

Memorandum

Ann Arbor Fire Department

Office of the Fire Chief

To: All AAFD Personnel

Subject: Reduced staffing

Date: February 9, 2011

As of this date, we have expended over 100% of our budgeted overtime funding and action is required to curtail further expenses. After meeting with City Manager Roger Fraser and at his direction, we will begin intermittent station closures to reduce or eliminate overtime expenditures. This policy shall be effective commencing at 0700 hours Sunday February 13, 2011 and continue until further notice. I must advise you that the outlook for our next two years in budget is not bright and this policy may become permanent.

Policy:

When scheduled or unscheduled vacancies create a vacancy at a station other than Fire Station 1, they will be handled as follows. Fire station three (3) will be closed and personnel will be used to fill vacancies in lieu of overtime where the vacancy is occurring. If later in the shift personnel return to duty and the vacancies are filled Fire station three (3) will reopen for the duration of the shift. Remaining personnel at fire station 3 are to be assigned to apparatus chosen by the on duty Battalion Chief. If the vacancy created is, four hours or less they may remain at Fire Station 3 and complete in house duties until the one person who left returns. If vacancies exist above one station, the personnel from Fire Station three (3) shall fill those vacancies prior to any overtime being utilized. Once all personnel from Fire Station three (3) are used then and only then will overtime be used to fill vacancies. Minimum daily staffing will be five apparatus and fifteen suppression personnel plus a Battalion Chief. Only vacancies that cause staffing to go below fifteen personnel will overtime be authorized to maintain the minimum level. Fire Station one (1) will continue to operate both apparatus every day.

As part of this action NO one will leave during a shift for educational leave, compensatory leave, code trade or vacation that was not scheduled prior to start of the shift unless that leave does not create an overtime requirement.

Battalion Chiefs shall be charged with close management of overtime and what situations they can avoid that would create overtime. We will secure signage that will be deployed to inform the public that the Fire Station three (3) is closed and directing them to call 911.

This action will mean that on certain fire incidents defensive tactics will need to be employed to guarantee firefighter safety. By no means shall Company Officers or Battalion Chiefs compromise the safety of their personnel. We will out of need have to change our tactics to ensure personnel safety, which is always a top priority.

This action is not enacted without thought or consternation but has become the only course left for us to take. Future budget reductions now being proposed may require similar and more serious actions affecting how we deliver fire suppression services.