**Memorandum on NFPA Staffing Standards, LMC Model Form**

*Helpful background information on this model may be found in the Information Memo* [*“Fire Department Management and Liability Issues.”*](https://www.lmc.org/resources/fire-department-management-and-liability-issues/)

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

**MEMO**

**From:** City of \_\_\_\_\_\_\_ Fire Department

\_\_\_\_\_\_\_, Fire Chief

**Date:** \_\_\_\_\_\_\_

**Re:** NFPA Standards and City Resources

The National Fire Protection Association (NFPA), a non-profit organization that develops life safety standards, developed fire-operating standards relating to staffing and deployment for fire departments. These standards are not law but they are considered to be generally accepted industry standards.

NFPA Standard 1710 applies to career fire departments and requires departments to respond to every fire with a minimum of 4 firefighters. The standard also sets a response time requirement of 4 minutes of the call being dispatched.

Presently, the City of \_\_\_\_\_ has \_\_\_\_\_ firefighters in its career fire department. It has been our policy to respond to calls with \_\_\_\_\_ firefighters. With \_\_\_\_\_ firefighters, we have been able to have a schedule of \_\_\_\_\_ firefighters working with \_\_\_\_\_ other firefighters on-call, with \_\_\_\_\_ firefighters off. Given the city’s resources, the city has been able to maintain a good level of fire protection services for our citizens. Based upon my training and experience, the city’s present level of service seems appropriate for the size of the city, its building stock and land uses.

In order to meet this NFPA standard for responding with 4 firefighters to every call, the fire department would need to hire \_\_\_\_\_ more firefighters so that \_\_\_\_\_ would be working, \_\_\_\_\_ on-call and \_\_\_\_\_ would be off. There also would be a potential cost of overtime for the on-call firefighters and the costs to train and equip the additional firefighters.

I estimate that this would be an additional cost to the city of $\_\_\_\_\_for wages and benefits for the new firefighters plus $\_\_\_\_\_for training and equipment.

**Recommendation:**

I recommend the City of \_\_\_\_\_ maintain its present staffing level for its firefighters and continue its policy of responding to fire calls with \_\_\_\_\_ firefighters.