


Ocean City Fire Department
FIRE CHIEF'S GENERAL ORDER

FCGO: 24 - 001

Wednesday, February 7, 2024

Page | 1

TO	ALL OCFD Personnel
FROM	Fire Chief Richard R. Bowers, Jr. 
SUBJECT	TEMPORARY- OPERATIONAL STAFFING PROCEDURE

This Fire Chief's General Order is being implemented to address the shortage of operational personnel to staff apparatus. Specific temporary measures and procedures will be in place to address the personnel shortage and the impact to overtime staffing.

The Ocean City Fire Department is experiencing a significant reduction in the front-line availability of nine (9) personnel to staff apparatus. This is causing undue hardship on the personnel with forced holdovers, call-backs, and personnel working 36-hour shifts. In the interim, and until such time as we can reduce the number of these personnel being off the floor, the following directive and measures are in place to augment the daily minimum staffing requirements:

- Fire Department Command Staff will fill in at the Battalion Chief position in lieu of bumping a Lieutenant to the position. The Fire Chief, the Career Fire and EMS Deputy and Assistant Chief will fill a vacant Battalion Chief position on Tuesdays, Wednesdays and Thursdays. The remaining days of the work week will be balanced with coverage depending on workload priorities and duties by Command Staff. The scheduling officer and /or the on-duty Battalion Chief will contact the appropriate Command Staff for coverage on Tuesdays, Wednesdays, and Thursdays. *Contact will also be made for Mondays and Fridays with Command Staff to check on their availability.*
 - **Tuesdays – Assistant Chief Peterson 0700 to 1700**
 - **Wednesdays – Fire Chief Bowers 0700 to 1700**
 - **Thursdays – Deputy Fire Chief Shaffer 0700 to 1700**
- The part-time logistics position will be utilized when needed during the weekday hours to assist in filling open shift positions.
- The third leave position will be considered for approval if the position can be filled in accordance with the established backfill recall procedure with the exception of using overtime to fill the third leave request spot. The consideration for approval of the third leave position will be handled in this manner:
 - Page out for part-time personnel to fill the shift
 - Page out for short-week personnel to fill the shift
 - **Utilize the part-time logistics position to fill the shift- T/W/TH 0700 to 1700**
 - **Utilize the community engagement position to fill the shift 0700 to 1700**
 - If any one of the above criteria can fill the shift without overtime, then the third leave position can be approved.

This order is effective immediately and will remain in place until at least five (5) of the personnel return to full operational duty or as otherwise determined by the Fire Chief.