


SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1401
	SECTION: 1401 GENERAL ORDERS	
	SUBJECT: STAFFING	
	05/17/2024	
		

Purpose: To establish staffing criteria for the District.

Scope: To establish guidelines for staff distribution among stations and Duty Chief coverage based on contracts, laws and available resources.

Procedure:

1. Minimum Staffing Level

- A. At no time shall the staffing level for the district fall below **four career** personnel as per the following staffing pattern(s).
- B. There shall be Duty Chief available at all times.

2. Staffing Patterns

- **Four On Duty**

Erba Lane Station (SCO1)
1 Captain or Acting Captain
1 Engineer Paramedic ***

Glenwood Station (SCO2)
1 Captain or Acting Captain
1 Engineer Paramedic ***

- **Five On Duty**

Erba Lane Station (SCO1)
1 Captain or Acting Captain
1 Engineer
1 FF Paramedic or Higher Rank ***

Glenwood Station (SCO2)
1 Captain or Acting Captain
1 Engineer Paramedic ***

- **Six On Duty**

Erba Lane Station (SCO1)
1 Captain or Acting Captain
1 Engineer
1 FF Paramedic or Higher Rank ***

Glenwood Station (SCO2)
1 Captain or Acting Captain
1 Engineer
1 FF Paramedic or Higher Rank ***

- **Seven On Duty**

Erba Lane Station (SCO1)
1 Captain or Acting Captain
1 Engineer
1 Engineer or FF Paramedic ***
1 FF or Higher Rank

Glenwood Station (SCO2)
1 Captain or Acting Captain
1 Engineer
1 FF Paramedic or Higher Rank ***

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- ***Eight On Duty***

Erba Lane Station (SCO1)

- 1 Captain or Acting Captain
- 1 Engineer
- 1 Engineer or FF Paramedic ***
- 1 FF or Higher Rank

Glenwood Station (SCO2)

- 1 Captain or Acting Captain
- 1 Engineer
- 1 FF Paramedic or Higher Rank ***
- 1 FF or Higher Rank

3. Staffing Positions/Definitions

A. Call Back

1. If employees are off, call back should be implemented as per Standard Operating Procedures for a staffing pattern of six (6).
2. Since all scenarios cannot be addressed, the Duty Chief has the authority and responsibility to assign staffing to meet the needs of the district on a shift-by-shift basis.

B. Duty Chief

1. To the extent practical a Battalion Chief shall be available to serve as the Duty Chief.

C. Paid Call Firefighters (PCF)

1. PCFs are encouraged to supplement staffing in accordance with District Policy and SOP.
2. Under normal circumstances, PCF Staffing shall not cause staffing to be above nine (9) on duty; when at nine (9), the PCF should be assigned to the Glennwood Station.

4. Modification: The Fire Chief or their designee may change staffing patterns or assignments at any time when it is in the best interest of the fire district.

*** There shall be a Paramedic on duty at both stations at all times