ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures
1.16 Operations Staffing

OPERATIONS STAFFING

Effective:	December 4, 2026
Scheduled Review:	December 4, 2028
Approved:	Fire Chief Mike Kennedy

I. PURPOSE

This procedure provides direction for daily operations staffing.

II. STAFFING

Daily minimum staffing shall consist of the following. The battalion chief position counts towards daily staffing. Overtime shall not be used to exceed 18 on-duty without the prior approval of the deputy chief or fire chief:

Apparatus	Staffing
Battalion Chief 1-1	1
Tower 1-1	3
Rescue (Station 1)	2
Engine 1-3	3
Engine 1-4	3
Ladder 1-5	3
Engine 1-6	3
Total	18

Please reference the CBA, page 58 for direction on assigning the cover lieutenant(s) and driver / operator.

The following applies for each staffing level.

- 20: second rescue out of Station 1
- 21: second rescue out of Station 1, additional personnel will be assigned to their bid position
- 22: second rescue out of Station 1, third rescue out of Station 4
- 23 or more: second rescue out of Station 1, third rescue out of Station 4, additional personnel will be assigned to their bid position

III. PLANNED VACANCIES

If the battalion chief has availability and within the battalion chief's discretion, known vacancies for the oncoming or next shift may be sent out via Active911. Employees will have a minimum of one hour following the Active911 notification to call the battalion chief. Overtime will be awarded via the equalized overtime list.

IV. INVERSE STAFFING

Inverse seniority holdover shall be used to maintain 18 on-duty. The battalion chief is encouraged to continue efforts throughout the shift to provide replacements for the inversed personnel.

If an employee who is subject to, or may be subject to, an inverse hold communicates to the battalion chief that they have a significant or critical personal matter that requires their immediate attention, the battalion chief shall immediately contact the deputy chief (or fire chief if deputy chief is unavailable).

Fire administration will attempt to accommodate employees dealing with significant personal circumstances when doing so is reasonable and when the employee continues to recognize and fulfill their obligations to the remainder of the shift. There are, however, numerous factors that can affect these decisions, including staffing, operational demands, the nature and urgency of the circumstances, and the employee's ability to fulfill their shift obligations.

Routine childcare issues will not constitute circumstances for which an employee may be released from an inverse hold.

V. RESCUE STAFFING

For CPR incidents, a suppression company will also respond with a rescue.

Due to Michigan Department of Health and Human Services regulations, one rescue must remain staffed within the City at all times. The battalion chief is responsible for staffing moves to ensure this; this may entail closure of a suppression company.