



POLICY MANUAL

Code: 1 – 3 – 9

Emergency Operations - Staffing

Augmentation Staffing During Hazardous Periods

Revised: 07-15-07

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Book Chapter Subject

9.0 Purpose: To provide a procedure to determine the staffing level of the Fire Department during high hazard time periods.

9.01 Scope: All Emergency Response Personnel.

9.02 **WHAT TO STAFF**

The on-duty Battalion Chief will determine the operational needs and identify the unit to be staffed. The resources available are as follows;

Fire Engine
Water Tender
Brush Engine

9.03 **WHEN TO STAFF**

For Days of High Heat

June 1 through September 30, the on-duty Battalion Chief shall gather information from the below listed website to determine if an additional unit should be staffed;

<http://www.wrh.noaa.gov/hnx/>

Any day predicted to be at or above 100 degrees Fahrenheit will be considered a High Heat Hazard day and will require staffing an additional resource. This will accommodate changes in work duration due to heat stress, and help address urban wildland interface threats.

At 1600 hours each 24-hour shift, the Battalion Chief shall review the NOAA website and determine if the predictive weather for the next two days is going to meet the 100 degree limit. If so, then advise the Staffing Captain to staff the extra unit for those shifts.

The period of staffing shall be 1200 hours until 2000 hours.

For Other Weather Related events

The on-duty Battalion Chief shall gather information from the current events, projected events, and appropriate websites to determine if the extra unit should be staffed. (Example; Flooding.)

The period of staffing shall be determined by information gathered.



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9.04 STAFFING AND PAGE OUT

When the on-duty Battalion Chief deems it necessary to staff the extra resource based on the criteria listed in 9.02, the following will apply;

In most instances, the decision to staff the extra resource will not be known far enough in advance for Policy 1-7-6.10 (Advanced Notice Overtime) to apply. All extra units shall always be staffed with a minimum of three personnel. Depending on the number of on-duty personnel, staffing for the extra resource can be filled by extra staffing. At no time shall any unit be staffed with three at the rank of Firefighter.

Staffing can be paged out up to four days in advance. This may occur when the projected weather pattern meets the criteria for staffing the extra resources.

9.05 STEPS FOR STAFFING THE EXTRA RESOURCE WITH ON-DUTY PERSONNEL

1. On-duty Captains may move/travel to the extra resource assignment.
2. On-duty Engineers may move/travel to the extra resource assignment.
3. Use the extra on-duty Firefighters to backfill vacancies created by filling the extra resource assignment.
4. Move a Firefighter to the extra resource.

9.06 STEPS FOR STAFFING THE EXTRA RESOURCE WITH OVERTIME PERSONNEL

1. Page out will go to the "All List" for the vacant position, be it one, two or all three positions.
2. The Staffing Captains will fill the vacancies on a rank by rank basis if possible, based off of the call back.

9.07 RECALL OBLIGATIONS

The "In the Barrel" policy applies to staffing the extra resource. No individual will be obligated to work more than two extra days beyond their scheduled 48-hour work cycle. Refer to policy 1-7-6.07 regarding other "In the Barrel" procedures.

9.08 MUTUAL THREAT ZONE

A Mutual Threat Zone (MTZ) is a geographic area between two or more jurisdictions where a fire or other hazard could pose a threat to either jurisdiction. For purposes of this policy, the Mutual Threat Zone is defined as any area (Working Clockwise):

- a. West Boundary: Willow north to Friant Road
- b. North Boundary: Millerton Road to Fwy 168/Tollhouse Road.
- c. East Boundary: Academy Road from Fwy 168 to Shields.
- d. South Boundary: Shields to Temperance, north to city limits



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9.09 IMMEDIATE NEED RESPONSE – WITHIN THE MUTUAL THREAT ZONE

The Department shall attempt to honor mutual aid requests within this area.

Immediate need responses within the Mutual Threat Zone shall be staffed and responded by on-duty personnel as assigned when the request is received.

9.10 IMMEDIATE/PLANNED NEED RESPONSE – OUTSIDE THE MTZ BUT WITHIN REGION V

The Department shall attempt to honor mutual aid requests outside the MTZ but within Region V.

Immediate need response requests outside the Mutual Threat Zone but within Region V must have Fire Chief's, or his designee's, approval.



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