



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Staffing
Reference Number:	ADM 01-007
Effective Date:	8-May-05
Last Revision Date:	11-Oct-23
Signature of Approval	Curtis Sheets, Chief

Purpose:

To establish guidelines outlining staffing requirements for the stations utilizing career personnel and transferring of personnel to meet established staffing levels.

Policy:

Staffing of the stations utilizing career personnel and volunteers shall be accomplished as described below:

In general, the normal staffing assignment shall consist of three career personnel at each Wintergreen station. The Captain will be at one station and the Lieutenant at the other. When staffing is at four (4) or less between the two Wintergreen stations that is considered “minimum staffing”.

Staff will rotate between the two stations at the beginning of every month. Captains and Lieutenants will rotate on the 15th of every month.

In the case of a Fire Incident or Technical Rescue, a minimum of two personnel will be released to handle the call. If a response leaves a Wintergreen station unmanned, then one person from the opposing station shall automatically transfer quarters. On MVC incidents where fire and rescue are dispatched, crews may choose to send one person on an Engine and one on the Squad.

In the instance that one of the two crews at Nelson EMS is Par 1, the remaining staff and ambulance shall transfer to Wintergreen Station 2. An EMT (preferably) or a volunteer driver may be used to fill that position for the day. If the crews are successful in finding a County/Wintergreen Volunteer to fill the open spot for the indicated time then a transfer to Station 2 is not required. At a minimum, an attempt should be made to find an EMT as the driver.

As of April 11th, 2023 Wintergreen Volunteers may run their required duty time at the Nelson EMS station. If this volunteer is filling a vacant staff position they should be an EMT.

If no volunteer is on the schedule for either Wintergreen station, the Captain or Lieutenant of that shift shall try to find an available volunteer driver/EMT using the Everbridge notification system.

When career staffing at a station falls below minimum requirements, temporary reassignments may become necessary. The shift Officer shall coordinate station reassignments and inform the Admin Captain of any changes.