




Administration

COUNTY OF PRINCE GEORGE FIRE AND EMS
6602 COURTS DRIVE
P. O. BOX 68
PRINCE GEORGE, VIRGINIA 23875

MEMORANDUM

TO: Board of Supervisors
FROM: James B. Owens, Director 
DATE: October 25, 2018
SUBJECT: Staffing Proposal - Burrowsville

In March of the year 2018, Fire and EMS implemented operational staff changes resulting from the award of a SAFER grant through FEMA. The grant funding allowed a transition from 12-hour staffing during our peak time of 9am-9pm to 24-hour staffing 365 days a year at Station 8, Prince George Emergency Crew. The funding that was allocated for the original 12-hour staffing allowed the Department to shift the peak time staffing to Station 4, Burrowsville Volunteer Fire Department to cross staff the station at the request of Chief Nicol. This transition allowed the department to deploy a medic unit in the Burrowsville area quickly for EMS calls in addition to increasing the amount of trained, qualified volunteer firefighters when a call for service occurred.

The results of this transition have made a positive impact on the community. Response times have decreased to less than 13 minutes for Priority 1 calls 90% of the time. When staffing is not at the station, the response times are just under 24 minutes 90% of the time. Time is critical when dealing with cardiac related emergencies, strokes, respiratory distress, fires, major trauma and bleeding. The commitment by the Board of Supervisors to authorize the staffing has been greatly recognized by the community members and the benefits have been appreciated.

Staff has reviewed the budget and concerns have been identified on the budget plan versus actual cost. Currently, the Department of Fire and EMS's budget plan has \$198,032.94 allocated for the staffing program at Station 4. However, due to overtime rates and other cost associated with filling the positions each day, the staffing costs are trending to be around \$358,345.32 for the entire fiscal year. After reviewing the situation with the Finance Director and County Administrator, staff is recommending hiring full time employees to fulfill the majority of the staffing needs for Station 4 beginning January 1, 2019. The cost of this hiring will be approximately \$135,072.40 for the remainder of the budget year. The department is not seeking additional funds to implement this program. The current part time funds can be shifted to the full time salary line item in order to achieve this along with the position control chart change. Having fulltime employees gives the county additional benefits during time periods in which increased staffing is needed.

Additionally, in the spring of 2019, Station 7, the new fire and EMS station located at the corner of Moody Road and James River Drive will go in service. The department plans to move the current staff from Station 4 to Station 7 to allow for quicker response into the higher call load area of the County while providing quick emergency medical care that the citizens in the Burrowsville community have been enjoying since March of this year. In order to meet the call load and the demands of the community, 24-hour staffing will be needed similarly to Station 5 - Jefferson Park, Station 6 - Carson Sub-Station, and Station 8. Chief Nicol has asked for 24-hour staffing at station 7 when it goes in service. Should the Board of Supervisors authorizes this staffing proposal for January, only two (2) additional full time employees will be needed after the station goes in service to honor the 24-hour staffing request.

Additional data will be provided at the October 29th retreat.

cc: Mr. Percy C. Ashcraft