

ADOPTED: December 6, 2022

REVISED:

PURPOSE:

To establish operational guideline for cross-staffing response apparatus.

DEFINITION:

Computer Aided Dispatch

The computer aided dispatch system (CAD) is a computer software program used to initiate calls for service, dispatch, and maintain the status of the responding resources. The CAD system will recommend what units should respond based on the type and severity of the call.

Cross-staffing

Cross-staffing means personnel respond on appropriate apparatus for the type of call. The Fire District can set the parameters based on the staffing levels of a station or shift. Depending on the parameters set the Computer Aided Dispatch (CAD) system can recommend an engine, or a tender and brush from a station, but not all three. The apparatus not staffed would automatically be listed as unavailable and would not be considered for other alarms until all the apparatus from the station is back in quarters.

Dual Role

A dual role person is a member of the Fire District trained as a NFPA Firefighter I and EMR or greater.

Authorized Dual Role (ADR)

A member of the medic crew who is trained as a NFPA Firefighter I, or higher, with another department and is authorized to respond as a firefighter with Jefferson Fire District.

Operations

Jefferson Fire District has three functional areas of emergency services: fire, rescue, and EMS. The EMS area includes ambulance transport and utilizes full time and part-time personnel to staff the ambulance (medic). Those assigned to the medic are usually considered single role for the purpose of EMS responses requiring ambulance transport. The single role medic staff usually do not function in a dual role capacity unless they are also firefighters with the Fire District.

Single Role

A single role person is a member of the Fire District trained in either combat fire suppression and rescue or EMS, but not both.

Swing Person

Full-time firefighter/paramedics are dual role and will cross-staff fire apparatus. A dual role, or ADR member (volunteer or part-time) of the medic crew may cross-staff fire apparatus if needed.

PROCEDURES:

- A. Fire apparatus including engines, tenders, brush units, and rescue.
 - 1. The Fire District will use cross-staffing for fire and rescue response to better utilize station personnel.
 - 2. The computer aided dispatch system (CAD) will make apparatus response recommendations based on the type and severity of the call. Stations may override the recommendation if they do not have the staffing to respond on the CAD recommendation for the station. Example: An engine was recommended from the station but there is no qualified person to drive the engine. The responders can option to respond in a brush or rescue unit in place of the engine.
 - 3. Once a unit responds from a station the CAD system may not make any more response recommendations from that station during the call. The CAD system will not re-set until responding apparatus are secure in quarters. Make sure you put the apparatus secure in quarters on CrewForce or notify METCOM by radio when the unit is secure in quarters. Apparatus can be designated in quarters when returning from a call if the units can respond on another call.

- B. Cross-staffing with medic crews.
 - 1. Cross-staffing fire apparatus with medic crews will depend on several factors.
 - a. The medic is staffed with a full-time firefighter/paramedic.
 - b. The part-time medic staffing is dual role or ADR.
 - c. Weekday staffing of the fire engine is two or less.
 - d. Weeknights, weekends, and holidays.
 - e. Volunteer or off-duty personnel responding from home.
 - 2. Single role medic personnel will not be required to become dual role.
 - 3. If the medic is not staffed with a full-time firefighter/paramedic one dual role or ADR should be designated as the “swing” person, if possible. The swing person shall perform any function on the fire apparatus they are authorized by the Fire District to perform such as firefighter, engineer, and/or tender operator.
 - 4. Weekdays
 - a. On fire calls check Active Alert™ to see if any volunteer or off-duty personnel are responding.
 - b. The swing person will respond on the appropriate fire apparatus they have been assigned to if needed. The remaining medic crew member will respond with the medic unit. The medic unit will be out of service for ambulance transport for the duration of the fire call or until the swing crew member can return to the medic.
 - c. METCOM shall be notified either by radio or CrewForce of the medic units’ status.
 - 5. Weeknights and Weekends
 - a. On any fire call, the medic crew should delay responding to the call until a firefighting unit goes in route. This is in case the swing person needs to respond on a fire apparatus.

- b. It is recommended the duty officer communicate with the medic crew at the start of the duty shift, to determine what the duty officer wants the swing person to do in the event of a fire call.
- c. METCOM shall be notified either by radio or CrewForce of the medic units' status.
- d. The medic unit will be out of service for ambulance transport for the duration of the fire call or until the swing crew member can return to the medic.