

The Woodlands Fire Department Operational Guidelines

A-09 – APPARATUS STAFFING

1.0 PURPOSE

To ensure that all TWFD apparatus are appropriately staffed and under the command of trained and experienced personnel.

2.0 APPARATUS STAFFING

2.1 Battalion Chiefs or acting Battalion Chiefs will ensure minimum staffing levels as established in Table 2 are met at all times. Full and minimum staffing levels are established in Tables 1 and 2. In circumstances where minimum staffing levels as established in Table 2 cannot be met, it will be the responsibility of the Battalion Chief or acting Battalion Chief to staff the apparatus with the most qualified personnel.

Table 1

BATTALION CHIEF				
E-101	Lieutenant	Driver/Operator	Firefighter	
TK-101	Captain	Driver/Operator	Firefighter	Firefighter
E-102	Lieutenant	Driver/Operator	Firefighter	Firefighter
E-103	Lieutenant	Driver/Operator	Firefighter	Firefighter
TK-104	Lieutenant	Driver/Operator	Firefighter	Firefighter
E-105	Lieutenant	Driver/Operator	Firefighter	Firefighter
TK-106	Lieutenant	Driver/Operator	Firefighter	Firefighter
E-107	Lieutenant	Driver/Operator	Firefighter	

Table 2

ACTING BATTALION CHIEF - LIEUTENANT				
E-101	Driver/Operator	Firefighter	Firefighter	
TK-101	Lieutenant*	Firefighter	Firefighter	Firefighter
E-102	Driver/Operator	Firefighter	Firefighter	Firefighter
E-103	Driver/Operator	Firefighter	Firefighter	Firefighter
TK-104	Driver/Operator	Firefighter	Firefighter	Firefighter
E-105	Driver/Operator	Firefighter	Firefighter	Firefighter
TK-106	Driver/Operator	Firefighter	Firefighter	Firefighter
E-107	Driver/Operator	Firefighter	Firefighter	

* see 2.3

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- 2.2 Staffing priorities will be based on the following, and in the following order:
- A. Requirements established in Tables 1 and 2
 - B. EMS certifications. Each apparatus will preferably be staffed with at least one (1) EMT-P. If staffing levels do not allow for at least one (1) EMT-P on each apparatus, then any apparatus without an EMT-P will have at least one (1) EMT-I.
 - C. Hazardous Materials Team membership. Hazardous materials team members will be staffed at station 2 whenever possible.
 - D. Technical Rescue Team membership. Technical Rescue team members will be staffed at station 3 whenever possible.
- 2.3 Minimum staffing will include at least one (1) Lieutenant or Captain on either TK101 or E101 at all times.
- 2.4 Ride-up guidelines will be adhered to according to the labor contract, which is based on personnel qualifications.
- 2.5 Temporary short-staffing.
- A. At the discretion of the Battalion Chief or acting Battalion Chief, crews may reduce to three-person staffing on occasion for purposes of training, officer development, staff meetings, etc.
 - B. Should this occur, efforts should focus on minimizing the amount of time in which crews must ride short.