



General Order

Department of Fire & EMS

G.O. #: 01-2-2022

Subject: COVID Surge Staffing Process

Date: January 7, 2022

Authority: Director Michael W. Robinson/*MWR*

This document describes how the COVID EMS unit surge staffing will be managed during the COVID Pandemic. The current plan is to supplement the supply of EMS transport units during peak times each day until the load on hospitals and EMS subsides. The staffing will use current paid/volunteer staff to ensure we have three (3) additional units staffed during the day/early evening hours 7 days / week.

Funding:

- FRF (Federal Relief Funds) grant funding will be used for the overtime payment of career staff that are assigned.
- EMS Billing funds will be used to offset those FRF funds.
- A daily shift log will be completed by the duty crew that will be used to track the billing funds for financial recovery in accordance with the federal grant rules. Log should be scanned and sent to the same scheduling email address: CCVESA-Staffing@ccvesa.org

Participants:

- Stations 1, 3, 12 will be participating with their additional transport vehicle using their in-house staff. Paid staff will be considered at the overtime rate and volunteers encourage.
- Stations 2, 4, 5, 9 will be alternates using their second unit.
- Director Robinson and assistant Callie Williams.
- CCVESA staff under lead of Liaison (Staffing Coordinator).
- Designated lead contact(s) for each participating station.

Scheduling:

- Station 3 will normally fill the 08:00 – 18:00 hour slot.
- Station 1 will normally fill the 09:00 – 19:00 hour slot.
- Station 12 will normally fill the 10:00 – 20:00 hour slot.
- The alternate stations will be utilized to fill one of those 3 slots when primary station is unable to staff their unit.

- The CCVESA Members website Duty Schedule now has a second tab called “Crisis Scheduling”. The Staffing Coordinator will keep this up to date based on our master schedule so stations can see what surge staffing units are available.

Process:

- Primary stations will work to fill their slots a full week out in the future starting Saturday through the next Friday.
- All schedule information should be sent to the email CCVESA-staffing@ccvesa.org
 - Include dates and the level of the crew so we know if the unit will be ALS or BLS
 - If possible, include the unit id that will be in service.
- By Tuesday of each week, any primary station that cannot staff one or more of their timeslots the next week will contact the Staffing Coordinator for scheduling concerns.
 - CCVESA Liaison – Richard Koons at 717-451-9246.
 - Staffing Coordinator backup:
 - CCVESA TCC Josh Shaffer 443-487-1226
 - CCVESA TCM Charles Simpson 410-596-7435
- Upon notification of any timeslot not filled, Staffing Coordinator will contact the designated contact for the alternate stations assigning the slot to the first alternate station that reports a confirmed full crew.
- If no alternate station can fill a slot, original primary station will be contacted to attempt to staff a single ALS Provider in a chase car.

Location of Units:

- Initially, units will be located at their normal station.
- It will be at the discretion of the Director of Fire/EMS in consult with Carroll 911 to “relocate” any one of the three (3) surge staffed units during the shift.
- Relocation could be initiated when:
 - another station could not report any staffed units during that shift.
 - an area of the county is without coverage for a long period of time such as units delayed at the hospital or sent out of the area for distant receiving facilities.
- It is understood that this staffing is for the intent to add more transport units on the road at the peak times. Crews may not be reassigned to a non-EMS units.

We are in this together to protect our citizens and survive the pandemic.