

CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT



STANDARD OPERATING PROCEDURES (SOP),
ARTICLES OF INCORPORATION, BYLAWS
and
NEW MEMBER APPLICATION PACKAGE

Revised and Updated May 2009

APPLICANTS: Please read all enclosed materials. Complete and return the following documents.

1. Signature Page (Last page of this document)
2. Member Application
3. Hepatitis B Immunization Offer
4. Photo ID Information.
5. Florida Driving Record from a law enforcement agency
6. Criminal Background Check from FDLE (Florida Department of Law Enforcement)

If you have any questions or concerns please call to discuss before making any further decisions on membership.

**CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT
MEMBER APPLICATION
(PLEASE PRINT)**

Date:			
Name:			
Email:			
Birth Date:		SSN:	
Phone (Home):	FL DR #:		
Phone (Work):	Occupation:	Employer:	
Phone (Cell):	Vehicle Ins. Co:		
	Vehicle Ins. #:		

Emergency Contact	Name:			
	Address:			
	Phone:			

Area(s) of interest. (Circle all that apply):	Firefighting	Driver/Operator	Medical (1 st Responder)	Other supporting
Highest Level of Education. (Circle One):	High School/GED	College/University	Graduate	Vocational

If you have had any previous firefighting or medical experience, please list the organization name(s) and phone number(s) below.

Do you have any pre-existing medical conditions that would prevent you from performing strenuous physical activity? (Circle one) If so, please list below.	Yes	No
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Please list any special talents or skills (electrical/carpentry, mechanical skills, computer skills, etc) you may be able to offer to the department below.

Please attach-to this application-copies of any fire service, medical or professional certifications you might have. You must also obtain and submit a recent Florida Driving Record from a Florida Law Enforcement Agency and a Criminal Background Check from the FDLE (Florida Department of Law Enforcement) office.

My signature below indicates that I certify the above information and all submitted application documents to be true and accurate under penalty of perjury.

SIGNATURE: _____

RETURN APPLICATION TO: Chief Robert Robertson
Chaires-Capitola VFD
10541 Valentine Rd.
Tallahassee, FL 32317
(850) 942-4033

HEPATITIS B IMMUNIZATION OFFER

All Volunteer Fire Department members are required, by Federal Law, to be provided with immunization, information and supplies in order to protect themselves from communicable diseases such as Hepatitis B. Through negotiations with the County, the City of Tallahassee is offering this immunization free to VFD members.

The first step in the process is decision making. The best way to make a decision is to first have all the facts. To assist our members in obtaining all the facts, we recommend that all prospective members visit the Center for Disease Control (CDC) website on Hepatitis B at “<http://www.cdc.gov/ncidod/diseases/hepatitis/b>”. Extensive information on both the disease and the vaccine can be found through links listed on that page.

I understand that if I have any further questions, I can call 891-6612 and speak with Lt. Brian Hunter at the TFD EMS Div. If you have not had the hepatitis B vaccination before it is highly recommended for all First Responders and healthcare providers.

I have reviewed the information available to me about Hepatitis B.

CCVFD Member's Name/Signature Date

I have decided to accept this offer and receive the Hepatitis B Immunization.

CCVFD Member's Name/Signature Date

I have decided to reject this offer and not receive the Hepatitis B Immunization.

CCVFD Member's Name/Signature Date

VOLUNTEER RESPONSIBILITIES

As a member of our Department we have certain responsibilities to each other. There is more to being a volunteer than being a good firefighter or first responder.

THE DEPARTMENT'S RESPONSIBILITIES TO THE MEMBER

The Department will - - -

Provide you with training in firefighting, first responder emergency medical service, emergency vehicle operation and other areas to ensure that you are equipped to handle your duties.

Supply your protective gear for firefighting.

Provide you with EMS supplies and appropriate protection (e.g., gloves, safety glasses, etc.).

Provide you with a two-way radio so you can communicate with other members during an incident.

Provide you with the fellowship and friendship of the other members who, like you, believe in serving our community.

THE MEMBER'S RESPONSIBILITIES TO THE DEPARTMENT

You will be responsible for - - -

Completing the required basic training courses during your first year with the Department.

Completing the First Responder medical training course.

During your probationary period (first 6 months), participating in fire/rescue calls, all monthly training sessions, fundraising activities and other mandatory activities as defined in the Department's SOP Section 1.0.

As an active member, participating in fire/rescue calls, monthly training sessions, fundraising activities and other mandatory activities as defined in the Department's SOP Section 1.0.

Cleaning our equipment, Station 30 and grounds and our portion of Station 12 as assigned and assisting with apparatus maintenance as assigned.

Conducting yourself in a manner which reflects positively on the Department.

Supplying a small bag for your First Responder medical equipment.

After successfully completing the probationary period supplying a single red emergency light for your Privately Owned Vehicle (POV).

Maintaining your POV and yourself for safe and reliable emergency response.

**CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT
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**CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT
STATEMENT OF POLICY**

It is Chaires-Capitola Volunteer Fire Department's policy to provide a safe and healthy environment for every member and to abide by the accident prevention regulations set forth by Federal, State and Local Governments. We are sincerely interested in the safety and welfare of our members and believe that accident prevention is essential in maintaining an efficient operation.

It is this organization's requirement that all safety rules be strictly observed at all times, although it is impossible to publish a rule to cover every circumstance. If a safety rule has been omitted or overlooked, it does not excuse carelessness or lack of common sense in the performance of job duties.

You are urged to cooperate fully. Abuse of, or a disregard for, rules is a violation of CCVFD policy and will be treated accordingly. Your help in preventing accidents benefits not only yourself, but also your fellow member and the public, and we should all strive to make this organization accident free.

President
Chaires-Capitola Volunteer Fire Department, Inc.

Chief
Chaires-Capitola Volunteer Fire Department, Inc.

**CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT
GENERAL SAFETY RULES**

- Whenever you are involved in an accident that results in personal injury or damage to property, no matter how minor, the accident shall be reported immediately to a Department Officer. First aid treatment must be sought promptly.
- Report immediately any condition or practice you believe has the potential to cause injury or damage to personnel or equipment.
- Do not operate any equipment, which, in your opinion, is not safe.
- All prescribed safety and personal protective equipment (PPE) shall be used when appropriate. All PPE must be maintained in safe working condition.
- Obey all Department rules, governmental regulations, signs, markings and instructions. Be particularly familiar with those that apply directly to you.
- When involved in any lifting procedure, use the approved lifting techniques, i.e., bend your knees, grasp the load firmly and as close to your body as possible, then raise the load, keeping your back as straight as possible. Obtain help from another member when lifting heavy loads.
- Do not engage in horseplay. Do not distract others from performing their tasks.
- Always use the right tool and equipment for the job. Use only those tools with which you are thoroughly familiar and have been trained to use.
- Good housekeeping should always be practiced. Return all tools, equipment, materials, etc., to their proper places.

STANDARD OPERATING PROCEDURES	Revised 02/2008	1.0 MEMBERSHIP PARTICIPATION REQUIREMENTS
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1.1 FIREFIGHTING/EMS DIVISIONS

QUALIFICATIONS

To be an active member of the Firefighting/EMS divisions, a member shall

- a. be at least 18 years old
- b. be a resident of Leon County and live within our response territory (generally defined as East of Capital Circle NE/SE, West of Jefferson County, South of Hwy 90/Western Miccosukee/Miles Johnson and North of Tram Rd)
- c. have a valid Florida Driver's license
- d. have insurance coverage on private vehicle
- e. have a good driving record
- f. have no felony convictions or pending felony charges
- g. have a high school diploma or equivalent, unless an exception is granted by the Chief.

All applicants shall supply Driver's license, driving record, criminal background check and auto insurance information at the time of application for membership.

Apparatus Drivers

In order to be qualified to drive any CCFVD apparatus, a member must not be on probationary status and pass the department-provided driver training course.

PROBATION

All members shall be on probationary status during the first six months of membership. Probationary status may be extended upon recommendation of the Chief and approval of the Executive Board. Probationary status shall begin at the time of the member's application. If background checks are positive, membership will not be granted.

At the end of their six month probationary period, first the Executive Board and then the general membership shall vote to retain or dismiss all probationary members in the Department. This shall be done by a written or oral vote. To accept the probationary member as a regular member in the Department, an affirmative vote by a minimum of 75% of those attending the meeting is required. If less than 75% of those attending the meeting vote to keep the probationary member, the member will be dismissed immediately from the Department.

Members on probation shall not have red lights installed on their vehicles.

MINIMUM REQUIRED PARTICIPATION

In order to obtain active membership, during the probationary period, a member shall respond to a majority fire/EMS calls (minimum of four per month for which the member is qualified to be on scene), the majority of monthly training and maintenance sessions and participate in a majority of fundraising activities and required activities, unless extenuating circumstances exist.

In order to retain active membership upon becoming a permanent member, members shall respond to a minimum number of fire/EMS calls per quarter as determined by an approved points system and participate in a majority of training, maintenance, fundraising and other required activities unless extenuating circumstances exist (see below).

Participation Point Tracking System (For active members)

CCVFD holds approximately 26 maintenance or training nights per year and runs hundreds of calls every year. Several other functions such as birthday parties, parades, static displays, etc. are also held annually. In order to assure the fair comparison of member's participation a point system has been developed to assure that all members are meeting the intent of the SOP's for minimal participation.

Each member shall attend a minimum of 18 training sessions and 18 maintenance sessions per year with no less than 3 of each in any one quarter. Make-up sessions, when available are counted. Special circumstances (school, work, etc.) may excuse a member from the minimums for training. No excuses are acceptable for not participating in the minimum maintenance sessions. Other activities, such as public displays, birthday parties, etc., may be used to make-up points. Each make-up hour will count as 1 point. While there are minimum participation requirements for different activities, the minimum participation in any time period exceeds the sum of the minimums required for individual activities.

Minimum number of responses per quarter is 12. This is only one per week. The total required per year is 75, basically 1.5 calls per week average. Standbys, other than at the stations, or while at an official department function do not count toward participation points.

Minimum quarterly participation is 3 training sessions at 2 points each, 3 maintenance sessions at 2 points each and 12 responses at 1 point each. To remain on full active membership the minimum points required will be 30.

Minimum yearly participation is 18 training sessions at 2 points each, 18 maintenance sessions at 2 points each and 75 responses at 1 point each would be 111 points. To remain on full active membership the minimum points required will be 125.

If a member does not meet the quarterly minimum requirement, a written warning will be issued by the Chief. If the member fails to meet the minimum requirements for any 2 consecutive quarters, the Chief and Board will consider revoking the individual's membership in the Department. Over any period of time, continued failures to meet the required minimum participation levels may result in termination of membership.

Failure to meet the minimum participation requirements shows either a lack of dedication or too many conflicts with other activities and obligations. Minimum participation is required to assure the member is aware of the changes in the Department, maintains proper training levels and is developing team interactions and relationships which are critical to safety and efficient operations within the Department.

Unless extenuating circumstances exist, members whose response rates fall below the required minimums shall be disciplined in the following manner:

1. *First occurrence: evaluation of participation by Board; oral reprimand*

2. *Second occurrence: written reprimand; possible suspension*
3. *Third occurrence: expulsion by Board of Directors*

Members who are under any disciplinary actions must attend all training, assigned maintenance and other required functions unless excused in advance by the member in charge of the function and the Chief. The member must respond to calls when available. If participation does not improve during these periods, membership may be revoked and the member will return all assigned equipment to the Department.

Other Required Activities

Members shall be responsible for cleaning Station 30 and grounds (including mowing and trimming), the east portion of Station 12 and our apparatus as assigned and scheduled by the Maintenance Coordinator. Members shall also be responsible for participating in weekly apparatus maintenance as assigned. If the member can not attend maintenance on the scheduled night then maintenance activities can be performed prior to the normal scheduled night. All maintenance activities shall be completed by the normal scheduled evening.

Extenuating Circumstances

Prior approval of the appropriate officer or member is required at least 24 hours in advance in the event a required activity cannot be attended. Excused absences shall include:

1. Personal or family illness.
2. Business or travel conflicts.
3. Personal and family responsibilities such as birthdays, anniversaries, etc.
4. Vacations.
5. Other civic responsibilities.
6. Emergency services training outside the department.

Each member is responsible for advising the Department officer or the Department member responsible for coordinating an activity of an impending absence **at least 24 hours in advance of the scheduled activity**. In certain instances, such as illnesses, vacations, business commitments, there will be excused absences from responses during the time period a member was absent. These will be handled on an individual basis, with the responsibility of advising an officer resting with the member. When a member becomes unable to participate in an activity which the member has been assigned, the member is responsible for arranging a substitute and notifying the officer or member in charge of that activity.

STANDARD OPERATING PROCEDURES	Revised 02/2008	2.0 TRAINING
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All members of the Firefighting division shall complete training commensurate with their primary duties and level of involvement in the Department within one year of joining, pending the availability of required training classes. For example, members wishing to participate in wildland or vehicle firefighting must complete an approved training course for that specialty given by a recognized training agency or individual.

SCBA Policy

Self-Contained Breathing Apparatus may be issued to individual personnel for use in Hot Zone (defined in the Tallahassee Fire Department SOPs) structural firefighting upon approval by the Chief. No SCBA equipment shall be issued to a Member who does not have appropriate training. Fire-ground activities will be directed and assigned by the commanding officer at each scene. Members found to be “freelancing” or performing activities on a fire-ground not approved by their commanding officer will be subject to disciplinary procedures.

All volunteers certified for interior attack must abide by all of TFD’s Tactical SOPs (900 series).

Training Policy

All members shall complete the First Responder medical training course. All Department members shall complete the TFD EMS SOP Review course once each year. All members shall keep their CPR/BLS card up to date and submit copies to the Department. Members who are EMTs or Paramedics shall keep their certifications up to date and submit copies to the Department.

All members shall participate in the Department's monthly training in accordance with the participation requirements of the Firefighting/EMS Division (SOP 1.1): 2.5 hours per month for EMS Division members and 2.5 hours per month for Firefighting Division members.

All members shall complete HazMat Awareness training prior to responding to calls. HazMat Operations training shall be completed at the first offering or within one year of joining the Department. All members shall complete the HazMat Operations Refresher course annually.

All members shall complete the Bloodborne Pathogen training within one year of joining the Department and attend the annual mandatory refresher.

VFD officers who are "Recognized" in accordance with TFD SOP shall complete the required yearly continuing education training in order to continue to maintain their Recognized status.

Members are encouraged to participate in additional educational activities offered by the Department, TFD and other organizations.

Members notifying the Training Coordinator at least 24 hours prior to missing a monthly training session will be given 2 weeks to make up the session if the information discussed is available.

As soon as possible after the end of their probation period, new member shall successfully complete an Emergency Vehicle Operations Course (EVOC), pending the availability of an instructor. Members shall be restricted from placing a red courtesy light in their personal vehicle until completion of an approved EVOC course.

All members must attend a one hour minimum driver training refresher course annually as part of regularly scheduled training.

All drivers shall be required to successfully complete an approved full EVOC course once every 3-5 years, pending availability of an instructor. Members must provide a copy of their most recent driving record at this time. All members must carry the minimum amount of personal auto insurance as required by Florida Law (Section 324.021, Part 7).

324.021 Definitions; minimum insurance required –

(7) **PROOF OF FINANCIAL RESPONSIBILITY.**--That proof of ability to respond in damages for liability on account of crashes arising out of the use of a motor vehicle:

(a) In the amount of \$10,000 because of bodily injury to, or death of, one person in any one crash;

(b) Subject to such limits for one person, in the amount of \$20,000 because of bodily injury to, or death of, two or more persons in any one crash;

(c) In the amount of \$10,000 because of injury to, or destruction of, property of others in any one crash; and

(d) With respect to commercial motor vehicles and nonpublic sector buses, in the amounts specified in ss. 627.7415 and 627.742, respectively.

(8) **MOTOR VEHICLE LIABILITY POLICY.**--Any owner's or operator's policy of liability insurance furnished as proof of financial responsibility pursuant to s. 324.031, insuring such owner or operator against loss from liability for bodily injury, death, and property damage arising out of the ownership, maintenance, or use of a motor vehicle in not less than the limits described in subsection (7) and conforming to the requirements of s. 324.151, issued by any insurance company authorized to do business in this state.

STANDARD OPERATING PROCEDURES	Revised 02/2008	3.0 RADIO PROCEDURES
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3.1 General Communication Procedures

All radio communication is to be kept concise and related to Department business. Between 11:00 PM and 7:00 AM only radio communications regarding an emergency or a call is permitted.

When there is heavy radio traffic, e.g., during multiple incidents or severe weather, listen for several seconds before you key the microphone, to ensure that you don't "step" on another transmission. Extended communications or communications not directly related to an emergency scene should be moved to VFD Tactical channel. We generally use "clear text" when communicating by radio. "Clear text" means we do not use codes and signals in our communication. Since we work with agencies that use 10 codes and signals, you should be familiar with the following codes and signals used by these agencies (e.g., EMS, FHP).

10 Code	Meaning	Signal	Meaning
10-1	Receiving poorly	Signal 0	Armed/Caution
10-2	Receiving well	Signal 1	Drunk driver
10-4	Transmission acknowledged	Signal 2	Drunk pedestrian
10-6	Busy	Signal 3	Hit & Run accident
10-7	Out of service	Signal 4	Auto accident
10-8	In service	Signal 7	Deceased
10-9	Repeat	Signal 14	Information
10-12	Visitors present	Signal 15	Special assignment
10-18	Lights & sirens	Signal 17	Illness
10-20	Location	Signal 20	Psychiatric patient
10-21	Call by phone	Signal 21	Communicable disease pt.
10-22 or 10-66	Disregard or Cancel	Signal 25	Fire
10-25	Made contact with	Signal 26	Cardiac
10-26	Received and understood	Signal 42	Lunch/Dinner
10-33	Emergency traffic	Signal 53	Injury or accident other than auto
10-39	Message delivered		
10-42	Home	Signal 55	Assault
10-42 1/2	Member's spouse	Signal 88	Suicide
10-46	Is everything OK?	Signal 88A	Attempted suicide
10-54	Negative		
10-69	Fire Department		
10-70	Wrecker		
10-71	Ambulance		
10-97	Arrived		
10-98	Completed		
Air Transport (Currently all local services use plain text)		Other EMS related codes	
Alert 1	Standby for response	ETOH	Alcohol Related
Alert 3	Be enroute to scene	OB	Oscar Bravo/Obstetrical
Alert 4	Enroute for hospital transport	OD	Oscar Delta/Overdose
		Code 1	Prescheduled transport
		Code 2	Respond without lights/sirens
		Code 3	Respond with lights/sirens

		Code 4	Cardiac or respiratory arrest
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UNIT NUMBER AND BASE STATION DESIGNATIONS

Officers and apparatus unit numbers are as follows:

	Officers		Apparatus
12-01	Chief		
12-02	Deputy/Assistant Chief	12-5*	Auxilliary Units (Air Trailer)
12-03	Captain	12-6*	Engine/Pumper
12-04	Lieutenant	12-7*	Tanker
12-05	Lieutenant	12-8*	Brush Unit
12-06	Lieutenant		

Member unit numbers are assigned by the Chief.

The designation for the Chaires Base Station (when in use) is "Chaires." The designation for Tallahassee Fire Department Dispatch is "Tallahassee."

CHANNEL USE

TFD primary dispatch is the main channel for all Tallahassee Fire Department communications. Only Officers, members authorized by a responding Officer or responding members when no officer is monitoring shall communicate directly with TFD Dispatch. Wait 1 full second after pressing push-to-talk (PTT) button on the mike before beginning to speak. Speak slowly, clearly and concisely.

NOTE: Keep in mind that this radio signal can be heard for a radius of 80 miles or more from Downtown. There are many individuals listening on scanners critiquing radio traffic.

TFD Tac 1 is the TFD fire ground tactical channel. All Officers or members authorized by an Officer shall switch to this channel when arriving on scene being controlled on "Tac 1" by TFD.

CCVFD primary channel is the main channel for CCVFD. All Department communications shall be broadcast on this channel unless directed otherwise by a Department Officer. **Keep all communications on this channel short and concise.** Use of the radio shall be for official Department business only and conducted in a professional manner. Extended communications or those not directly related to an emergency scene should be moved to (VFD Tac channel).

BASIC COMMUNICATION PROCEDURES

When calling another unit, state their unit # (12-xx) first, then the your unit #. Example: When 12-09 is calling 12-05, 12-09 should say "12-05, 12-09".

Always be certain you are in contact with the unit you are calling before giving the message. Example: "12-05, 12-09". "This is 12-05, go ahead 12-09." Then give message.

Once a message is received, always repeat back what you understood for verification. Example: "12-61, 12-09. This is 12-61, go ahead 12-09. 12-61 increase the pressure on the booster line by 25 lbs. Understood 12-09, you want the pressure increased by 25 lbs. That's correct 12-61." Once the Engine has increased the pressure, the operator shall contact 12-09 and inform 12-09 that the pressure has been increased as requested. This use of feedback ensures that the message given is the message received.

It is recommended that you announce when you are going out of service and the amount of time that you will not be available. Example: "12-09 out of service until 6 p.m.". It is not necessary to announce your destination. It is

also recommended that you-announce when you are going into service, such as when you are coming home from work. "12-09 in service."

3.2 COMMUNICATION PROCEDURES FOR INCIDENTS

Because we have a large number of volunteers with radios, it is important that radio traffic be kept to the minimum necessary to convey information to officers and other members responding to a scene.

Immediately after being toned, TFD Dispatch will announce on TFD's Dispatch Channel the pertinent information about the call to the responding units. TFD will announce the information twice before their units are en route and once more when their units radio that they are en route. **Until TFD completes conveying information about location and nature of the call, there is to be no radio traffic on the CCVFD frequency.** If a member with an EMS pager announces an incoming medical call, the closest unit(s) may quickly acknowledge and be en route. All members must wait until TFD dispatches the call and announce their status again in accordance with standard radio procedure.

Once the nature of the call and location are known, CCVFD units shall radio their response status (to scene, to station for equipment, stand-by, etc.). Do not radio that you cannot respond or cannot be on stand-by to a call. If you don't radio that you are responding, it will be assumed you are not. During a call, any questions or required information will be requested through the Officers. Discussion between non-officers shall not be allowed to assure proper coordination of units.

Use Chaires primary channel to announce that you are en route or responding (see Section 4.0 for definitions). "12-09 responding." It is not necessary to say "to scene"; it is understood that you are going to the scene of the incident if you do not state otherwise. If you are responding to the station for standby or to pick up equipment, state this. "12-09 responding to Station for Engine."

If you are not responding from your home, state where you are responding from. "12-09 responding from Capitol Circle and 90E." If you are in the city, "12-09 en route from City", is sufficient.

Members picking up apparatus shall radio when they leave the station with the apparatus. Example, "12-61 responding." On TFD Dispatch channel, contact TFD Dispatch and notify them that you are responding. "Tallahassee, 12-61 responding" (or en route if you are going routine - without lights and sirens). If Dispatch does not confirm your radio transmission, radio them again. Then after they acknowledge tell them that you are responding. Example: "Tallahassee, 12-61". "Go ahead 1261". Tallahassee, 12-61 responding". "10-4, 12-61 responding". Once TFD has received this message, transmit this same message on Chaires primary channel.

When on scene, always use Chaires primary channel unless otherwise directed by the officer in charge.

It is not generally necessary to radio information about the location of other responding emergency services, e.g., FHP, EMS. If officers need that information it will be requested by radio.

When leaving the scene and returning to Station 12, quarters or other, announce on Chaires primary channel your actions. "12-09 returning to quarters."

Apparatus radios shall always be left on TFD primary channel.

When a member comes upon an **emergency situation**, they shall first attempt to contact a Chaires Officer or Chaires Dispatcher who will report it to TFD by radio. If unable to contact a Chaires officer or Chaires Dispatcher, that member shall report the situation to TFD dispatch by radio using their assigned identification number, i.e. "12-99" unless that member is an officer.

When a member arrives on a scene to which we have been dispatched, they shall report "on scene" on Chaires

Channel using their assigned identification number. If there are no Chaires officers or Dispatcher monitoring, the first member shall also report "on scene" and give a size up on TFD Dispatch Channel, using the identification number "12-99".

Non emergency incidents discovered by a member in or out of district shall not be reported by radio to TFD by radio. The proper authorities should be notified by telephone. Radios may be used to contact another member near a telephone who could then make the call.

3.3 APPARATUS OUT-OF-SERVICE NOTIFICATIONS

When a CCVFD apparatus is taken out of service, the following shall be done:

1. Notify a CCVFD Officer or, in their absence, the CCVFD Dispatcher, of this action and its details.
2. Notify TFD Dispatch by phone or radio of this apparatus being out of service and request that they page and notify CCVFD members.

When returning an apparatus to service, the same notifications shall be made.

STANDARD OPERATING PROCEDURES	Revised 02/2008	4.0 RESPONSE TO EMERGENCY CALLS
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RESPONSE MODE DEFINITIONS

There are two modes for proceeding to calls: Response mode or Enroute mode. Response mode is used when a member or apparatus is responding with lights (and sirens for apparatus); this is considered an emergency response mode. En route mode is used when lights (and sirens) are not required; non-emergency response mode. Enroute mode is used in situations such as non-emergency investigations, when units are down-graded by the incident commander or officer on scene, or when going to cover the station when TFD Station apparatus is out of our area.

TRAFFIC LAWS AND USE OF LIGHTS

When responding in personal vehicle, in answer to an emergency call, either to the firehouse to respond one of the apparatus or to the scene, non-probationary members may respond using red lights (and sirens for apparatus) unless otherwise instructed. When responding to the fire station for standby, members shall be en route non-emergency. Members shall always abide by the Florida Statutes when responding using a red light. Members responding in private vehicles shall obey all normal traffic laws when responding in emergency mode. Members responding in private vehicles shall not use red lights unless they are in the CCVFD response area or when TFD dispatches us out of our area. Florida Statutes prohibit the use of sirens, or blue or white flashing lights on VFD member's private vehicles. Only lights as outlined under the Florida Statutes for private vehicles of VFD members are permitted.

Whether responding in VFD apparatus or personal vehicles, due care shall be exercised at all times. Safety and strict adherence to Florida Statutes shall be the rule. A red flashing light on a member's private vehicle does not permit this vehicle to break any traffic law.

For safety reasons, if a member responding in a personal vehicle with a flashing red courtesy light approaches an area where that member cannot proceed normally due to traffic laws (ie. at a red traffic light, active train crossing, school zone, etc.), that member should turn off the red courtesy light until it is safe to proceed. This will prevent confusion among other motorists who may perceive that member as an official authorized emergency vehicle.

316.2398 Display or use of red warning signals; motor vehicles of volunteer firefighters or medical staff.--

(1) A privately owned vehicle belonging to an active firefighter member of a regularly organized volunteer firefighting company or association, while en route to the fire station for the purpose of proceeding to the scene of a fire or other emergency or while en route to the scene of a fire or other emergency in the line of duty as an active firefighter member of a regularly organized firefighting company or association, or a privately owned vehicle belonging to a medical staff physician or technician of a medical facility licensed by the state, while responding to an emergency in the line of duty, may display or use red warning signals visible from the front and from the rear of such vehicle, subject to the following restrictions and conditions:

- (a) No more than two red warning signals may be displayed.
- (b) No inscription of any kind may appear across the face of the lens of the red warning signal.

(c) In order for an active volunteer firefighter to display such red warning signals on his or her vehicle, the volunteer firefighter must first secure a written permit from the chief executive officers of the firefighting organization to use the red warning signals, and this permit must be carried by the volunteer firefighter at all times while the red warning signals are displayed.

(2) It is unlawful for any person who is not an active firefighter member of a regularly organized volunteer firefighting company or association or a physician or technician of the medical staff of a medical facility licensed by the state to display on any motor vehicle owned by that member, at any time, any red warning signals as described in subsection (1).

(3) It is unlawful for an active volunteer firefighter to operate any red warning signals as authorized in subsection (1), except while en route to the fire station for the purpose of proceeding to the scene of a fire or other emergency, or while at or en route to the scene of a fire or other emergency, in the line of duty.

(4) It is unlawful for a physician or technician of the medical staff of a medical facility to operate any red warning signals as authorized in subsection (1), except when responding to an emergency in the line of duty.

(5) A violation of this section is a nonmoving violation, punishable as provided in chapter 318. In addition, any volunteer firefighter shall be dismissed from membership in the firefighting organization by the chief executive officers thereof.

Yielding to Emergency Vehicles

In accordance with Florida Statutes, private vehicles (including those of volunteer firefighters) must yield right of way to emergency vehicles operating in the emergency mode.

316.126 Operation of vehicles and actions of pedestrians on approach of authorized emergency vehicle.--

(1)(a) Upon the immediate approach of an authorized emergency vehicle, while en route to meet an existing emergency, the driver of every other vehicle shall, when such emergency vehicle is giving audible signals by siren, exhaust whistle, or other adequate device, or visible signals by the use of displayed blue or red lights, yield the right-of-way to the emergency vehicle and shall immediately proceed to a position parallel to, and as close as reasonable to the closest edge of the curb of the roadway, clear of any intersection and shall stop and remain in position until the authorized emergency vehicle has passed, unless otherwise directed by any law enforcement officer.

(b) When an authorized emergency vehicle making use of any visual signals is parked or a wrecker displaying amber rotating or flashing lights is performing a recovery or loading on the roadside, the driver of every other vehicle, as soon as it is safe:

1. Shall vacate the lane closest to the emergency vehicle or wrecker when driving on an interstate highway or other highway with two or more lanes traveling in the direction of the emergency vehicle or wrecker, except when otherwise directed by a law enforcement officer.

2. Shall slow to a speed that is 20 miles per hour less than the posted speed limit when the posted speed limit is 25 miles per hour or greater; or travel at 5 miles per hour when the posted speed limit is 20 miles per hour or less, when driving on a two-lane road, except when otherwise directed by a law enforcement officer.

(c) The Department of Highway Safety and Motor Vehicles shall provide an educational awareness campaign informing the motoring public about the Move Over Act. The department shall provide information about the Move Over Act in all newly printed driver's license educational materials after July 1, 2002.

This section shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

(2) Every pedestrian using the road right-of-way shall yield the right-of-way until the authorized emergency vehicle has passed, unless otherwise directed by any police officer.

(3) Any authorized emergency vehicle, when en route to meet an existing emergency, shall warn all other vehicular traffic along the emergency route by an audible signal, siren, exhaust whistle, or other adequate device or by a visible signal by the use of displayed blue or red lights. While en route to such emergency, the emergency vehicle shall otherwise proceed in a manner consistent with the laws regulating vehicular traffic upon the highways of this state.

(4) Nothing herein contained shall diminish or enlarge any rules of evidence or liability in any case involving the operation of an emergency vehicle.

(5) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

(6) A violation of this section is a noncriminal traffic infraction, punishable pursuant to chapter 318 as either a moving violation for infractions of subsection (1) or subsection (3), or as a pedestrian violation for infractions of subsection (2).

DESTINATION

Members shall announce on their two-way radio when responding to a call and will indicate destination, e.g., scene, firehouse for vehicle, firehouse for standby, etc. **Since limited response is required for EMS calls (see EMS SOP 5.0) member will announce that they are available to respond and will act in accordance with instructions to respond, standby, or cancel.** (Also see Section 3.0 Radio Procedures.)

For fire calls, at least one member closest to the location of the call shall respond directly to the scene. For EMS calls, response destination shall be in accordance with EMS SOP (5.0).

Drivers who are further away from the location of the call than members who are responding to scene, shall respond to the station to respond a CCVFD vehicle or to standby. One or two members may be required to standby at station depending on nature of incident. All other members shall respond directly to the scene.

All responses and destinations shall be coordinated by radio by the officer in charge.

A member who is at Station 12 at the time of a call may respond on a TFD vehicle in which they are authorized to drive, with the understanding that this may restrict the member's response if another dispatch in district occurs.

Cover Station Only

It is our policy that when TFD Station 12 apparatus and manpower are dispatched out of our response area for a call, our members shall be en route (non emergency) to the station for standby. This is to ensure that in case of a second call, our members will be in position to immediately respond our apparatus. Only those members who are at the station will receive credit for this standby call.

Stand-by Policy

Stand-by is defined as a member not responding to a call but “standing by” to respond to the call if manpower is needed, available to respond on a second call or be en-route to the station to cover the station. If the member is not willing to perform the above actions, they are considered to be out-of service and shall not be on the radio or in stand-by mode.

Medical Calls: When the call is across district from the members’ location or adequate numbers of members are already responding, members may be in stand-by mode. Members closer than responding members shall respond and cancel further away units. Members without medical training may be on stand-by status.

Fire calls: **Stand-by status will not be allowed for structure or brush fires due to undetermined manpower needs.** Stand-by will be allowed for car fires or confirmed trash fires since these type calls require minimal manpower.

Other rescue calls: **All available manpower will respond and stand-by is not allowed due to the severity and manpower needs being undetermined at the time of dispatch.**

DRIVING CCVFD APPARATUS

- Only those members specifically approved by the Chief and who have completed the proper training may drive apparatus.
- The apparatus driver's sole responsibility is the safe driving of the apparatus. He/she is to continually monitor driving conditions and listen to the radio for instructions. The driver shall be the initial pump operator, if apparatus is so equipped. The driver is responsible for all equipment on the apparatus.
- Seat belts shall be worn by all personnel while riding in moving apparatus.
- Tailboard riding positions are prohibited.
- Hearing protection devices may be worn by personnel during emergency responses. Sirens have been removed from the roofs of apparatus and placed at bumper level to minimize the noise in the cabs.
- When backing up of apparatus is necessary, it is the responsibility of the driver to insure that the backing route is unobstructed and a spotter provided. If a spotter is not available, the driver shall walk completely around the apparatus to make sure there is a clear path for backing and then back the apparatus before there is an opportunity of circumstances to change. Extreme caution shall be taken when backing apparatus. A spotter is strongly recommended.

Hearing Protection

The health of our personnel is of primary concern. The use of hearing protection when driving Department apparatus and using audible warning devices (siren & air horns) is recommended. Members shall consider wearing hearing protection while responding in apparatus to an emergency call.

RESPONDING TFD TANKER

Members who are Approved TFD Tanker Drivers shall respond the TFD tanker to a call only after the following conditions are met:

1. The TFD Tanker has been dispatched to a call.
2. The TFD officer & D.O. are out of the station and have left the Tanker in the station.
3. The Chaires Engine & Tanker have first responded to this or another call.

See TFD SOP regarding Tanker operations by volunteers who are TFD Approved Tanker Drivers.

CANCELLATION OF RESPONSE

When canceled by TFD, EMS or a CCVFD officer prior to completion of an incident,

1. Members not on scene shall immediately cancel their response to the scene and be en route to the station or quarters (non-emergency) to standby.
2. Members responding initially to the station shall continue their response in a non-emergency mode if TFD apparatus will be committed to the scene.
3. Members on scene or responding shall be released only by the CCVFD officer in charge who will receive the cancellation order from the TFD or EMS Incident Commander.
4. **No member shall leave the scene of a call without clearance from the CCVFD officer in charge on scene or without notifying the TFD or EMS officer in charge if CCVFD officer is not present. Members leaving scene without notification may be subject to strong disciplinary action as this is a key safety procedure.**

When members are canceled prior to completion of an incident, they shall be en route to Station 12 to standby. Members may leave the scene only after being released from the incident by a Department Officer. At the termination of structure fires or large brush fires, all members will proceed to the station to help clean the apparatus, perform inventory checks and replace equipment.

STANDARD OPERATING PROCEDURES	Revised 03/2009	5.0 EMERGENCY MEDICAL SERVICE (EMS) OPERATION
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GENERAL

ONLY TRAINED AND FLORIDA CERTIFIED PARAMEDICS, EMERGENCY MEDICAL TECHNICIANS AND FIRST RESPONDERS WHO HOLD A CERTIFICATE OF SUCCESSFUL COMPLETION SHALL PROVIDE CARE AT EMERGENCY MEDICAL CALLS. SEE SECTION ON "RESPONSE SIZE" FOR MORE DETAILS.

MEDICAL ASSISTANCE SHALL BE PERFORMED **ONLY TO THE DEGREE OF ONES TRAINING.**

MEDICAL SUPPLIES

Appropriate medical supplies and an approved bag will be supplied to new members cleared to respond to medical calls after successful completion of a recognized 1st responder training course.

SCENE SAFETY AND PERSONAL PROTECTION

At EMS scenes, members shall wear long pants (no shorts) and identifying clothing such as a CCVFD jump suit, CCVFD shirt, jacket, coat or ID badge. Members providing patient assessment and treatment shall wear their personal protective equipment (see section below), at a minimum approved medical protective gloves.

Body Substance Isolation (BSI) Precautions or Infection Control: Exposure to Bloodborne Pathogens.

All Body Fluids shall be considered infectious and appropriate precautions taken.

1. The following Personal Protection Equipment (PPE) shall be used as appropriate on every call. Items indicated with a * shall always be worn when treating patients.
 - a. Protective gloves * (different gloves for each patient on multiple patient scenes).
 - b. Eye Protection required when appropriate as outlined by Fla. DOL
 - c. Masks required when appropriate as outlined by Fla. DOL
 - d. HEPA Masks shall be used when patient is coughing or you suspect patient may have tuberculosis.
 - e. Gowns.
 - f. Use Bio Hazard bags for all contaminated equipment and materials. *
2. Encourage other members to use proper PPE on every call.
3. Hands shall be washed at the end of every call and between each patient contact when appropriate (multiple patient scenes).
4. See TFD's Exposure Control Plan for details of what actions shall be taken if you are exposed to bloodborne pathogens. All exposures shall be reported immediately to a Department officer.

Immunizations

Hepatitis-B immunization is available to members at no charge. The Department strongly encourages all members (even non EMS) to avail themselves to this. Other immunizations, i.e., tetanus, measles, flu, etc. are generally available through physicians or clinics at the member's expense. All members are urged to take all precautions available. It is the responsibility of the member to schedule shots and remember to stay on schedule.

Violence

1. Always make sure that the scene is safe. Your safety always comes first.
2. Do not approach an unsafe or questionable scene until the police have approved our entry.
3. Plan, Observe and React on all scenes.
4. If you are involved in any type of violent event during a call, you **must** report it to the officer in charge.

Hazardous Materials Incident

1. When hazardous materials are present, maintain a safe distance from them.
2. Alert incoming units of hazard and follow TFD SOP.

RESPONSE SIZE

The following is to be used as a guide and shall be modified as the situation warrants such as if a helicopter landing zone is needed:

Type of Situation	Number of Total Personnel Needed Per Patient
Traffic Accident (Signal 4)	<u>All available members</u>
General Illness (Signal 17)	Two first responders
Cardiac (Signal 26)	Four first responders.
General Injury (Signal 53)	Two first responders

The Chief or officer in charge will coordinate response to scene based on medical qualifications and responding units' proximity to the call. All other responding units shall stand by at Station 12. All non-medically trained personnel shall be en route to Station 12 except for traffic accident calls unless otherwise directed.

MEDICAL CARE

Medical care shall be provided in accordance with TFD EMS SOP and only to the degree of ones training.

5.1 INCIDENT PROCEDURES

RESPONSE NOTIFICATION

Unless otherwise directed, all Chaires members responding to an EMS incident shall respond using red lights but **must observe all traffic laws.**

When an EMS call in district is received, response notification shall be handled in the following manner:

If received as a TFD page: Members shall announce, over their two-way radio on Chaires primary channel, that they are responding, from what location, except when responding from quarters, and to what destination, e.g., to scene, to firehouse for standby, etc. The CCVFD officer or, in the absence of an officer, the senior responding member will coordinate the response in accordance with previous guidelines, with the closer members going to the scene and all others standing by at the firehouse.

If received by a First Responder while monitoring a scanner or discovered in district by a First Responder: That member shall respond to the call and notify a CCVFD Officer, by radio, of the details of the call. If a CCVFD officer is not available, the member shall notify TFD Dispatch via 9-1-1 of the emergency. The officer shall then notify an appropriate number of additional CCVFD EMS personnel by radio to assist in this incident as outlined below (the closest to the scene) and TFD by radio, if it appears they are not aware. The officer shall cancel any responding units when closer units to the scene are responding. The officer shall always make an attempt to notify a Paramedic or EMT as one of the EMS personnel notified. If the incident has been discovered by a member, the member or officer will also notify TFD of any appropriate additional resources required, including but not limited to:

1. Ambulance Service

2. Florida Highway Patrol/LCSO/TPD
3. Talquin Electric
4. Sprint/Phone Company

If an emergency medical incident is discovered by a First Responder, EMT or Paramedic when out of district: The first responder may stop and offer such assistance as may be necessary to help stabilize the situation. The First Responder shall follow the radio procedures in Section 3.2 to describe the situation and request Ambulance Service and/or other needed resources. The First Responder shall at all times remain with the patient/s until relieved by EMS or other emergency personnel. If TFD arrives prior to EMS, first responder should remain on scene, even if dismissed by TFD, to ensure that all pertinent information is given to EMS.

If a member chooses not to stop, they shall radio in the information on this incident to the Chair's Officer or TFD Dispatch so that appropriate emergency services may be notified.

SPECIAL CIRCUMSTANCE CALLS

On EMS calls such as attempted suicides, GSW's, assaults, etc., when instructed to by TFD Dispatch, a CCVFD officer or Dispatcher, responding members shall REMAIN OUTSIDE (STAGE) AWAY FROM THE IMMEDIATE SCENE UNTIL LAW ENFORCEMENT ARRIVES AND HAS REQUESTED ASSISTANCE. KEEP THE CHIEF, OFFICER OR DISPATCHER INFORMED OF THE SITUATION.

ON SCENE PROCEDURES

The first unit arriving on scene shall report, via radio,

1. the exact location of the incident if different than the location dispatched,
2. an initial size-up of the incident, and
3. other important information, i.e., dangerous circumstances, etc.

That unit shall then assess the medical situation and as soon as possible advise an officer or Chair's dispatcher, of the details. If not able to leave the patient or use a portable radio, the next arriving member shall advise an officer or Chair's Dispatcher. The officer or Chair's Dispatcher shall, in turn, notify TFD by radio of the situation found and call for or cancel additional CCVFD resources. At least one medical first responder shall remain with the patient/s until relieved by other EMS personnel, no matter how minor the situation appears, unless they receive other orders from a CCVFD officer or acting officer or if they believe their safety is at risk.

When parking at the scene, park so you do not block the ambulance or other emergency vehicles from gaining access. Red lights shall remain lighted on parked vehicles to make the scene more easily visible to incoming emergency units and to protect the scene.

Scene Command (See also On Scene Procedures, 6.0)

At a medical incident, prior to the arrival of TFD or EMS, the Chair's member with the highest Florida state certified medical training shall be in charge of patient care. Coordination of the scene and other members shall be the responsibility of the Officer or senior member on scene.

When a member of the Tallahassee Fire Department or the EMS arrives on scene control of the incident will immediately be turned over. The CCVFD Incident Commander or member in charge shall inform them of all pertinent data. See "Patient Care" below.

Overall command of the volunteers shall be by the Chair's officer or acting officer in charge.

Auto Accidents

When arriving at an auto accident, members shall park their vehicles so as to protect the scene if there are vehicles, victims, or rescuers in the roadway. Leave all emergency lights on to increase visibility. Keep all bystanders out of the way and out of the traffic corridors. If bystanders cannot be controlled, request assistance of law enforcement personnel. After being relieved by certified medical personnel, put efforts into traffic control, using cones and members as needed to stop or set up a safe traffic flow.

Patient Care

Members shall continue patient care, even after TFD personnel arrive if requested. At the discretion of TFD, your care may be interrupted by TFD personnel even if that care is proper and sufficient. If care is continued, suggestions and requests from the TFD IC shall be followed unless your training indicates the request is improper for this particular patient and situation. In that case, suggest to the IC that you think you should continue with the care you were providing. If the TFD IC insists that you follow their suggestions for patient care and you still think their suggestions are improper, step back and cease your patient care, allowing TFD to assume care. Carefully document the incident in writing. As soon as possible following the completion of the incident, report this incident to a Chaires officer and submit an Unusual Incident Report.

If you think that the patient care you are providing is proper and sufficient and you are requested by the TFD IC or personnel to "stop" or "move" so that they can provide patient care, do as they request and carefully document how their care differs from the care you were providing. As soon as possible following the completion of the incident, report this incident to a Chaires officer and submit an Incident Report.

If a member, who has given patient care, is on scene with no Chaires officer or acting Chaires officer present and is released by the TFD IC prior to patient transport, that member shall remain on scene until patient transport has occurred. If present, members shall only be released by a Chaires officer or acting officer.

If a member is providing patient care and EMS arrives, turn the patient over to EMS and offer assistance and follow the requests of EMS. If EMS requests our member to stop patient care, do so.

AED's shall be downloaded at Station 12 or the TFD Administrative Office (Old Station 2 at 224 E. 6th Ave.) within 24 hours of the call.

5.2 PATIENT ENCOUNTER RECORDS

The first Chaires member who had patient contact or the member on scene with highest medical training shall complete a Patient Encounter Record (PER) for each patient. This record shall be completed and submitted within 24 hours after completion of the incident. Instructions for completing PERs are as follows:

INSTRUCTIONS FOR COMPLETING PATIENT ENCOUNTER RECORD

Dept. Name: Enter "Chaires-Capitola" above "Fire Department".

Incident #: Leave blank (to be completed by the Medical Officer.)

Date: Enter correct date incident began.

Patient Name: Enter patient's name.

Address: Enter patient's home street address.

Location of Pt.: Enter location if other than at home. Ex. Baum Rd. & 90 E. Do not put patient's location in house. Do this in "Notes" section. You may put "residence" or "same" if they are at the above address.

Age: Enter patient's age.

DOB: Enter patient's date of birth.

Sex: Enter "M" or "F".

Race: Enter patient's race.

City, State, Zip: Enter city, state and zip code of patient's home address

Patient's Destination: Enter "TMH" for Tallahassee Memorial Hospital or "CRMC" for Capital Regional Medical Center. You may also put code (2, 3 or 4) for the condition of the transport. Enter "Dry Run" if not transported. Enter "Signal 7" if patient is dead.

Classification: Check appropriate box for type of call.

History of Incident: Enter appropriate (to this situation) history of this incident if any. Ex: Pt. reported Flu for past week (for an illness call) or cardiac history reported (for a chest pain call) or MVA for auto accident

Allergies: List all allergies to medications reported to you or if none are reported enter "NKA". This stands for No Known Allergies.

Prescription Meds: List all prescribed medications patient is taking. Use the words "patient reports.." or "mother reports.." or "none reported" or given to EMS.

Equipment/Supplies: List all equipment and supplies used by our Department or left with patient by you or any of our members. Indicate the quantity. Note: At least one pair of exam gloves shall be used and listed for each of our members who had patient contact or donned gloves in case they may be needed.

Patient's Phone: Enter appropriate information in any space available.

Vital Signs: Blood Pressure, Pulse and Respirations should be taken and recorded along with the time when taken, at least once every 5 minutes on critical patients or once every 15 minutes at a minimum.

Respirations, Level of Consciousness, Pupils, Motor Power, Abdomen and Skin: Check the appropriate boxes.

Ambulance Unit #: Enter appropriate designation. Ex: Medic 3 & LifeNet or Medic 1.

VFD Station #: Enter "Sta. 12"

Unit #: Enter your unit # and name. This is the unit number of the volunteer who is completing this report and has had patient contact.

Crew Members: Enter the unit numbers and names of VFD members who assist with patient care. Report in "Additional Notes" section what these members did to patient.

Report Prepared by: Sign your name legibly and your medical title. Example: Joe Smith, EMT; Jane Doe, First Responder. Do not print and then sign.

Trauma Score: Complete scoring and total on rear of form if "Classification" is a Trauma. Enter total score on front of form.

Anatomical Chart/Location ID: Complete where appropriate. Draw lines pointing to body area with the first letter of the appropriate word listed. Identify burn areas when appropriate.

Additional Notes: This is an important area. In reading this section, the reader should be able to get a clear picture of exactly what happened to the patient and, if a trauma, get a idea of the mechanism of injury. If any patient contact information (vitals, etc.) is not recorded, explain why. Example: "EMS arrived and took over patient before completion of Trauma Survey". Record notes about the incident. What was the situation when you arrived? What did the patient tell you? What did bystanders tell you? What did you observe? What treatment did you provide? How did the patient's condition change after your treatment? Use back of form if additional space is needed and check "Additional comment" box at bottom of front page. Remember to use the words "seems" and "appears" where appropriate. Do not make judgments. Record what you did for and to the patient. **REMEMBER: If it isn't written down you didn't do it. In addition, if you didn't do something don't write it down. A PER is a legal record of your actions on scene.** If you have listed "Crew Members", write down what they did. You are strongly encouraged to use standardized medical notation in the "SOAP" format.

- **S** ubjective – What you were told by patient/bystanders/other responders. "Pt denied hitting his head."
- **O** bjective – What you saw and did. "Vehicle found on roof," and "Pt had abrasion to left knee."
- **A** ssessment – Your assessment summary. "Injuries from a vehicle crash."
- **P** lan/Procedure – You actions or continuing care. "Pt placed on backboard," and "Left knee splinted."

EXAMPLE:

"**S** – Code 3 to patients' residence for chest pain. Pt stated he had been having constant left-sided chest "tightness" for the past 30 minutes. Pt took 1 of his own nitro without relief. Pt also c/o numbness/tingling in left arm. Pt denied any nausea or sweating. Pt denied any recent trauma. Pt denied any hx of heart problems. **O** – Found pt conscious and alert in chair. Skin was warm, pink and dry. Shortness of breath on exertion noted. No obvious trauma noted. Breath sounds clear and equal. **A** – Reported chest pain. **P** – Placed pt on O2 at 15 lpm with NRB. Assessed vital signs and preformed rapid medical assessment. Pt care turned over to LCEMS on their arrival."

Dry Runs: VFD Members are not permitted to do "Dry Runs" (treat and release or patient refusals). If a patient on whom who have begun evaluating refuses any further evaluation, notify the officer in charge immediately.

5.3 AED OPERATION

Follow procedures in TFD EMS SOP for AED operation. In addition:

- In case of an implanted pacemaker or other under-the-skin device in the area of electrode placement, relocate that electrode at least 2" away from the implant.
- After AED use, take the AED to Station 12 or the TFD Administrative Office (old station 2) within 24 hours to download the information.

STANDARD OPERATING PROCEDURES	Revised 07/2007	6.0 FIRE SCENE PROCEDURES
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RESPONSE TO CALL

See Section 4.0, Response to Emergency Calls for procedures. Emergency situations discovered in or out of district shall be reported as required in Section 3.2

SCENE SAFETY AND PROTECTIVE GEAR

When parking at the scene, park so you do not block other emergency vehicles from gaining access. Remember that several fire apparatus may eventually set up on some scenes so you may need to park away from the incident. This is particularly important for first arriving members in private vehicles at structure fires.

Red lights shall remain lighted on parked vehicles to make the scene more easily visible to incoming emergency units and to protect the scene.

Hazardous Materials Incident.

1. When hazardous materials are present, maintain a safe distance from them.
2. Alert incoming units of hazards and follow SOP.

Members at a car or structure fire scene shall wear full bunker gear while on the fire line and SCBA or filter mask, as appropriate, with hoods when working in smoke or fumes. If a member is not trained to use SCBA, he or she should not be working in heavy smoke or fumes. Members who are SCBA trained have yellow reflective tetrahedrons on their helmets as an indication of SCBA certification.

Members at a vehicle crash **MUST** wear long pants and closed-toe shoes, preferably full extrication gear, bunker gear or wildfire gear. Members **must always be aware of the possibility of fire** at any vehicle crash scene.

Members providing traffic control at accident scenes shall wear long pants, an identifying CCVFD shirt or jacket (including extrication gear, turnout gear or wildfire gear) **ALONG WITH AN APPROVED REFLECTIVE VEST** for the minimum required visibility in traffic. A helmet is strongly recommended.

Members arriving at a motor vehicle crash or fire are expected to have their full bunker gear available. Any member not having their bunker gear should not respond. Any member arriving on scene of a fire or MVC without appropriate gear will be asked to leave.

SIZE-UP

If TFD has not arrived on scene, the first CCVFD member on scene shall perform a size up of the situation (see below) and report this information by radio to CCVFD Chief, officer or dispatcher for transmission to TFD by radio. The member shall report what actions he or she is taking, if any, by radio as required in Section 3.2.

The initial size up should cover "what you see" when you arrive. For example an initial size up for a structure fire should contain, but not be limited to the following:

Example: "A one story wood frame house 30' X 60' with smoke coming from all windows and flames coming from one rear window."

An initial size up on a vehicle fire might be as follows:

Example: "I am on scene with a pickup truck with a fully involved engine compartment. The truck is blocking the west bound lane of traffic."

The secondary size up shall include information obtained after a swift but complete review of the incident. For the structure fire above, this would consist of a walk around the structure and obtaining additional information from occupants or neighbors:

Example: "The fire has now extended and vented through the roof. The neighbors report no one at home. There are no exposures but there is a live electric line on the ground at the north east corner of the structure."

At structure fires, if the situation warrants and there is time prior to the arrival of other units, the first arriving member should get the pole number from the utility pole and check for water sources or an area to set up tanker shuttle operations.

INCIDENT COMMAND

When a CCVFD officer who is TFD Approved Chief Officer arrives on scene prior to TFD, that officer may set up Command and follow TFD SOP for Incident Command. A command should be setup on any scene that will require extended operations, multiple fire or EMS divisions or command control of personnel prior to TFD arrival.

Example for a call on Walden Road: "12-02 on scene at a one story brick structure, approximately 3000 sq. ft., nothing showing, this will be Walden Command".

When a CCVFD officer or acting officer is on scene, arriving members shall immediately report to that officer to notify them of their presence and receive orders.

If a member arrives on scene prior to the arrival of a CCVFD officer, but after TFD arrives on scene, that member shall immediately report to the TFD Incident Commander to receive orders. If a CCVFD member is assigned to a group or sector, that member shall take orders from that group or sector officer.

When a CCVFD officer or acting officer is on scene with a TFD officer, members shall report to and take orders only from the CCVFD officer or acting officer (unless the member is assigned to a group or sector).

Members must be careful to perform only activities for which they have been trained and feel comfortable performing. Members must be honest about their abilities to insure their personal safety and the safety of other fire fighters on the scene. If a member does not feel comfortable following an order given by a volunteer officer (or group or sector officer), that member shall tell the person giving them that order that they do not feel comfortable with that assignment and they will not do it. This allows the person giving the order to get someone else to do that job. This member shall, at the earliest opportunity, inform the CCVFD Chief or officer in charge of this situation.

If a member must leave an incident prior to the completion of that incident, the member shall report to the CCVFD officer in charge in order to be officially released, prior to leaving the scene.

STANDARD OPERATING PROCEDURES	Revised 03/1996	7.0 UNUSUAL INCIDENT REPORTS
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An unusual incident is defined as something that happens that is **out of the ordinary**. If an unusual incident occurs while on scene, at training, at a Department function or pertaining to the Department, its officers or members, the witnessing member(s) shall immediately inform the Department officer in charge. The member(s) shall then complete an Unusual Incident Report and submit it to the Chief no later than 24 hours after the incident.

An unusual incident can be something the member hears concerning the Department or one of its members. If a member has a question about whether something that occurred is should be written up on an Unusual Incident Report, that member shall ask a Department Officer.

STANDARD OPERATING PROCEDURES	Revised 07/2007	8.0 CONDUCT
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DEFINITIONS

Conduct unbecoming a member shall include, but not be limited to:

1. **Insubordination** - Insubordination is an act relating to the refusal to follow an order given by an officer or member in charge at an emergency scene or department function or the refusal to comply with a request made by a department officer or board member.
2. **Use of controlled substances** - No alcoholic beverages or controlled substances shall be brought to or consumed at any department function other than those of a purely social nature. Members shall not respond to an emergency call while under the influence of alcohol or controlled substances or have ingested alcohol which may be detected on their breath. Members must use good judgment in determining their ability to respond to a call or attend a function.
3. **Unauthorized display or use of emergency lights** - Members shall display and use emergency lights in accordance with Florida law (See SOP 4.0).
4. **Unauthorized use or misuse of Department equipment or apparatus** - Equipment not specifically assigned to a member may not be used other than in the performance of official duties without the consent of the Chief or member who has assigned responsibility for the piece of equipment. Department equipment assigned to each member shall be maintained in good working order at all times. It is the responsibility of each member to treat and use such equipment with reasonable care. In addition to any disciplinary action which may be taken as a result of acts of negligence, the member shall be responsible for the cost of repair or replacement of the affected equipment.
5. **Sexual harassment** as defined by the United States Equal Employment Opportunity Commission (EEOC) - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or *implicitly* affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. This definition has been further elaborated.
 - a. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:
 1. The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
 2. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
 3. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
 4. Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
 - b. The harasser's conduct must be unwelcome.
 - c. The victim's supervisor or supervising agency in the case of volunteer services may be held legally accountable for *not* taking action against known sexual harassment taking place in the workplace.

GENERAL

Members shall act in a professional and courteous manner when engaged in Department activities.

- Members are deemed to represent the Department when at the fire station, responding to or present at a fire or EMS call, during training sessions, during any Department function, e.g. fundraising activities, and when wearing CCVFD apparel or equipment when in the presence of the public.
- The actions of each member have a bearing on the safety of others at an emergency scene or training activity. A member's conduct at a scene affects not only themselves but other members present.
- Members shall be aware that their conduct creates the image/perception with which the public and other agencies view the Department. The respect and support of the community and other emergency services agencies must be maintained to ensure the continued existence of the Department.
- The use of profanity is unacceptable when at the fire station, training or on scenes.
- Misrepresentation of the Department - Misrepresentation of the Department shall include a) use of membership for personal gain, b) slanderous remarks, c) exceeding authority, d) use of a title other than one assigned by the Chief or the Executive Board. A member whose behavior falls into one or more of these listed categories shall be subject to disciplinary action. (See Discipline 9.0.)
- Disrespect – Members shall treat other members, patients and other agency personnel with respect at all emergency scenes, fire station, Department functions, etc.
- Failure to protect the Department's image – Acting in a manner to tarnish the Department's image while wearing clothing which identifies the wearer as a member.

STANDARD OPERATING PROCEDURES	Revised 03/1996	9.0 DISCIPLINE
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9.1 OFFENSES

The Executive Board and/or Chief may take disciplinary action against a member based on the nature and severity of the offense in accordance with the table below. Offenses include, but are not limited to

1. Intoxication or use of controlled substances (drugs). This includes the use of intoxicants at a fire or medical call or attending a fire or medical call with the smell of alcohol on clothes or breath.
2. Theft.
3. Profanity.
4. Immoral or indecent conduct as measured by community standards.
5. Insubordination. (See definition in Conduct 8.0.) This includes refusing an order from a superior officer.
6. Leaving a fire, medical or training scene early and/or without permission from the officer in charge.
7. Failure to meet minimum response requirements
 - i. failure to respond to fire or medical calls when available;
 - ii. failure to attend required Department activities, i.e. maintenance, fundraising, etc, and;
 - iii. failure to complete required training programs in the required time frame.
8. Giving fire department information to unauthorized persons without permission from the Chief.
9. Lack of a valid Florida motor vehicle operator's license.
10. Misuse of Department equipment or apparatus.
11. Failure to use proper Chain of Command at a fire or medical call.
12. Violation of a Department SOP. Includes but is not limited to
 - i. failure to complete required paperwork in the specified time period;
 - ii. failure to communicate run information to the proper member within the specified time period and;
 - iii. failure to report and complete an Unusual Incident Report within the specified time period after an unusual incident occurs.
13. Driving in a reckless manner to an emergency call in a POV or apparatus.
14. Any conduct which tends to bring discredit to the Department. (**conduct unbecoming a member**)
15. Conviction of a felony.
16. Giving confidential information about the Department to a non-member.

9.2 DISCIPLINARY ACTIONS

Cumulative offenses will be taken into account when disciplinary action is being considered. All disciplinary action will be progressive and cumulative.

Discipline may be in any of the following forms:

1. Verbal reprimand.
2. Written Reprimand to be placed in member's file. Written reprimand will contain the specifics of the offense, including date, time, facts, history, etc.
3. Inactive Status. Member shall not respond to any calls but must continue to attend all other functions. This includes, but is not limited to, training, fire house and apparatus maintenance, fundraising activities, etc.
4. Suspension not to exceed 90 days. During a period of suspension the member shall not attend or participate in any Department activities (training, responding to calls, other functions).
5. Special Review Status.
6. Dismissal from the Department.

Any Department administrative officer or line officer placed on Special Review Status, Inactive Status or Suspension, shall relinquish their office for the remainder of its term.

Department officers are authorized to discipline a member for cause in accordance with the following chart:

RANK	DISCIPLINE AUTHORIZED					
	Reprimand Oral	Reprimand Written	Suspension	Dismissal	Inactive Status	Special Review Status
Lieutenant	X					
Captain	X	X				
Deputy Chief	X	X				
Chief	X	X	X*			
Executive Board	X	X	X	X	X	X

* Suspensions issued by the Chief are limited to 30 days unless extended by the Board. The Chief shall notify the Board of all suspensions.

All disciplinary action, except an oral reprimand, will be discussed with the Chief prior to implementation. The Chief and Deputy Chief shall be notified immediately of any oral reprimands issued.

The general membership may vote to dismiss any member from the Department if the members believe that action to be in the best interest of the Department.

Discipline resulting in Suspensions longer than 30 days or dismissal will be handled in the following manner:

1. The member shall be notified of charges as soon as practical after the incident.
2. The Executive Board shall hold a meeting with the member present to hear any charges and any defense offered. Immediately following this meeting, the Board shall confer without the presence of the member to determine the action to be taken.
3. The Board shall notify the member in writing of the action to be taken.

4. The member may protest the Board's decision to the full membership by request in writing to the President within 72 hours of notification of action to be taken by the Board, but the Board has the final decision-making power regarding this matter.

9.3 LOSS OF VOTING PRIVILEGES

Members who are placed on Special Review Status, Suspension or Inactive Status are not eligible to vote in Department matters.

STANDARD OPERATING PROCEDURES	Revised 07/2007	10.0 EQUIPMENT ACCOUNTABILITY & CARE
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Members are responsible for general care of equipment issued to them by TFD (pagers) or by CCVFD (bunker gear, radios, etc.) Members who damage or lose equipment through negligence shall be responsible for repair or replacement of that equipment. In order to maximize the use of resources, all equipment assigned by the Department shall be turned in immediately upon request by the Chief.

Any member may request any type of clothing or design with the Chaires-Capitola VFD logo or name on it provided the final design and clothing choice is approved by the Executive Board. Members will then be individually responsible for any fees associated with producing or acquiring the item. As with all CCVFD clothing or equipment, the department may request that this clothing be turned in to the department if the member leaves.

PPE

All gear (including SCBA, turnout gear, wildfire gear, extrication gear and department jackets) shall be kept clean and in good repair. Necessary repairs shall be reported to the CCVFD Chief immediately. All turn-out, wildfire and extrication gear must be kept in an approved UV resistant gear bag. All turn-out gear must be machine washed after exposure to smoke, fire or other fumes at Station 30 in the provided washer/extractor and dryer system.

SCBA

Personnel SCBA equipment being kept by Members must be tested no less than every other week to assure proper function and fit. The following checks shall be made. (Some items may be specific to the Interspiro S5 unit). Any problems with the air pack must be reported to the Chief for repair.

- Visually inspect all O-rings (tank, first-stage regulator, second-stage regulator, buddy-hose)
- Verify that all personal air bottles are above ¾ full
- Pressurize system and check for leaks
- Pressure gauge must match tank gauge to within 100 PSI
- Check mask seal
- Verify functioning of heads-up display (HUD)
- Verify functioning PASS
- Verify functioning low-air warning device

PAGERS

Operational problems shall be reported to the CCVFD Chief who will assign a replacement pager.

LOSS OF OR DAMAGE TO EQUIPMENT

When a pager, portable radio or equipment is damaged or lost, the CCVFD Chief shall be notified immediately. A Damage or Lost Report, explaining the specific circumstances of the damage or loss, shall be completed and turned in to the Chief within 24 hours. The necessary replacement of damaged or lost pagers, radios or equipment, that was damaged or lost due to member negligence, shall be replaced at the expense of that member. Responsibility of replacing lost equipment will be determined by the Board of Directors.

APPARATUS MAINTENANCE AND REPAIR

CCVFD vehicles are maintained on a predetermined schedule set by the Maintenance Coordinator. Currently standard inventory and maintenance are performed every other week. Vehicle inventory forms must be completed in full and maintained by the Maintenance Coordinator for a period of no less than three years. Any changes to vehicle inventory shall be reflected in inventory forms within 30 days of change. All vehicles used during an emergency call shall have inventory forms completed within 24 hours of use. Quarterly maintenance shall be performed under the supervision of the Maintenance Coordinator every three months. All department-owned vehicles shall have professional Preventive Maintenance (PM). DOT inspection shall be performed annually on qualifying vehicles such as those over 26,001 pounds GVWR.

If a member discovers a problem with one of the apparatus, the problem shall be immediately reported to the Chief and the Maintenance Coordinator.

If a vehicle breaks down while in service and cannot be moved, the CCVFD Chief or Officer in charge shall be notified at the time of the incident. The member driving the vehicle shall report the breakdown to the Chief or Maintenance Coordinator who shall arrange for towing and necessary repair.

ACCIDENTS

If an accident occurs involving a CCVFD owned vehicle or POV while responding to a call, the following procedure shall be followed:

1. Notify the Chief or Officer in charge immediately. The CCVFD Officer will immediately notify TFD Dispatch of the accident and request they notify the proper TFD Division Chief. If a CCVFD Officer is not available, notify TFD Dispatch of the accident.
2. Request EMS and give assistance in case of injury.
3. If on a public roadway and vehicle can be driven, remove the vehicles from the roadway, carefully recording their position. If there is a fatality, DO NOT MOVE ANY VEHICLES.
4. Request law enforcement and other resources as needed.
5. If apparatus is out of service, notify Chief or Officer.
6. Complete Accident Report.

If the accident occurs on City property (at Station 12), the TFD officer on duty shall be notified as soon as possible.

STANDARD OPERATING PROCEDURES	Revised 03/1996	11.0 FIREHOUSE PARKING AND SECURITY
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When private vehicles are parked at Station 12, they shall be parked in marked parking spaces when available except when loading or unloading equipment. Parking on grassy areas near the main station is strongly discouraged.

Only department-owned vehicles shall park in front of the garage doors.

The last person to leave the firehouse will be responsible for making sure the apparatus is properly parked and the volunteer (east) garage door is closed.

If the TFD personnel are out of the station, the last member leaving will assure that the back door and both garage doors are closed.

When leaving the station in a CCVFD apparatus, make sure that our garage door closes. Don't press the remote closer and assume that the door closes. LOOK and make sure that it closes. If it does not, get out and close the door with the inside button.

If you are unable to secure the firehouse-if no TFD employee is there-when you are about to leave, notify the TFD dispatcher by phone and a CCVFD officer by radio.

In accordance with the City of Tallahassee Policy, no private vehicle shall be washed, polished or have mechanical or electrical work done to it while on City property.

STANDARD OPERATING PROCEDURES	Revised 07/2007	12.0 FUNDRAISING
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Active members of the Firefighting/EMS division shall participate in a majority of all Department fundraising activities. See Minimum Required Response SOP #1.0. Without fundraising there would not be a Chaires-Capitola fire department!

All Department fundraising shall be conducted in accordance with the guidelines and SOP promulgated by Leon County. Pertinent statements in Florida Statute 496.411 shall be included in all published fundraising literature.

STANDARD OPERATING PROCEDURES	Revised 06/2005	13.0 MISCELLANEOUS
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SMOKING AND SMOKELESS TOBACCO PRODUCTS

There shall be no smoking or use of smokeless tobacco products in any area of Fire Station 12, Station 30 or in the Chaires Fire Station. There shall be no smoking or use of smokeless tobacco products at any time in any of the Chaires or Tallahassee Fire vehicles. There will be no smoking or use of smokeless tobacco products on the fire line or at an incident where we have been requested as a Department. This includes traffic control and emergency medical incidents. There shall be no smoking or use of smokeless tobacco products on the line at any department training.

Dispose of butts in the proper container at Station 12. This does not mean on the grass or the black top.

TRAVEL REIMBURSEMENT POLICY

This policy will provide for monetary reimbursement to members who attend a department relevant off-site function or training event. Members may be reimbursed for any event they attend as a student; however members will only be reimbursed for one event per year attended for instructorship maintenance, such as classes used for Continuing Education Units (CEUs), without explicit written approval from the Executive Board. All travel reimbursement requests must be made in writing prior to the event and approved by the Department Chief. All travel reimbursement requests must also be approved by the Executive Board if the total costs exceed the minimums needed for Board approval (see Section 17.0 ADMINISTRATIVE BYLAWS). All requests must list estimated expenses and travel times expected.

All members attending an off-site Department related function or training event must make a concerted effort to secure alternative funding sources prior to requesting reimbursement from the Department. Any costs or expenses incurred which are covered by other funding sources will not be reimbursed in duplicate by the Department.

Per diem meal reimbursement plan will provide \$30.00 flat rate for meals distributed as follows.

1. \$5 for breakfast
2. \$10 for lunch
3. \$15 for dinner

If the member is using personal transportation (member owned car, truck, RV or other vehicle), he or she will be reimbursed for actual fuel costs incurred by driving from the member’s residence to the training site and back. If more than one member is going to the same training event, carpooling is a requirement for reimbursement. Members requiring overnight accommodations will be reimbursed for the cost of the hotel bill, up to double occupancy for the duration of the event or portion of the event the member is attending. Hotel expenses for days not spent at a department relevant function will not be reimbursed. Members may stay at any quality level of accommodation but will only be reimbursed up to \$100 per night without explicit written approval from the Executive Board.

Members must provide documentation of all travel expenses incurred that qualify for reimbursement in the form of receipts, purchase orders or invoices and present this documentation to the treasurer within 30 days of the event ending. Once verified, members will receive reimbursement funds for the approved expenses. You will not be able to receive reimbursement without all required receipts.

STANDARD OPERATING PROCEDURES	Revised 03/1996	14.0 SUBSTANCE ABUSE POLICY
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This organization intends to ensure a safe and productive environment. Accordingly, policy prohibits being under the influence, use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal but illicitly used substances, by any member while on organization business or premises. This includes prescribed or over-the-counter drugs not being used for their intended or authorized purpose and abusive use of alcohol.

Testing by urinalysis may be required of a member at any time. Immediate medical attention will be requested and testing may occur when factors such as physical appearance, behavior, or other circumstances give good faith reason to question whether the member may be impaired and whether substance abuse may be a factor. A member to be tested will be requested to sign a written consent to the test procedures and to the restricted release of test results. Failure to sign written consent will result in immediate suspension, pending an investigation.

Use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal but illicitly used substances will result in immediate suspension, pending an investigation.

If a member's test result is confirmed to be positive, it will be given consideration by the officers in determining any discipline for the event or circumstances which led to the test. If continued in membership, the member will be required to cooperate with Department approved medical evaluation and prescribed treatment. The member may also be required to participate in follow-up activities which may include further evaluation, treatment and/or counseling. Additionally, the member will be subject to unannounced substance abuse testing during the twelve month period following the positive test.

A member who fails to follow the requirements of this policy or whose suspension is upheld, will be subject to disciplinary action up to and including termination of membership.

STANDARD OPERATING PROCEDURES	Revised 06/2005	15.0 APPARATUS AND FIREHOUSE MAINTENANCE POLICY
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Maintenance is a required activity for all members. Members may be placed into groups which will each perform maintenance on a regular basis. You will not be called to remind you when it is your week to perform maintenance. *If you are unable to participate on your assigned night, it is your responsibility to perform assigned activities prior to the normal scheduled time.* If the member has a conflict, arrangements must be made for an alternate time for your activities to be performed prior to the scheduled night. In case of a last minute emergency, the Maintenance Coordinator shall be notified by the member to discuss the situation. Only the Maintenance Coordinator or Chief can excuse individuals from maintenance.

Maintenance will be held every other week. Quarterly maintenance will normally be performed on Saturday mornings and will consist of the items normally performed on Tuesday in addition to the additional items which are checked quarterly.

Failure to participate in the above activities will be dealt with as a violation of department policy.

STANDARD OPERATING PROCEDURES	Revised 12/1996	16.0 DRIVER TRAINING POLICY
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It is the policy of Chaires-Capitola VFD to properly train all members who are interested in becoming apparatus drivers. The training will provide each with enough knowledge to allow for proper operation of the pumps, knowledge of equipment location and proper driving techniques. A Driver Trainer will be assigned by the Chief to oversee the training of members.

Requirements: Potential drivers must be a member of the Department, minimum of 18 years old, have a good driving record and be approved by the Chief or Assistant Chief before training. Members desiring to be trained may not be probationary members. Only full active members in good standing and approved by the Chief may be trained to drive apparatus. Members being trained will keep a log of the times and activities performed during training. The trainer shall initial the driving log at the completion of each training session. All traffic laws and requirements in other sections of these SOP's shall be complied with. The member shall complete the training and pass a practical skills and driving test prior to operating any apparatus without a supervisor present. The Trainer will notify the Chief that a member has completed the training and developed the skills to properly operate the vehicle and is ready for testing. Trainees must be approved to drive apparatus one vehicle at a time and in the following order: brush truck, engine and tanker. Trainees failing a test will undergo further training prior to retesting.

New members with prior driving experience shall be required to become acquainted with the vehicle and may take the required test with out going through the entire training and driving periods as determined by the Trainer and approved by the Chief. If a test is failed, the new member will be required to take the entire training program prior to retesting.

Grand Fathering of Existing Members: Existing members with proven knowledge of driving and operation will be exempt from the training portion of this policy. Existing members shall take and pass the driving and skills test.

Training: The Driver Trainer will train approved members in accordance with this policy and established criteria. Minimum driving times for the various apparatus will be as follows:

- Brush trucks – 4 hours each
- Engine – 6 hours each
- Tankers – 8 hours each

Members training on each vehicle should complete approximately 4 hours of skills training on each class of vehicle including, but not limited to, pump ops, drafting and filling from a hydrant.

The required hours for any given apparatus will be completed within a 4 week time period.

Testing: When the Trainer feels the member is capable of safe operation of the vehicle and is familiar with the equipment on the vehicle, the a final practical exam will be given by the trainer at least 7 days after completion of the last training period. The final driving test will be supervised by the Trainer and witnessed by the Chief or Asst. Chief. Upon passing the required test on a piece of apparatus, training may begin on the next vehicle.

The test and the driving log will be given to the Chief for placement in the members' personal file.

Random Checks: The Chief or Asst. Chief may require a random driving test by any approved member, at any time, for any reason to insure drivers are maintaining good driving habits.

Disciplinary Actions: Vehicle misuse or infractions will be investigated by the Chief or Asst. Chief and discussed with the Trainer. Depending on the severity and circumstances, disciplinary action ranging from verbal reprimand to dismissal from the Department may be administered in accordance with the Department SOP's. Any moving infraction will be disciplined by at least a written reprimand. No verbal reprimands will be given for moving infractions due to seriousness of the potential consequences. The Chief or Asst. Chief may restrict or cancel any members driving privileges at any time the feel proper operation is beyond the driver's capabilities or damaging, wreck less and unsafe driving is observed or reported.

Accidents: All accidents will be brought to the immediate attention of the Chief or Asst. Chief, law enforcement and TFD as appropriate. Failure to do so will result in the member's immediate dismissal from the Department. All TFD and law enforcement paperwork will be completed in the time frame required by that agency. A written report will be given to the Chief explaining the circumstances leading to the accident, the damage to the vehicles or properties and injuries sustained by the members and others involved. The President may require the member to appear before the full Board for discussion.

STANDARD OPERATING PROCEDURES	Revised 01/2006	17.0 ADMINISTRATIVE BYLAWS
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RESPONSIBILITIES & LIMITATIONS

1. Primary Administration/Executive Board responsibilities include finance review and long-term budget planning, policy and bylaw development, public relations and fundraising coordination, formation and approval of committees.
2. Primary Operational responsibilities include department member management (training/supervision; officers; recruiting; retention/member satisfaction; vehicle, equipment and facilities maintenance; budget implementation; inter-department operations).
3. Board involvement in membership shall be limited to discipline procedures as defined in Section 9.0 (DISCIPLINE) of this SOP.
4. Board involvement in training and operations shall be limited to formal budget requests.

EXECUTIVE POLICIES & PROCEDURES

Procedures

1. Planning
 - a. The Executive Board shall have an annual administrative calendar reviewed by the Chief during the first quarter of the year.
 - b. Board shall assist the officers in creating and maintaining a long range plan of 2-3 years which shall be offered for review to the entire department.
2. The Executive Board or a majority thereof including the President or Vice President shall meet monthly.
 - a. A newly elected Executive Board shall review the previous board’s long-term plan and annual calendar during first annual board meeting with members of the previous board in attendance if possible.
 - b. The Executive Board shall request an annual operations report from the chief within the first quarter of the year.
3. Order of Business (Revised from Articles of Incorporation)
 - a. Call to Order
 - b. Chief’s operations report
 - c. Previous business/minutes
 - d. Finance report
 - e. Announcements
 - f. Agenda items
 - g. Next meetings items/Action items
 - h. Adjourn
4. The minutes of every board meeting shall be recorded and made available to all department members.
5. Any changes to the long-term Department plan or to administrative duties having any effect on operations or personnel must be approved by the Operations chief.
6. Election Procedures (Revised from Articles of Incorporation)
 - a. Elections for new board members shall be held annually by written vote of all department members present.
 - b. President shall be a one-year term and may submit for re-election annually.
 - c. Vice president shall be a one-year term and may submit for re-election annually.
 - d. Secretary shall be a one-year term and may submit for re-election annually.**
 - e. Treasurer shall be a one-year term and may submit for re-election annually.
 - f. Two member-at-large/director positions shall be two-year terms and may submit for re-election bi-annually during alternate years.

Budget/purchase process

1. For any budget approval, board members may vote by proxy by submitting their vote in an email to the President.
2. Operational budget requests over \$300-excluding routine vehicle or facilities repairs under \$1500-shall be first approved by the Chief and then approved by a majority vote of four Board Members either in person or by proxy.
3. All administrative budget requests over \$200 shall be approved by the Operations Chief.
4. All expenditures over the limits stated above shall be recorded on a paper "Record of Expenditure" form for Department financial records and signed by the Operations Chief or Executive Board President.
5. Any expenditure under the limits stated above need only be approved by the Chief for Operations requests or the Executive Board President for Administrative requests.

Grants & Contracts

1. All grant or contract requests shall be approved by the Chief and reviewed by the board for budgeting and implementation.
2. Grant requests or expenditures shall reflect the Department's long term business plan.
3. Any training or service provided by an external/non-department agency or person shall be specified and agreed upon in a written contract between this Department and the person or agency providing the service.

**ARTICLES OF INCORPORATION
OF
CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT, INC.
(A Corporation Not for Profit)**

We, the undersigned incorporators, hereby associate ourselves together and make, subscribe, and acknowledge these Articles of Incorporation for the purpose of forming a corporation, not for profit, in accordance with the laws of Florida.

ARTICLE I

The name of this corporation shall be Chaires-Capitola Volunteer Fire Department, Inc., and its principal office is located at **PO Box 13356, Tallahassee, Florida, 32317** (Leon County, Florida). The Board of Directors may from time to time designate an other post office address and place for the principal office of this corporation as it may see fit.

ARTICLE II

The general nature, objects and purposes to be transacted by this corporation shall be: the prevention and extinguishing of fire and the protection of life and property in case of fire, medical emergency, or other emergency.

ARTICLE III

The members of this corporation shall be qualified and admitted as provided for in the By-Laws of this corporation. The membership may expel any member who has not carried out his/her obligation to the corporation or who neglects or refuses to comply with the provisions of the bylaws, rules and regulations, policies, or official operating procedures of the corporation, or upon recommendation of the Executive Board, but no member shall be expelled until he or she has been informed of the charges against them and has been given an opportunity to be heard.

ARTICLE IV

The corporation shall have perpetual existence.

ARTICLE V

The affairs of this corporation shall be managed by a President, Vice President, Treasurer and two Directors; and by such other officers and agents as may be elected or appointed from time to time. The annual meeting of the members of this corporation shall be held at or in the vicinity of Chaires-Capitola, Leon County, Florida, during the month of December beginning in December, 1982. The members shall elect a President, a Vice President, a Treasurer and two Directors at each annual meeting to hold office for the ensuing year. All officers shall continue in office until their successors have been elected and have assumed office. In case any office of this corporation becomes vacant an election by active members will be held to elect a member to fill the vacancy for the remainder of the unexpired term.

ARTICLE VI

The names and street addresses of the first Board of Directors who, subject to the provisions of the Articles of Incorporation, the Bylaws of this corporation, and the laws of Florida shall hold office for the first year of the corporation's existence, or until their successors are elected and have qualified, are as follows:

NAME ADDRESS

ARTICLE VII

The names and street addresses of the first officers who, subject to the provisions of the Articles of Incorporation, the bylaws of this corporation, and the laws of Florida shall hold office for the first year of the corporation's existence, or until their successors are elected and have qualified, are as follows:

NAME AND OFFICE ADDRESS

ARTICLE VIII

The names and street addresses of each subscriber of these Articles of Incorporation as follows:

NAME ADDRESS

ARTICLE IX

The bylaws of the corporation are to be made by the membership and may be altered, amended, or rescinded by a two-thirds (2/3's) vote of the said membership present and voting at any meeting. Seven (7) members shall constitute a quorum at any meeting.

ARTICLE X

These Articles of Incorporation may be amended when such amendment has been approved by the Executive Board, proposed by them to the membership, and approved by a two-thirds (2/3's) vote of the membership entitled to vote thereon at the annual meeting.

IN WITNESS WHEREOF, we the undersigned, have hereunto set our hands and seals, this _____28th___ day of _____October_____, 19_82____, for the purpose of forming this corporation to do business in the State of Florida, and in pursuance of the corporation laws of the State of Florida, do make and file in the office of the Secretary of State of the State of Florida these Articles of Incorporation, and certify that the facts herein stated are true.

_____(SEAL)

**BYLAWS WITH RULES AND REGULATIONS
CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT, INC.**

Section I. Name of Organization

The name of this organization shall be Chaires-Capitola Volunteer Fire Department (CCVFD). It is organized by and for the residents of the Chaires-Capitola area for the purposes provided in Section II. In attaining its objectives it will need the assistance of all residents, property owners, and friends.

Section II. Purposes

1. To recruit and train a force of volunteers for fire suppression, emergency medical services, and other emergencies in the primary response area.
2. To promote an awareness of fire hazards and methods of fire prevention and safety in the primary response area.
3. To provide mutual aid for fire suppression, emergency medical services, or other emergencies in other areas of Leon County and surrounding counties.
4. To cooperate with other civilian and governmental agencies, such as the Division of Forestry, Civil Defense, State or County Departments, or volunteer fire departments whose aims are similar.

Section III. Primary Response Area

The primary response area will be defined by agreement between the Leon County Emergency Management Office and the Department.

Section IV. Membership

There are four classes of members of this organization: Active, Inactive, Supporting, and Honorary.

1. **ACTIVE:** Active membership shall be open to any resident of Leon County who is in sound mind and body, who has attained the age of eighteen (18) years, and who is in good repute in the community. Active membership shall also be open to non-resident property holders and to business owners and operators in the response area. (amended 6/14/93)

Active members have voting privileges under conditions specified in the bylaws. All firefighters and first responders must be Active members. Non-firefighters/first responders may be active members and hold voting privileges under conditions specified in the bylaws. (6/20/83)(3/96)

Application for Active membership must be made in writing. Each applicant must be interviewed by a member of the Executive Board and the Chief and must be approved by a majority of the membership at any regular meeting at the end of a 6 month probationary period. (3/96)

2. **INACTIVE:** Inactive membership status is a disciplinary action given to a member by the Executive Board as defined in the Standard Operating Procedure section 9.2 for failing to comply with department rules or policies. (2/08)

3. **SUPPORTING:** Any citizen of good moral character shall be eligible for Supporting membership in this organization. Supporting membership shall be available to those who desire to support the aims and activities of the organization who may reside outside the area or for other reasons do not desire active

membership. Supporting members do not have voting privileges. (6/20/83)(3/96)

4. HONORARY: Any citizen who has rendered distinguished service to this organization or to the field of firemanship or emergency medical service shall be eligible for Honorary membership in this organization. Honorary members do not have voting privileges and are non-active.(3/96)

Supporting and Honorary membership must be approved by a majority of the membership at any regular meeting.

Section V. Meetings

1. There shall be an Executive Board meeting and training sessions, one for EMS and one for Fire/Rescue each month unless otherwise ordered by the accredited officers. (3/96)
2. At the request of four members of the Executive Board or eight members of the organization, the President shall cause a special meeting to be called. An emergency meeting may be called by the President by calling the other members of the Executive Board.
3. The Annual Meeting of the organization shall be held at the time of the regular general meeting in December and written notice of this meeting shall be sent to every active member not less than two weeks prior to the date of the meeting.

Section VI. Nominations and Elections

1. At the first general meeting the Bylaws will be voted on for approval. Following this, the Board of Directors and Officers provided in the Articles of Incorporation shall be presented to the membership for approval.
2. Not less than 30 days before the date of subsequent annual meetings the Directors shall select a slate of candidates for Officers (President, Vice President, Treasurer) and for the one outgoing Director. (2/08)
3. Nominations will be received from the floor at the annual meeting.
4. A plurality (51%) of the votes cast shall be necessary for the election of any Officer or Director.

Section VII. Voting

1. Members in good standing, defined for voting privileges, shall be: Any active member who has attended three consecutive meetings, including training sessions, or any active member who has attended six monthly meetings in the previous twelve months before the voting occurs. Probationary members shall not have voting privileges.
2. At the election of Officers and Directors voting shall be by written ballot unless there be only one candidate for each office in which case the President may call for a motion to instruct the Secretary to cast a unanimous vote in favor of the slate.
3. At regular membership or at Executive Board meetings voting shall normally be by voice. However, upon majority request, any matter may be decided upon by written ballot. Where there is to be a written ballot, the President shall appoint two tellers to distribute, collect, and tabulate ballots, after which they shall report the result to the President.
4. At a meeting of the Executive Board the presence of three members shall constitute a quorum; at

a general meeting the presence of seven members, including officers, shall constitute a quorum.

5. Any member can challenge a motion made from the floor during a membership meeting. In case of a challenge of a motion, only those members in good standing shall be allowed to vote on the matter.
6. Proxy voting may not be used for the election of Officers and Directors at the annual meeting.

Section VIII. Order of Business (2/08)

1. Call to Order
2. Chief's operations report
3. Previous business/minutes
4. Finance report
5. Announcements
6. Agenda items
7. Next meetings items/Action items
8. Adjourn

Section IX. Governing Body

1. The Officers of the organization shall be President, Vice President, **Secretary** and Treasurer.
2. The Officers and two Directors shall constitute the Executive Board.
3. The Executive Board shall transact regular business and in general manage the affairs of the organization. It shall hold meetings at least monthly and the minutes of these meetings shall be recorded.
4. Should a vacancy occur on the Executive Board during the year, nominations to fill the vacancy shall be made by the remaining members of the Board and presented to the membership at the next regular meeting for vote.
5. Any member of the organization may attend the meetings of the Executive Board, but it shall be the duty of the officers to see that rules of order prevail so that the transaction of business is properly executed.
6. The Executive Board establishes all Department Standard Operating Procedures.

Section X. Duties of Officers

1. President
 - a. Shall preside over all meetings.
 - b. Shall be Chairman of the Executive Board.
 - c. Shall appoint all committees.
 - d. Shall be one of the officers who may sign checks of the organization.
 - e. Shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.
 - f. The President, elected from the membership, shall serve one year. (3/96)
2. Vice President
 - a. Shall assume the duties of President in the event of absence or inability of the President to serve, with all the rights, privileges and powers pertaining to the office.
 - b. Shall aid the President, as requested, in carrying out programs.

- c. May sign checks for the organization when authorized to do so by the President.
- d. The Vice President, elected from the membership, shall serve one year. (3/96)

3. Treasurer

- a. Shall transmit necessary financial correspondence and keep on file the pertinent financial correspondence.
- b. Shall have custody and care of all monies belonging to the organization, from whatever source, depositing them in an account in the name of the Chaires-Capitola Volunteer Fire Department, Inc.
- c. Shall sign checks written against the account of the organization.
- d. Shall render regular brief reports at membership meetings stating the financial condition of the organization.
- e. Shall render written reports of the finances upon request of the Board.
- f. Shall send bills for dues as authorized by the Executive Board and keep appropriate records of monies received from all sources.
- g. The Treasurer shall serve one year. (3/96)
- h. Procedures
 - i. There should be a “memo” column kept in the department ledger used to provide a detailed description of the item purchased. Copying the description field from the Record of Expenditure is acceptable.
 - ii. All bills, invoices or receipts received by the Treasurer must be reviewed and approved or signed by either the Chief or President prior to payment.
 - iii. Any unauthorized purchases made with department funds exceeding the budget limits stated in SOP Section 17.0 – Administrative Bylaws will not be approved. Reimbursement of Department funds shall be coordinated by the purchaser.
 - iv. Receipts, purchase orders and invoices must be given to the Treasurer within 30 days of acquisition by the purchaser.
 - v. All receipts, purchase orders, invoices, bank statements, and records of expenditure shall be maintained for five years from date of purchase.
- i. Duties
 - i. The Treasurer must present a detailed financial report, bank statements, all receipts, purchase orders and invoices monthly to the Executive Board.
 - ii. The Treasurer must maintain an electronic record of all income and expenses current to within the last 30 days
 - iii. The Treasurer must have access to the Department’s bank statements and must reconcile them with the Department’s internal electronic record on a monthly basis. Copies or print-outs of an online bank statement will be accepted by the Executive Board.
 - iv. The Treasurer will be responsible for reconciling Grant income and expenditures and recording Grants in the ledger.
 - v. The Treasurer must register the Department with the Florida Department of Agriculture annually in May. The Treasurer must also register the Department with the Florida Department of State annually in March. The Treasurer must submit a budget report to Leon County in March and an expenditure report to Leon County in the Fall. (2/08)

4. Directors/Secretary

- a. Each Director, elected from the membership, shall serve two years, except that initially one will serve for one year and one for two. In this manner, a Director will be replaced each year.
- b. Each year therefore, a Director will be elected and will serve for two years.
- c. It shall be the duty of the Directors to attend the Executive Board meetings.
- d. Directors shall aid in the establishment of policies, in the transaction of business, and the promulgation of regular and new programs.

- e. ~~A Director shall be named~~ Secretary shall serve one year and maintain minutes for all Executive Board Meetings and general membership meetings when a vote is taken. (2/08)
- f. Minutes should reflect, at a minimum, information presented to the Board, decisions made and votes cast.

Section XI. Committees

1. Standing committees may be appointed by the President to serve throughout the year. These may include membership, finance, program, property, and auxiliary.
2. Special committees shall be appointed by the President when it is necessary to study specific non-recurring problems. When such a committee has reported its findings it shall automatically disband.
3. The President may be an ex-officio member of any committee.

Section XII. Organization of the Firefighting/EMS Division

1. A Firefighting/EMS program shall be under the general supervision of the Fire Chief. The Fire Chief shall be selected by the Executive Board. It shall be the Chief's responsibility to develop and supervise a regular training program with the idea of involving all available persons in some phase of the effort. The Chief or his designee will have complete charge of the equipment and in the case of a run, the Chief or his designees orders will be final. The Chief may sign checks for operational purchases under established budget limits or those approved by the Executive Board. (2/08) The Chief shall be responsible to the Executive Board. The following personnel shall be selected by the Chief and shall work under his/her direct supervision.
 - a. Deputy Fire Chief: Shall work closely with the Chief and stand in his/her stead; shall carry out assigned tasks on behalf of the Chief.
 - b. The Chief may designate such other officers, i.e., captains, lieutenants, as he or she deems necessary to ensure the effective operation of the Firefighting/EMS division.
 - c. The Chief may delegate responsibilities to members to allow for a division of duties which may include, but not be limited to, training, emergency medical services, or maintenance of the equipment.
 - d. A well trained group of members should be available for duty. Even those who may not be physically able to make runs can assist in other ways, such as dispatching or performing maintenance.
2. As many firefighters as possible should be qualified drivers to ensure response of equipment on a fire or rescue run. The driver(s) responding to the firehouse shall make such notification by radio and all other firefighters shall respond directly to the fire/rescue location.
3. Equipment. Evaluation of items of equipment shall be recorded on checklists at specified intervals and verified to the Chief. Deficiencies shall be readily noted and brought to the immediate attention of the Chief or delegate in charge of the equipment.
4. Purchases of items of equipment may be made after recommendation by the Fire Chief and approval by at least two other members of the Executive Board. Efforts will be directed toward obtaining equipment of various categories through agencies such as Division of Forestry, state and federal surplus, or other similar agencies. (3/96)

Section XIII. Amendments and Rules of Order

1. The Bylaws may be amended by a favorable two-thirds vote of the members present and voting at any meeting when a quorum is present, providing the amendment has been read or distributed to the membership prior to the vote.
2. The Permanent Policies may be amended at any regular meeting when a quorum is present by a two-thirds affirmative vote of the members present and voting.
3. The rules contained in Roberts Rules of Order, Revised, shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or special rules of the organization.

PERMANENT POLICIES

1. Nothing in the Articles of Incorporation or Bylaws shall prevent a member from serving in more than one position, except that the Fire Chief and Assistant Chief may not serve on the Board of Directors. (3/96)
2. The Secretary shall keep a written record of all decisions made by motions voted on in regular meetings, which have the effect of establishing a regulation to govern our course of action in a specific situation. Actions will be recorded in the appropriate permanent place, i.e., bylaws, policies, standard operating procedures, etc., with the date of implementation (vote) indicated.
3. Training sessions will be held every other week (alternating between EMS and Fire training) not to last longer than two hours. All firefighters must attend all training sessions unless there is a good cause for absence (see "Minimum Required Response") (1/06)
4. New members once approved by the board must serve a six-month probationary period before becoming full active members. During the probationary period the member must participate in all Department activities as outlined in "Minimum Required Response". At the end of the probationary period the Executive Board will make a recommendation to the active membership regarding the probationary member based on their participation and conduct during the probationary period. The Executive Board may recommend that an additional probationary period of up to 6 months be served. The Executive Board shall take into account a probationary members' attendance at required activities and response record. If the Board feels that a probationary member does not show the necessary dedication for safe and trustworthy conduct during an emergency call, the Board may recommend that the probationary member be dismissed. Once the Board has recommended that a probationary member be dismissed, the Chief may request that the dismissal be brought to a vote before the general membership. (6/06)
5. If the Board recommends the member for active status the membership will confirm that by taking a vote of current active members. A 3/4 vote by present active members is necessary for the new member to become a "full" active member. (2/08)

SIGNATURE PAGE

I have received my copy of the Articles of Incorporation, Permanent Policies, Bylaws and Standard Operating Procedures. The rules have been explained to me. I am thoroughly familiar with them and I will abide by them. I understand that violation of any of these rules or the SOP's can lead to dismissal. I understand that upon termination of my membership, I will be required to return all clothing and equipment issued to me by the department. I may also be required to turn in any clothing or equipment depicting the department logo patch purchased by the member.

Signed: _____

Date: _____