




# City of Bowie

2614 Kenhill Drive  
Bowie, Maryland 20715

## MEMORANDUM

TO: City Council

FROM: David J. Deutsch   
City Manager

SUBJECT: Fire Department Staffing

DATE: July 9, 2009

Acting Prince George's County Fire Department Chief Eugene Jones will attend the July 13<sup>th</sup> Worksession to discuss the staffing issue with Council. Bowie Volunteer Fire Department Chief Lee Havens will be out of town, but we have asked him to send a representative of his organization.

The attached correspondence was provided by Chief Havens.

DJD/asf

Attachments

***BOWIE VOLUNTEER FIRE DEPARTMENT  
AND RESCUE SQUAD, INC.***

**COMPANIES 19, 39 and 43**

3262 SUPERIOR LANE, PMB 270 BOWIE, MARYLAND 20715-2206

301-809-0122

July 1, 2009

TO: Eugene Jones  
Acting Fire Chief, Prince Georges County Maryland

FROM: Lee Havens, Fire Chief

RE: Staffing Plan

This memorandum is being sent as a follow up of the meeting that we held on Tuesday, June 30, 2009 at company 43. After reviewing the staffing plan dated June 26, 2009, (Memo # 9-23), I realize my department will have 16 days in the month of July in which a fire station will have no career personnel to respond to emergency calls for a 24 hour time period. Of the 16 days, 3 days will be on the weekend which would be conducive for volunteer coverage. The other 13 days is not cohesive for volunteer coverage until the evening timeframe. In addition, in the month of August, my department will have 15 days of the month in which a fire station will have no career personnel to respond to emergency calls for a 24 hour time period. Of that, 5 days will be on the weekend, which again is conducive for volunteer coverage

On Monday, June 29, 2009, I held a meeting with all of the Chief Officers of my department to discuss the critical issue of staffing within our area. The chief officers of this organization unanimously agreed upon a possible solution to ensure each of the Bowie stations will have personnel to respond to emergency calls within the area.

We propose the following alternative to station closures. Each Bowie station is to be staffed by 4 career personnel from 0700 to 1500 Monday through Friday. At 1500 two (2) career personnel will remain in each of the 3 stations. Not only does this ensure personnel in quarters to respond in the event of an emergency, but this will also guarantee that either a suppression unit (engine / truck / tower) or an ambulance will respond. If volunteers are able to provide supplemental staffing, this will only increase our resources and staffing capabilities that can be provided to the citizens. If the volunteers are unable to provide the staffing, at a minimum we will be able to provide FIRE or EMS service.

On the weekend (Saturday & Sunday), we propose each of the Bowie stations will have two (2) career personnel for a 24 hour period (0700 – 0700). Again, if the volunteers are able to provide

supplemental staffing, this will only increase our resources and staffing capabilities that can be provided.

On Holidays (Weekdays and Weekends), we propose each of the Bowie stations have two (2) career personnel for a 24 hour period (0700 – 0700). If the volunteers are able to provide supplemental staffing, this will only increase our resources and staffing capabilities that can be provided.

With the current plan that was presented, we **can not** guarantee that we will have volunteers to cover the stations during the timeframes in which there will be no career staff. Primarily the timeframes of Monday through Fridays (0700 – 1700) as our members hold full time jobs and have to provide for their families

This proposed plan not only guarantees service coverage in Bowie, it also provides you with the resources to reallocate your personnel to other parts of the county to assist you with the financial woes that effect your department.

Attached is a current /proposed staffing plan utilizing the career staff as it stands today. As you can see, the proposed plan indicates a total savings of 768 hours per week that can be utilized within the county as you see fit.

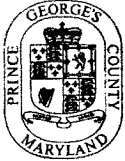
We hope you sincerely consider this redeployment of personnel as an option to assist you with managing the day to day operations of the department. If you would like to discuss this matter please do not hesitate to contact me.

Copy to: Eugene A. Jones, Acting Fire Chief  
Jonathan P. Bigony, President Bowie Volunteer Fire Department  
John Alter, Chairman Prince Georges County Fire Commission  
Honorable Fred G. Robinson, Mayor of the City of Bowie  
Todd Turner, Mayor Pro Tem  
Dennis Brady, Council Member  
Geraldine Valentino-Smith, Council Member  
James Marcos, Council Member  
Diane Polangin, Council Member  
Isaac Truth, Council Member  
James McClelland, Volunteer Major, 2<sup>nd</sup> Battalion  
Harve E. Woods, District 3 Prince Georges County Fire Commission

**CURRENT STAFFING / PROPOSED PLAN**

<b>CURRENT STAFFING 24 HOURS</b>						<b>TOTAL PERSONNEL IN BOWIE</b>
	<b>A SHIFT</b>	<b>B SHIFT</b>	<b>C SHIFT</b>	<b>D SHIFT</b>		
STATION 19 0700 - 0700	4	4	4	4		16
STATION 39 0700 - 0700	4	4	4	4		16
STATION 43 0700 - 0700	4	4	4	4		16
<b>TOTAL DAILY STAFFING IN BOWIE SUNDAY - SATURDAY</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>		<b>48</b>
<b>PROPOSED STAFFING</b>						
	<b>19</b>	<b>39</b>	<b>43</b>			
OFFICER - 0700 -1500	1	1	1			3
TECH 0700 - 1500	1	1	1			3
FF 24 HOURS	8	8	8			24
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>			<b>30</b>
<b>SAVINGS BY POSITIONS</b>						<b>18</b>
<b>SAVING BY HOUR</b>						
	<b>STAFF</b>	<b>POSITION BACK TO THE COUNTY</b>	<b>HOURS</b>	<b>DAYS</b>		
MONDAY - FRIDAY 1500 - 0700	16	6	96	5	480	
SATURDAY / SUNDAY	6	6	48	2	288	
<b>TOTAL HOURS PER WEEK SAVED</b>					<b>768</b>	

Chief Lee D. Havens  
Bowie VFD  
July 1, 2009

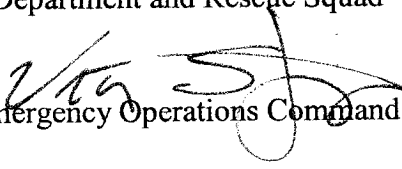


# INTER-OFFICE MEMORANDUM

## PRINCE GEORGE'S COUNTY, MARYLAND

July 2, 2009

TO: Lee Havens, Volunteer Chief  
Bowie Volunteer Fire Department and Rescue Squad

FROM: Victor Stagnaro   
Lieutenant Colonel, Emergency Operations Command

RE: Staffing for the Bowie Stations

In response to your memo dated July 1, 2009, the Department is pleased that the Bowie Volunteer Fire Department has agreed to take on the challenge to staff your stations with members from your corporation. The Department will be providing a day crew at Stations 839 and 843 between the hours of 0700 to 1500, with two (2) career shift personnel staffing the station on nights and weekends. Furthermore, this will relieve the Bowie Volunteer Fire Department from Volunteer Staffing Utilization (VSU). However, once the Department implements a more comprehensive staffing plan, Bowie VFD will be required to participate on selected weekends.

Your actions will greatly assist the Department to rely less on overtime to staff stations across the County, and hopefully will provide a resurgence of volunteer members for your corporation. Effective on Monday, July 6, 2009, the career officer and a firefighter will be detailed out at 1500 hours as well as on the weekends. This will remain in place until the Department implements a comprehensive staffing plan, which will then provide a permanent assignment for the personnel currently assigned to the Bowie fire stations.

Again, thank you for your participation and assistance.

VS:mjw

Copy to: Eugene A. Jones, Acting Fire Chief  
Carla D. Blue, Lieutenant Colonel, Support Services Command  
Angela M. Peden, Acting Lieutenant Colonel, Management Services Command  
All EOC Majors