunteer personnel providing station coverage at various locations as indicated in the Department's published Overtime Reduction Calendar (ORC), or the ability of a volunteer company to voluntarily staff a station on weekdays or weekends, on a periodic basis if possible.

When necessary, the Department will employ a daily staffing plan that further reduces or removes staffing on a temporary basis. This will be done when the Department faces staffing shortages and is unable fill the shortages with overtime. When necessary, the closest company's staffing will be increased to cover the station's first due response area when volunteers are not available to assist with coverage. Volunteer companies are strongly encouraged to voluntarily staff a station on a weekday, in addition to the dates listed within the ORC.

This policy consolidates the Dynamic Deployment plans and the Volunteer Utilization plans that were implemented in 2008 and 2009.

DEFINITIONS

Stand By Station – A listed station on the overtime reduction calendar that may be required to have career staffing redeployed.

*Fire/EMS Department Directive
Volunteer Staffing Utilization Programs (Revised)
Effective 7/1/09 to 6/30/10*

Overtime Reduction Calendar - The Department's calendar that indicates the stations that will have career staffing redeployed.

PROCEDURES

1. Staffing Programs

Overall Staffing Program

The Duty Chiefs will review the daily scheduling and will make adjustments necessary for operational purposes.

Effective July 1, 2009, through June 30, 2010, Volunteer personnel that are able to provide staffing to cover a weekday shift, 0700 hours to 1500 hours, night shifts 1500 to 0700 hours or 1900 to 0700 hours and/or any combination of weekend staffing will notify the designated Volunteer Major overseeing Volunteer Staffing.

The Volunteer Major will advise the Emergency Operations Command Office of the dates and times Volunteer personnel will be available to cover so that Career Staffing may be redeployed.

The Volunteer Major overseeing Volunteer Staffing shall manage requests from Volunteer Corporations who wish to assist with staffing fire stations.

Staff made available through the use of volunteer participation shall be used to attain furlough mandates, further eliminate overtime expenditures, and/or maintain minimum staffing requirements.



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

Volunteer fire stations are responsible, to the best of their ability, to provide adequate staffing in stations when Career personnel are redeployed.

Overtime Reduction Calendar

The Department has published an Overtime Reduction Calendar indicating the dates and times career staffing will be redeployed from Volunteer fire stations. The ORC will be updated and revised as necessary to adjust to leave impact, furlough requirements, and retirements.

Day work stations will have career personnel redeployed for the full 8 hour shift.

2-person shift stations will have career personnel redeployed beginning at 1500 hours and as indicated below.

4-person shift stations will have career personnel redeployed for the full 24-hour shift.

It should be noted that further reductions may be required dependent upon the staffing levels for the day. Further staffing redeployments will be managed in the following manner:

- The two-person station listed on the ORC may be required to go with no staffing for the entire 24-hour period.
- Stations 822, 830, 832, 841, 842, 845 and 847 may be required to reduce their staffing to meet the cost requirements of the day.
- The station that is listed on the ORC for the same day of the week but on the following week will be the listed "Stand By Station" i.e., personnel from Stations 805 and 819 are scheduled to redeploy on Wednesday, July 1, 2009. It is

determined that the Stand By Station must have Career Staffing redeployed to meet the budget requirements. Therefore, the first 4-person shift station listed for Wednesday, July 8, 2009, will have personnel redeployed.

- The Duty Chief has the authority to make alterations to the ORC in order to meet the operational needs of the Department.

Weekend/Night Staffing

When staffing levels must be further reduced due to any leave or because of vacancies, stations may be required to operate with fewer career personnel than what is normally assigned.

At no time will the Department violate the written agreements made between the Prince George's County Government and the International Association of Firefighters and Paramedics Local 1619.

Majors from the Emergency Operations Command are responsible to notify the affected stations as soon as possible.

The Battalion Chief(s) in the affected battalions shall manage daily details and monitor operational continuity.

Program Schedule Change Requests

Schedule changes to the Staffing Programs are discouraged. If there is an absolute need for a schedule change, requests must be submitted by a Volunteer Chief to the Volunteer Major overseeing staffing for review no later than 1500 hours, one shift in advance (four days), for recommendation to the EOC Deputy Fire Chief. It is important to note that it is not anticipated that the County Fire/Emergency Medical Services



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS**

Department will have the means to increase staffing, even when Volunteer participation is minimal or non-existent.

Modification involving swaps of rotations with another station are permissible provided that both Volunteer Chiefs, both Battalion Chiefs (if applicable), and the Volunteer Major overseeing Volunteer Staffing must provide approval. Modification requests submitted less than four days in advance must be approved by the respective Career and Volunteer Major.

NOTE: Same day modification requests will not be considered.

The respective Volunteer Major and Career Major shall notify the Duty Chief and EOC office of all routine modifications to the Staffing Program prior to their execution.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A

Volunteer Staffing Utilization July

2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5 821-846 0700-0700 827 0700-0700	6 829-855 0700-0700 849-824 0700-1500 841 moves (3) staff to 31 during the day 831 1500-0700 823 moves staff to 827 during the day	7 805-819 0700-0700 811-818 0700-1500 841 moves (3) staff to 31 during the day 834 1500-0700 849 moves staff to 810 during the day	8 840-842 0700-0700 807-817 0700-1500 838 1500-0700 828 moves staff to 830 0700 - 1500	9 808-843 0700-0700 801-814 0700-1500 813 0700-0700	10 826-839 0700-0700 828-812 0700-1500 820 1500-0700 838 0700-0700	11 821-846 0700-0700 823 0700-0700
12 829-855 0700-0700 825 0700-0700	13 805-819 0700-0700 811-818 0700-1500 827 1500-0700 823 moves staff to 827 during the day	14 840 0700-0700 807-817 0700-1500 831 1500-0700 849 moves staff to 810 during the day	15 808-843 0700-0700 801-814 0700-1500 834 1500-0700 828 moves staff to 830 0700 - 1500	16 826-839 0700-0700 828-812 0700-1500 838 1500-0700	17 821-846 0700-0700 810-848 0700-1500 813 1500-0700	18 829-855 0700-0700 820 0700-0700
19 805-819 0700-0700 823 0700-0700	20 840 0700-0700 807-817 0700-1500 825 1500-0700 823 moves staff to 827 during the day	21 808-843 0700-0700 801-814 0700-1500 827 1500-0700 849 moves staff to 810 during the day	22 826-839 0700-0700 828-812 0700-1500 831 1500-0700 828 moves staff to 830 0700 - 1500	23 821-846 0700-0700 810-848 0700-1500 834 1500-0700	24 829-855 0700-0700 849-824 0700-1500 838 1500-0700	25 805-819 0700-0700 813 0700-0700
26 840-842 0700-0700 820 0700-0700	27 808-843 0700-0700 801-814 0700-1500 823 1500-0700 823 moves staff to 827 during the day	28 826-839 0700-0700 828-812 0700-1500 825 1500-0700 849 moves staff to 810 during the day	29 821-846 0700-0700 810-848 0700-1500 827 1500-0700 828 moves staff to 830 0700 - 1500	30 829-855 0700-0700 849-824 0700-1500 831 1500-0700	31 805-819 0700-0700 811-818 0700-0700 834 1500-0700	

Volunteer Staffing Utilization August

2009

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1 840-842 0700-0700 838 0700-0700
2 808-843 0700-0700 813 0700-0700 823 to 827	3 826-839 0700-0700 828-812 0700-1500 820 1500-0700 849 to 810	4 821-846 0700-0700 810-848 0700-1500 823 1500-0700 828 combines with 830 0700 - 1500	5 829-855 0700-0700 849-824 0700-1500 825 1500-0700	6 805-819 0700-0700 811-818 0700-1500 827 1500-0700	7 840-842 0700-0700 807-817 0700-1500 830 1500-0700	8 808-843 0700-0700 834 0700-0700
9 826-839 0700-0700 834 0700-0700 823 to 827	10 821-846 0700-0700 810-848 0700-1500 813 1500-0700 849 to 810	11 829-855 0700-0700 849-824 0700-1500 820 1500-0700 828 combines with 830 0700 - 1500	12 805-819 0700-0700 811-818 0700-1500 823 1500-0700	13 840-842 0700-0700 807-817 0700-1500 825 1500-0700	14 808-843 0700-0700 801-814 0700-1500 827 1500-0700	15 826-839 0700-0700 831 0700-0700
16 824-846 0700-0700 834 0700-0700 823 to 827	17 829-855 0700-0700 849-824 0700-1500 838 1500-0700 849 to 810	18 805-819 0700-0700 811-818 0700-1500 813 1500-0700 828 combines with 830 0700 - 1500	19 840-842 0700-0700 807-817 0700-1500 820 1500-0700	20 808-843 0700-0700 801-814 0700-1500 823 1500-0700	21 826-839 0700-0700 828-812 0700-1500 825 1500-0700	22 821-846 0700-0700 827 0700-0700
23 829-855 0700-0700 831 0700-0700 823 to 827	24 805-819 0700-0700 811-818 0700-1500 834 1500-0700 849 to 810	25 840-842 0700-0700 807-817 0700-1500 838 1500-0700 828 combines with 830 0700 - 1500	26 808-843 0700-0700 801-814 0700-1500 813 1500-0700	27 826-839 0700-0700 828-812 0700-1500 820 1500-0700	28 821-846 0700-0700 810-848 0700-1500 823 1500-0700	29 829-855 0700-0700 825 0700-0700
30 805-819 0700-0700 827 0700-0700 823 to 827	31 840-842 0700-0700 807-817 0700-1500 849 to 810 831 1500-0700					