



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

**PURPOSE**

The Department must maintain an adequate level of staffing to provide the standard quality of service. This policy defines the criteria for filling of vacancies by either Day Shift personnel or by overtime shift personnel in order to maintain a minimum number of Firefighters, Paramedics, Aerial Operators, and Officers on duty at all times.

It is the responsibility of the on duty Battalion Chief to be aware of the current staffing levels of all companies, and adjust duty assignments of shift personnel in order to achieve the minimum staffing criteria.

**POLICY**

Each shift of the Russellville Fire Department shall maintain appropriate staffing levels. The minimum staffing level will be determined by the Fire Chief and adjustments made as necessary. The following is the staffing arrangement with a fully manned shift and the minimum staffing level.

	Sta 1	Sta 2	Sta 3	Sta 4
17 Personnel Shift	6	3	4	4
16 Personnel Shift	5	3	4	4
15 Personnel Shift	5	3	4	3
*14 Personnel Shift	5	3	3	3

\*Staffing shall not go below a minimum staffing of 15 unless a previously approved extenuating circumstance (FMLA, Workers Compensation) by the Fire Chief.

When staffing is below the minimum requirement of 15, the On-Duty Battalion Chief is required to fill the open position(s).

Approved

Fire Chief