



CENTRAL JOINT FIRE DISTRICT

Standard Operating Procedure

SUBJECT: Fire Division Personnel

SOP Number: 141B
Effective Date: 1/8/92
Revised Date: 4/8/14
Approved:

APPLICATION:

1. All individuals shall follow application process outlined in S.O.G. 141

EMERGENCY ACTION:

1. It shall be the duty of all Fire Division members to respond, upon receipt of alarm of an emergency incident, to the fire station and assist in conveying the apparatus to the emergency, obey the Officer in charge, and return with the apparatus to the fire station. Members shall remain at the fire station to assist in clean-up, readiness, and returning of the apparatus and equipment to an in-service status, until roll call and dismissal by the Officer in charge.
2. No personnel may leave the scene of any emergency without the permission of the Incident Commander. **(Note: Failure to do so shall result in disciplinary action).**
3. It shall be the duty of the senior member first arriving at the fire station to take charge during the absence of any officers and will be designated Officer-in-Charge and subsequently Incident Commander until properly relieved.
4. All Fire Division members responding to an emergency incident shall properly equip themselves as outlined in S.O.G. 414.

ADMINISTRATION:

1. The Executive Board for infractions of rules, regulations, or Standard Operating Procedures, with the approval of the Central Joint Fire District Board of Trustees.
2. An personnel, at his/her request, may be granted a leave of absence for most reasons, by approval of the Executive Board.

3. It shall be the duty of the all personnel to attend each regular business meeting and drill. Sickness or Death in the immediate family, personal sickness, vacation or occupational work shall be deemed reasonable excuse for non-attendance at drills or regular meetings. Members are to notify the Chief, Assistant Chief, or President of any reason of absence.
4. All personnel shall attend at least twelve (12) drill sessions in any one year to retain his/her membership in the Active Division of the fire department. The Executive Board is to rule in any special cases. Though not mandatory members are encouraged to attend monthly business meeting.
5. Fire Division members will be defined as individuals who maintain the ability to complete fire attack functions on the fire grounds. Any individual who cannot wear the appropriate PPE, as outlined in S.O.G 414, during entry or physically complete fire attack functions will not be placed in the Fire Division. The Executive Board is to rule on placement of individuals to the Fire or Rescue Division. Individuals who do not feel their placement has been appropriate may appeal to the fire board.