



## Division 01 Administration and Organization

### Chapter 25 -Staffing Statistics

March 2009

#### POLICY

Statistical data pertaining to staffing levels of career and volunteer personnel responsible for the delivery of fire and emergency medical services shall be collected and submitted to the Office of Research, Planning, and Development. The purpose of the data collection is to assist with planning, personnel deployment, and to prepare and justify budget requests.

#### DEFINITIONS

**2nd Crew** – After responding to an incident with an engine, rescue engine, rescue squad, truck or tower, and the unit meets minimum staffing, the station will qualify as having a 2nd crew if the station has a sufficient quantity (meet minimum staffing) of personnel, including an authorized driver, remaining in the station available to respond to subsequent calls for service with an additional ambulance, engine, rescue engine, rescue squad, truck or tower. A 2nd crew will not be counted if the initial call is for the ambulance.

A 2nd crew will be noted in the Station Logbook with an Asterisk (\*) immediately after the staffing breakdown entry, i.e., 4 person crew, consisting of 4 volunteer personnel with a 2nd crew available would be documented as 4v\*.

**Command Officers** – career and volunteer chief officers and captains authorized to act in the capacity of a chief officer.

**Observer** – a person authorized to observe emergency operations; identified by an orange helmet.

**Probationary Fire Fighter** – a person without Fire Fighter I training; identified by a red helmet.

**Staffing Breakdown** – describes the make-up of the crew that staffed a specific apparatus for an individual response, i.e. 4 person crew, consisting of 2 career & 2 volunteer personnel would be documented as 2c2v.

**Station Logbook** – a document maintained at each Fire/EMS station to provide a complete and accurate daily history of the activities of the personnel, maintenance and use of the apparatus/station, and any other significant issues that affect the day-to-day delivery of fire and EMS services.

#### PROCEDURES

##### 1. General Information

The staffing breakdown will only include personnel that meet the minimum qualifications for volunteer firefighters and emergency medical service care providers, as outlined in Subtitle 11 and are authorized to participate in emergency operations as determined by the County Fire Chief. Only personnel that staff the apparatus will be included in the staffing breakdown.

The 2nd crew notation (\*) will only be entered when the 2nd crew consists of personnel that meet minimum qualifications for volunteer firefighters and emergency



medical service care providers, as outlined in Subtitle 11 and are authorized to participate in emergency operations as determined by the County Fire Chief.

Observers and probationary fire fighters are not included in the staffing breakdown or counted as part of a 2nd crew. Command officers will not be included in the staffing breakdown, unless they staff the apparatus or respond to make-up staffing for an understaffed unit.

If an ambulance or utility vehicle responds to make-up staffing, those personnel will be included as part of the staffing breakdown for that individual fire or support unit. In those instances, the ambulance response should not be counted as an additional call.

In the event a station responds with multiple units, the staffing breakdown should be reported for each individual unit.

The quantity of career and volunteer command and safety officer responses will be tracked for inclusion in the Staffing Summary report. This information will be queried directly from the CAD; therefore, no action is required by station personnel.

## 2. Responsibilities

The officer-in-charge (OIC) of the apparatus is responsible for recording the staffing breakdown and 2nd crew notation in the station logbook.

The career station commander is responsible for completing the Staffing Summary Worksheet at the end of each month by reviewing the entries made in the station logbook. In those stations without career personnel, the Volunteer Chief is responsible for completing the Staffing Summary Worksheet.

The career station commander (Volunteer Chief for stations without career staff) will submit a copy of the completed Staffing Summary Worksheet to the Volunteer Chief and the Battalion Coordinator by the 5th day of each month.

The Volunteer Chief is responsible for reviewing the Staffing Summary Worksheet and resolving any discrepancies with the career station commander.

Each Battalion Coordinator will submit the completed Staffing Summary Worksheet, via email, to the Office of Research, Planning, and Development (RPD) by the 10th of each month.

The RPD Major will prepare a Staffing Summary report from the Staffing Summary Worksheets on a semi-annual basis. The report will be distributed to each Lieutenant Colonel, Volunteer Chief, and the Fire Commission by the end of each January and July.

### REFERENCES

N/A

### FORMS/ATTACHMENTS

Staffing Summary Worksheet

Staffing Summary Report

### Staffing Summary Worksheet

Station \_\_\_\_\_

Month/Year \_\_\_\_\_

Staffing Breakdown	Engine	Truck or Squad	Other (BX, MP, LU, TN)
Driver Only 1C			
Driver Only 1V			
2 Persons 2C			
2 Persons 1C1V			
2 Persons 2V			
3 Persons 3C			
3 Persons 2C1V			
3 Persons 1C2V			
3 Persons 3V			
4 Persons 4C			
4 Persons 3C1V			
4 Persons 2C2V			
4 Persons 1C3V			
4 Persons 4V			
5 Persons 4C1V			
5 Persons 3C2V			
5 Persons 2C3V			
5 Persons 1C4V			
5 Persons 5V			
6 Persons 4C2V			
6 Persons 3C3V			
6 Persons 2C4V			
6 Persons 1C5V			
6 Persons 6V			
7 Persons 7V			
7 Persons 1C6V			
7 Persons 2C5V			
8 Persons 8V			
8 Persons 1C7V			
Failed Response			

Staffing Breakdown	Ambulance
2 Persons 2C	
2 Persons 1C1V	
2 Persons 2V	
3 Persons 2C1V	
3 Persons 1C2V	
3 Persons 3V	
Failed to Respond	

2nd Crews

**NOTES:**

1. Only count personnel qualified to participate in emergency operations, I.e. Observers and Red hats do not count.
2. Do not include command officers, unless they are part of the crew staffing the apparatus.
3. If an ambulance (or utility) responds to make- up staffing, include that staffing on the suppression unit and do not count it as an ambulance call.
4. If a station responds with multiple units, report the staffing level of each unit.
5. At the end of the month, forward a copy to your Battalion Coordinator and a copy to the Volunteer Chief.
6. Any combinations of staffing that is not listed can be added in an unused category.

**Prince George's County Fire/EMS Department  
Staffing Summary Report - (YEAR)**

#	STATION Name	Career Staffing		Total Effort		2008 BLS only		Fire only		2nd Crew**
		Day	24/7	Career	Vol	Career	Vol	Career	Vol	
1	Hyattsville									
5	Capitol Heights									
7	Riverdale									
8	Seat Pleasant									
9	Bladensburg									
10	Laurel									
11	Branchville									
12	College Park									
13	Riverdale Heights									
14	Berwyn Heights									
17	Boulevard Heights									
18	Glenn Dale									
19	Bowie #1									
20	Marlboro #1									
21	Oxon Hill #1									
22	Cheverly									
23	Forestville									
24	Accokeek									
25	Clinton									
26	District Heights									
27	Morningside									
28	W. Lanham Hills #1									
29	Silver Hill									
30	Landover Hills									
31	Beltsville #1									
32	Allentown Road #1									
33	Kentland #1									
34	Chillum-Adelphi									
35	Greenbelt									
36	Baden									
37	Ritchie									
38	Chapel Oaks									
39	Bowie #2									
40	Brandywine									
41	Beltsville #2									
42	Oxon Hill #2									
43	Bowie #3									
44	Chillum									
45	Marlboro #2									
46	Kentland #2									
47	Allentown Road #2									
48	W. Lanham Hills #2									
49	Laurel Rescue									
55	Bunker Hill									
58	National Harbor									

\* Station does not provide BLS ambulance service.

\*\* Quantity of times that a 2nd crew was available consisting of volunteer staffing (started July 1)

**Prince George's County Fire/EMS Department  
Staffing Summary Report - (YEAR)**

Command Officer	Career Staffing		Vol Chiefs	%		Total responses	
	Day	24/7		Career	Vol	Career	Vol
1st Battalion							
2nd Battalion							
3rd Battalion							
4th Battalion							
5th Battalion							
6th Battalion							
7th Battalion							
Division Chiefs, Majors, Lt. Colonels							
Safety Officers							