

WOODVILLE VOLUNTEER FIRE DEPARTMENT



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

Revised and Updated December 2009

Woodville Volunteer Fire Department
1555 East Oakridge Rd.
Tallahassee, FL. 32305
“Volunteers Serving Their Community With Pride”

Thank you for visiting our website and your recent interest in becoming a member of the Woodville Volunteer Fire Department.

Fire fighting is an international brotherhood of people both paid and volunteers who have dedicated their lives to helping to prevent loss of life and the protection of property sometimes at great risk to themselves. Worldwide firefighters place themselves in harms way rushing to the aide of total strangers every single day.

Our department is made up of a group of very dedicated volunteers that respond to a variety of calls for assistance in the Woodville area and southern Leon County. We have three pieces of firefighting apparatus that respond along with the volunteers who respond from their own homes to provide the necessary manpower. However we do not respond alone, we have a mutual aid agreement with the Tallahassee Fire Department and they are the primary fire protection in all of the un-incorporated portions in Leon County. I explain all of this so you, the applicant will understand why we screen our volunteers so thoroughly.

Our department is small in numbers but large in dedication and participation by all members. Our membership has different levels of participation consisting of **administrative members** manage the financial portion of the department. Our **responding members** handle fire suppression, medical emergencies and public fire prevention education and general fire department tasks. . Our **auxiliary members** assist in times of natural or manmade disasters when responding members need additional help with traffic control, clearing roadways of fallen trees and other tasks that do not require them to enter the “Hot Zone” of a particular incident.

If this international brotherhood sounds like a family you would like to become a part of, please read the Standard Operating Procedures completely and follow the instructions contained in the SOPs.

Once you have completed the required paperwork you may contact me at the number listed below or mail the paperwork to the address above.

**** Do not drop the paperwork at the station****

Respectfully,
Richard Meuth, Chief
Woodville Volunteer Fire Department
850-933-4018

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.

Respectfully,
Richard Meuth, Chief
Woodville Volunteer Fire Department
850-933-4018

**WOODVILLE VOLUNTEER FIRE DEPARTMENT
MEMBER APPLICATION
(PLEASE PRINT OR TYPE)**

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	Medical 1 st Responder	Auxiliary	Administrative
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Highest Level of Education. (Circle One):	High School/GED	College/University	Graduate	Vocational
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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 Richard Meuth
Woodville Volunteer Fire Department
2220 Hickory Court
Tallahassee, FL 32305
(850) 933-4018

HEPATITIS B IMMUNIZATION OFFER

Federal Law requires all Volunteer Fire Department members, 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.

WVFD Member

Date

Witnessed by Command Staff Member

Date

WVFD Contact Information

NAME:

ADDRESS:

HOME PHONE #:

WORK PHONE #:

CELL PHONE #:

E-MAIL ADDRESS:

D.O.B.:

BLOOD TYPE:

ALLERGIES:

IN CASE OF EMERGENCY, NOTIFY:

NAME:

RELATIONSHIP:

PHONE # (S):

MEMBERSHIP TITLE (Circle one): Fire Fighter Medical 1st Responder Auxiliary Administrative

MEDICAL CONDITIONS:

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 / Command Staff will - - -

Provide sound leadership and guidance while always treating you with respect and dignity.

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

Supply your personal protective equipment (PPE) for firefighting.

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

Provide you with a two-way radio and training in the correct way to use it so you can communicate with other members during an incident.

Provide you with a pager so you can be notified of incidents in our response area.

Provide you a map book and training so you can find incident locations in a timely fashion

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

The Department / Command Staff will not - - -

Knowingly compromise your safety by allowing you enter dangerous situations with sub-standard personal protection equipment.

Knowingly assign you to a task or allow you to be assigned to a task you have not been trained for or are not properly equipped to complete safely

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 12 months), participating in fire/rescue calls, all monthly training sessions, all fundraising activities, all monthly meetings 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 and assisting in maintaining our portion of Station 13 as assigned and assisting with apparatus maintenance.

Conduct yourself at all times in a manner, which reflects positively on the Department at all times.

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.

Maintain insurance coverage on your POV that meets or exceeds the minimum requirements of the State of Florida.

Immediately notify the Fire Chief of any defects in your assigned equipment that could jeopardize your safety or the safety of others.

**WOODVILLE VOLUNTEER FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES**

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APPENDIX I – ARTICLES OF INCORPORATION

**WOODVILLE VOLUNTEER FIRE DEPARTMENT
STATEMENT OF POLICY**

It is Woodville 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 WVFD policy and will be treated accordingly. Your help in preventing accidents benefits not only yourself, but also your fellow members and the public, and we should all strive to make this organization accident free.

Richard Meuth, Fire Chief
Woodville Volunteer Fire Department

**WOODVILLE 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.
- Do not operate any equipment for which you have not been properly trained.
- 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, or Auxiliary divisions, a member shall

- a. Be at least 19 years old for membership as firefighting, EMS or 18 years old for Auxiliary division
- b. Be a resident of Leon County and live within our response territory (generally defined as the Eastside of Springhill Road from the city limits of Tallahassee to the Wakulla County line, Old Plank Road from Tram road South to the Wakulla county line, and all points between these two lines)
- c. Maintain a valid Florida Driver's license
- d. Maintain insurance coverage on private vehicle
- e. Maintain a good driving record
- f. Maintain no felony convictions or pending felony charges
- g. Possess a high school diploma or equivalent, unless the Chief grants an exception.

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 WVFD apparatus, a member must not be on probationary status and pass the department-provided driver training course. Completion of a recognized Emergency Vehicle Operations course must be completed prior to being allowed to operate any WVFD apparatus in response mode.

PROBATION

All members shall be on probationary status during the first twelve months of membership. Probationary status may be extended upon recommendation of the Chief and approval of the Administrative Board. Probationary status shall begin at the time of the member's application. If background checks are positive, membership will be granted.

At the end of their twelve month probationary period, first the Administrative 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 51% of those attending the meeting is required. If less than 51% of those attending the meeting vote to not keep the probationary member, the member will be dismissed immediately from the Department and return all assigned equipment within 48 hours of dismissal.

Members on probation shall not have red lights in 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 all 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 Command Staff 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)

WVFD holds approximately (12) station maintenance sessions on Saturdays and (12) 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. All members are required to participate in at a minimum of (4) emergency calls per month for which they are trained. Each member shall attend a minimum of (10) training sessions and (10) maintenance sessions per year with no less than 3 of each in any one quarter. Special circumstances (school, work, etc.) may excuse a member from the minimums for training. Any missed station/vehicle maintenance sessions must be approved by either the Chief or in his absence the Deputy Chief.

Minimum number of responses per quarter is 24. **This is only two per week.** The total required per year is 104, basically 2 calls per week average. While other official department functions take up time **they do not replace response to emergency calls and will not help to meet minimum response requirements.**

Minimum quarterly participation is 3 training sessions at 2 points each, 3 maintenance sessions at 2 points each and 24 responses at 1 point each. To remain on full active membership the minimum points required will be 24.

Minimum yearly participation is 10 training sessions at 2 points each, 10 maintenance sessions at 2 points each and 52 responses at 1 point each would be 92 points. To remain on full active membership the minimum points required will be 92.

If a member does not meet the quarterly minimum requirement, the Chief will issue a written warning. 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 will 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:

First occurrence: evaluation of participation by Board; oral reprimand

Second occurrence: written reprimand; possible suspension

Third occurrence: expulsion by Board of Directors

Members who are under any disciplinary actions must continue to 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 within 48 hours of dismissal**

Other Required Activities

All members are required to assist in cleaning and maintaining the assigned portion of Station 13 and our apparatus as assigned during scheduled station maintenance day. If the member cannot attend maintenance on the scheduled day then maintenance activities can be performed prior to the normal scheduled day. All maintenance activities shall be completed by the normal scheduled evening.

Extenuating Circumstances

This fire department family is one of the largest in the world. This department was rebuilt based on that family structure and we believe our family comes first. However at certain times due to the type of assistance we give our community sacrifices to our personal family must be made. 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 Officer in Charge (OIC) responsible for coordinating an activity of an impending absence **at a minimum of 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 structural firefighting must complete an approved training course for that specialty given by a recognized training agency or individual.

SCBA Policy

As part of this SOP Self-Contained Breathing Apparatus (SCBA) may be issued to active responding personnel for use in Hot Zone (defined in the Tallahassee Fire Department SOPs) structural firefighting with approval by the Chief. No SCBA equipment shall be issued to any 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 at the first offering or within their first year. 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 Lieutenant 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 (1) one-hour minimum driver-training refresher course annually as part of regularly scheduled training.

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.

If at anytime a lapse in vehicle insurance occurs on your personal vehicle it is the member's responsibility to immediately cease all response to calls and notify the Chief or Administrative Board President. The member will be placed on immediate in-active status until such time as the insurance is restored and proof is provided to the Administrative Board President. **Failure to comply with this portion of 324.021 will result in immediate suspension and possible termination of membership.**

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

UNIT NUMBER AND BASE STATION DESIGNATIONS

Officers and apparatus unit numbers are as follows:

	Officers		Apparatus
13-01	Chief	1383	Medical Response Unit
13-02	Deputy/Assistant Chief	1382	Quick Attack/Brush Unit
13-03	Captain		
13-04	Lieutenant	1381	Brush Unit
13-05	Lieutenant	SS1	Support Services Trailer
13-06	Lieutenant		

Member unit numbers are assigned by the Chief and are not necessarily based on seniority.

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. **Know what you are planning to say before you press the PTT button.**

NOTE: Keep in mind that this radio signal can be heard for a radius of 80 miles or more from Downtown Tallahassee. 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.

WVFD primary channel is the main channel for WVFD. 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 # (13-xx) first, then the your unit #. Example: When 13-09 is calling 13-05, 13-09 should say "13-05, 13-09".

Always be certain you are in contact with the unit you are calling before giving the message. Example: "13-05, 13-09". "This is 13-05, go ahead 13-09." Then give message.

Once a message is received, always repeat back what you understood for verification. Example: "13-61, 13-09. This is 13-61, go ahead 13-09. 13-61 increase the pressure on the booster line by 25 lbs. Understood 13-09, you want the pressure increased by 25 lbs. That's correct 13-61." Once the Engine has increased the pressure, the operator shall contact 13-09 and inform 13-09 that the pressure has been increased as requested. This use of feedback ensures that the message given is the message received.

3.2 COMMUNICATION PROCEDURES FOR INCIDENTS

Because countywide 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 WVFD frequency.** 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, WVFD 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 Woodville primary channel to announce that you are en route or responding (see Section 4.0 for definitions). "13-09 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. **Should there be multiple incidents going at once then say which scene you are responding to.** If you are responding to the station for standby or to pick up equipment, state this. "13-09 responding to Station for Engine."

If you are not responding from your home, state where you are responding. "13-09 responding from Capitol Circle and 90E." If you are in the city, "13-09 en route from City", is sufficient.

Members picking up apparatus shall radio when they leave the station with the apparatus. Example, "13-61 responding." On TFD Dispatch channel, contact TFD Dispatch and notify them that you are responding. "Tallahassee, 13-61 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, 13-61". "Go ahead 1261". Tallahassee, 13-61 responding". "10-4, 13-61 responding". Once TFD has received this message, transmit this same message on Woodville primary channel.

When on scene, always use Woodville 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 13, quarters or other, announce on Woodville primary channel your actions. "13-09 returning to quarters."

Apparatus radios shall always be left on TFD primary channel.

When a member comes upon an **emergency situation**, and are in possession of a cell phone reporting should be done via cell phone utilizing the 911 system. Should a cell phone not be available then that member shall report the situation to TFD dispatch by radio using their assigned identification number, i.e. "13-99" 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 Woodville Channel using their personal assigned identification number. If there are no Woodville officers enroute to the call the first member shall also report "on scene" and give a size up to TFD Dispatch using the number "13-99".

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 WVFD apparatus is taken out of service, the following shall be done:

1. Notify a WVFD Officer or, in their absence, of this action and its details.
2. Notify TFD Dispatch by phone of this apparatus being out of service and request that they page and notify WVFD 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 the incident commander or officer on scene downgrades units, 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 WVFD 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 WVFD 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 13 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 13 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 WVFD 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.
- All personnel while riding in moving apparatus shall wear seat belts.
- Tailboard riding positions are prohibited.
- Personnel may wear hearing protection devices 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.

CANCELLATION OF RESPONSE

Incident command structure (ICS) is used on every call responded to by the WVFD and a large portion of this system is the correct utilization of manpower and equipment. To reduce unnecessary amounts of apparatus and manpower from responding to every call and to enhance public safety the Incident Commander (IC) will assess the scene determine the amount of manpower and equipment needed to complete the incident. ICS steps listed below will be followed by all members of WVFD.

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

Members not on scene shall immediately cancel their response to the scene.

No member shall leave the scene of a call without clearance from the Incident Commander (IC) on scene as this is a key safety procedure.

Members failing to follow these ICS guidelines will be subject to strong disciplinary action

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 02/2008	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 WVFD jump suit, WVFD shirt, jacket, coat or ID badge. Members providing patient assessment and treatment shall wear their personal protective equipment (see section below), at 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.

If you are unsure of what to do, maintain crowd control until other members arrive and do not approach the scene

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 Arrest(Code 4)	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. **Follow the ICS rules at all times.**

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 Woodville 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 Woodville 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 WVFD 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 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.

SPECIAL CIRCUMSTANCE CALLS

On EMS calls such as attempted suicides, gun shot wound (GSW), assaults, etc., when instructed to by TFD Dispatch, a WVFD 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 that is enroute to the call via the WVFD channel of the details. If no WVFD officer is enroute to the call then notification should be made to TFD dispatch via Channel 1 giving clear concise information. 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 WVFD 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 Woodville 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 WVFD 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 Woodville 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. Wear your issued reflective traffic vests on all traffic related incidents unless for whatever reason it would jeopardize your personal safety.

Patient Care

Members shall continue patient care, even after TFD personnel arrive if requested, TFD personnel may interrupt your care 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 Woodville 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 Woodville officer and submit an Incident Report.

If a member, who has given patient care, is on scene with no Woodville officer or acting Woodville 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 Woodville 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 13 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 Woodville 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 "Woodville" 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 out 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 an 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 – Your 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 13 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.
3. **If you are unsure of what to do, maintain crowd control until other members arrive and do not approach the scene**

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 WVFD 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 WVFD member on scene shall perform a size up of the situation (see below) and report this information by radio to WVFD 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 northeast 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 WVFD 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: "13-02 on scene at a one story brick structure, approximately 3000 sq. ft., nothing showing, this will be Walden Command".

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

When a WVFD officer or acting officer is on scene with a TFD officer, members shall report to and take orders only from the WVFD 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 WVFD 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 WVFD 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 should 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 WVFD 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 also 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.

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. Immoral or indecent conduct as measured by community standards.
4. Insubordination. (See definition in Conduct 8.0.) This includes refusing an order from a superior officer.
5. Leaving a fire, medical or training scene early and/or without permission from the officer in charge.
6. 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.
7. Giving fire department information to unauthorized persons without permission from the Chief.
8. Lack of a valid Florida motor vehicle operator's license or maintaining required Vehicle insurance
9. Misuse of Department equipment or apparatus.
10. Failure to use proper Chain of Command at a fire or medical call.
11. Violation of a Department SOPS. 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.
12. Driving in a reckless manner to an emergency call in a POV or apparatus.
13. Any conduct which tends to bring discredit to the Department.
14. Conviction of a felony.
15. 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 90 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 90 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 WVFD (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 Woodville VFD logo or name on it provided the final design and the Executive Board approves clothing choice. Members will then be individually responsible for any fees associated with producing or acquiring the item. As with all WVFD 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 WVFD 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. 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 WVFD 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 WVFD 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. The Board of Directors will determine responsibility of replacing lost equipment

APPARATUS MAINTENANCE AND REPAIR

WVFD vehicles are maintained on a predetermined schedule set by the Fire Chief. Currently standard inventory and maintenance are performed every other week. Vehicle inventory forms must be completed in full and maintained by the Board Secretary 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 Fire Chief every three months. All department-owned vehicles shall have professionally performed Preventive Maintenance (PM) no less than quarterly. DOT inspections 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 or Deputy Chief.

If a vehicle breaks down while in service and cannot be moved, the WVFD 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 Deputy Chief who shall arrange for towing and necessary repair.

ACCIDENTS

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

Notify the Chief or Deputy Chief immediately. The WVFD Officer will immediately notify TFD Dispatch of the accident and request they notify the proper TFD Division Chief. If a WVFD Officer is not available, notify TFD Dispatch of the accident.

Request EMS and give assistance in case of injury.

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.**

Request law enforcement and other resources as needed.

If apparatus is out of service, notify Chief or Deputy Chief

Complete Accident Report.

If the accident occurs on City property (at Station 13), 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 13, 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 (North) 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 WVFD 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 WVFD 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 Woodville Volunteer 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.

Notification of any and all fundraising must be made in writing or electronic messaging to City of Tallahassee Fire Chief and Leon County Emergency Medical Services Director prior to the actual activity event date. This notification shall come from either the Administrative Board President or Fire Chief.

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 13. There shall be no smoking or use of smokeless tobacco products at any time in any of the Woodville 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 13. 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. The Executive Board must also approve all travel reimbursement requests 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. The Department will not reimburse any costs or expenses incurred, which are covered by other funding sources, in duplicate.

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 Woodville 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.

Financial Asset Policy

Purpose:

The purpose of this policy is to help protect the Woodville Volunteer Fire Department (WVFD) from potential loss or misuse of financial assets. Financial assets are defined for the purpose of this procedure as, credit cards, fuel cards and any account bearing the name Woodville Volunteer Fire Department where financial obligation can be accrued. The departmental checking account will be addressed in a separate procedure.

Authorized Users:

The following WVFD members who are otherwise authorized to make purchases on behalf of the WVFD are authorized to use a credit card for certain purchases:

- Chief of Woodville Volunteer Fire Department or his designee
- WVFD Board President
- WVFD Board Treasurer

Authorized Transactions:

Credit cards may only be used to purchase goods and services for the express use by the WVFD. Credit card use should be limited to the following purchases:

- Purchase of goods and services as approved by general membership at a regularly scheduled meeting.
- On an as needed basis **Emergency purchases** may approved by Fire Chief, Assistant Fire Chief, Board President or Board Vice President without prior approval of the general membership and presented for explanation at the next monthly meeting.

Documentation:

Itemized invoices or itemized receipts are needed to support items charged on credit card since credit card statements lack sufficient detail. The credit card will not be used to make any purchases from vendors that do not provide receipts.

Responsibilities:

Card users are responsible for the following:

- Signing statement agreeing to terms of this credit card policy
- Ensure the credit card is kept secure and used only by the cardholder
- Ensure the credit card is not used to make personal purchases
- Ensure the credit card is only used for appropriate Department purchases
- Ensure that extreme caution is used with credit card transactions over the telephone or Internet.
- Ensure that itemized receipts or invoices for purchases are received from vendors and reviewed for accuracy
- Ensure that receipts/invoices are approved by Board members and submitted to the Board Treasurer within five business days.
- Notify the credit card company and the Administrative Board members if your credit card is lost or stolen
- Return the credit card for cancellation to the Board President no less than (30) thirty days prior to leaving/resigning membership with the WVFD.

Fuel Accounts:

The Woodville Volunteer Fire Department purchases fuel for departmental usage from one of two vendors. Gulf Coast Lumber by means of a net thirty-day charge account and BP Gas Stations by means of a BP fuel only credit card. All fuel receipts must have the following information on the receipt.

Vehicle number
Mileage
Gallons purchased
Driver's Signature

All receipts missing any of the above information will be returned to the generator of the receipt in question to gather the missing information. The corrected receipts must be returned to the Treasurer within (5) business days or will be viewed as unauthorized transactions and be addressed as such.

Business Accounts:

Woodville Volunteer Fire Department has several net thirty-day vendor accounts some local and others not in the State of Florida. Only authorized purchasers may charge on these accounts. Authorized purchasers are as follows,

- Fire Chief or his/her designee
- Administrative President or his/her designee

E Bay and Pay Pal Account (s)

The Woodville Volunteer Fire Department has a registered E Bay account for the purpose of searching for equipment as a reduced price. A registered Pay Pal account has been established for the purpose of providing a secure method of payment for all departmental E Bay purchases and a means to accept donations from the public on the WVFD website.

Loss of Privileges:

Failure to comply with the provisions of this credit card policy may result in revocation of credit card privileges, in addition to potential disciplinary action, including termination of membership. The following are some examples of violations:

Unauthorized purchases
Personal purchases
Loaning the credit card to an unauthorized user
Failure to provide receipts for charges within the time frame allocated

Unauthorized Transactions:

Use of the department credit cards, fuel cards, company charge accounts or Pay Pal accounts for personal use is strictly prohibited. The authorized users will be held personally liable for all purchases. Any personal purchases made at a department vendor or on a credit card no matter the amount will be viewed as embezzlement and prosecuted to the fullest extent of the law.

STANDARD OPERATING PROCEDURES	Revised 10/2009	17.0 ADMINISTRATIVE BYLAWS
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Section I. Name of Organization

Paragraph 1: The name of this organization shall be the Woodville Volunteer Fire Department INC. It is organized by and for the residents of the Woodville area in order to provide mutual aid in case of fire and emergency medical aid. In attaining it's objectives it will need the assistance of all residents, property owners and friends. It is conceivable that in the future the membership might wish to expand the activities of the organization to include more emergency services.

Section II. Purposes

Paragraph 1: The general nature, objectives and purposes to be transacted by this corporation shall be: the prevention and extinguishment of fire and the protection life and property in case of fire and other emergencies.

Paragraph 2: To recruit and train a force of volunteers in the operation and use of fire fighting and other emergency equipment.

Paragraph 3: To devote study and teaching towards stimulating an awareness of fire hazards and methods of fire prevention in the community.

Paragraph 4: To cooperate with other civilian and governmental agencies, such as the Forestry Service, Civilian Defense Agency, State or County departments whose aims are similar in nature and scope of operation.

Section III. Membership

Paragraph 1: Anyone wanting to join the Woodville Volunteer Fire Department in an active firefighting capacity must be a minimum of 19 years old, live in the Woodville response area, provide a completed application packet and be voted into membership at a general meeting. An application packet is defined as; a completed application and the necessary background check(s) as set forth in the Articles of Incorporation. No one will be allowed membership without meeting these requirements. Anyone wishing to join the corporation in an administrative capacity must meet the same application criteria as a fire line applicant except this applicant may live outside the response area. All Fire line members will serve a one (1) year probation period with administrative members serving a six (6) month probation period. Probationary members both fire line and administrative serve at the discretion of the general membership and may be dismissed by a majority vote at any general meeting during their probation period. If they are failing to meet the minimum participation guidelines set forth by the Woodville Volunteer Fire Department.

Paragraph 2:

In the case of **fire fighters** active membership is defined in the department SOPs Section 1.1 under minimum participation for all dispatched calls for service. **Administrative members** will be expected to attend no less than ten (10) monthly meetings per calendar year. **Auxiliary members** will be expected attended no less than eight (8) monthly meetings and six (6) station maintenance sessions per year. All members are encouraged to attend all training and station maintenance sessions. **All members are expected** to participate in all fund raising and public relations activities.

Paragraph 3: Associate membership shall be recognized by an annual contribution to the Woodville Volunteer Fire Department of \$50.00 in assets and will be recognized with a certificate of appreciation given on a one-time basis to each Associate member.

Paragraph 4: Any citizen or organization residing in or out of the response area of the Woodville Volunteer Fire Department with a minimum age of eighteen (18) years may apply for membership as an Auxiliary Member. Auxiliary Members will be activated when the scope of the emergency over loads the responding membership or at the discretion of the Fire Chief or his designee. The duties of the Auxiliary Members will be to provide support services as needed to assist the responding members in the performance of their duties. These services shall include but, not limited to, traffic control, scene security, retrieval of supplies or equipment, assist in providing physiological support those involved both victims and rescuers. At no time will Auxiliary Members be allowed into the "Hot Zone" of any emergency situation unless given expressed permission by the Incident Commander. The Administrative Board President will oversee the activities of the Auxiliary Members and will serve as the primary contact to activate the Auxiliary members. Auxiliary Members will be activated via phone tree dispatching. All members of the Administrative Board will also serve as Auxiliary members. Paragraph 5: At any general, special, emergency or annual meeting the Fire Chief or Board President may present to the membership the name or names of any member(s) that are currently not following the guidelines set to be an active member of the fire line as set forth in paragraph 1. Any such member being removed from the active list must in the event of wanting to re-join the department must complete the application process as set forth in paragraph 1.

Section IV. Meetings

Paragraph 1: There shall be a general meeting held on the second Wednesday of each month, this can be changed by the Board President in cases where the second Wednesday conflicts with holidays. Members must be given notification of such changes as soon as the decision is made to change the meeting date. The Administrative Board here after referred to as the Administrative Board, consisting of the President, Vice President, Secretary and Treasurer shall meet no less than twice per calendar year. In the case of all meetings at least fifty-one (51) percent of membership must be present to constitute a quorum.

Paragraph 2: Special/Emergency meetings may be called anytime circumstances arise that is of urgency when waiting for a regular scheduled meeting could negatively impact the financial, response capabilities or public opinion of the organization. Any member in good standing with the department may request the President call an emergency meeting.

Paragraph 3: An annual Meeting of the organization shall be held at the time of the regular general meeting in September and written notice of this meeting shall be sent to every member not less than two (2) weeks prior to the date of the meeting. Written notice is defined as either letter or electronic message form.

Section V. Nominations and Elections

Paragraph 1: At the August meeting the President will remind all members present of the up-coming elections at the September meeting. At this time nominations will be opened for President, Vice President, Secretary and Treasurer and recorded in the minutes of the meeting. If at this time membership decides to hold a "vote of confidence" on the existing Administrative Board members and forgo the election process the election proceedings will be stopped and the vote of confidence will take place at the August meeting. Also at the September meeting a "vote of confidence" will be conducted on the existing Fire Chief by a majority ballot vote of all members present.

Paragraph 2: A majority vote of members at any general or annual meeting is necessary for the election of any officer or the fire chief.

Section VI. Voting

Paragraph 1: Majority shall be defined as 51 percent of the members present at any meeting or 51 percent of the members voting.

Paragraph 2: At all meetings and elections voting shall normally be by voice; however, upon majority request any matter or election maybe decided upon by written ballot. Where there is a written ballot the president shall appoint two (2) tellers to distribute, collect and tabulate the ballots: after they shall report the results to the membership. It shall be a mandatory “vote of confidence” by written ballot at the annual meeting regarding the performance of the current fire chief.

Paragraph 3: Voting by proxy may not be done at any meeting.

Paragraph 4: A quorum is defined as 75% of administrative members and 51% of general members.

Section VII. Order of Business

Paragraph 1: The Secretary is to prepare an agenda before each meeting. Members shall at anytime up to the meeting enter with the Secretary any business they would like placed on the agenda.

Paragraph 2: Just before adjournment of each meeting the President will open the floor for discussion of any item that was not previously on the agenda.

Amend to read: The order of business at all meetings will be,

- Call to Order by the President
- Roll Call of membership
- Introduction of Guest (s)
- Treasurer’s Report
- Minutes of previous meeting (s)
- Old Business
- Old Business as entered on the agenda
- Chiefs Report
- Open Discussion
- Adjournment

Section VIII. Governing Body

Paragraph 1: Qualifications for members of the Governing body shall be an active member who is attending meetings on a regular basis and has completed his/her probation period and is in good standing with the department.

Paragraph 2: The officers of the Organization shall be: President, Vice President, Secretary and Treasurer.

Paragraph 3: The Officers and Fire Chief shall constitute the Administrative Board.

Paragraph 4: The Administrative Board shall transact all business concerning the organization including but not limited to, purchases, fund raising and daily management of the organization. No expenditure of funds may exceed \$50.00 without the prior approval of the Administrative Board. The Fire Chief is granted purchasing authority of up to \$500.00 for emergency vehicle repairs. The Board shall meet no less than semi –annually with one of the meetings in September just before the annual membership meeting and the minutes of this meeting shall be recorded and made available for any member to review.

Paragraph 5: Should a vacancy occur on the Administrative 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 regular meeting for a vote. As a general rule probationary members may not hold a position on the administrative board.

Paragraph 6: The Administrative Board reserves the right to recommend the removal of any member of the Board when that member is not fulfilling his or her duties. This recommendation would go before the membership for a vote at the next general meeting.

Paragraph 7: Meetings of the Administrative board are open to the general membership, however Robert's Rules of Order must be enforced so the transaction of business is properly executed.

Section IX. Duties of Officers

President

Shall preside at all membership meetings; represent the organization as the chief Administrative officer in matters involving but not limited to fiscal issues. Serve as primary supervisor of the Auxiliary Unit. In his/her absence the Vice President shall assume these responsibilities. Shall be Chairman of the Administrative committee, shall appoint all committees, Shall be one of the Officers who may sign checks of the organization. He shall, with the advice and consent of the Board, make every effort to further the objective and stimulate the further development of the organization. He/she shall make every effort to further the goals and objectives of the organization and at all times representing the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization. Shall have such powers as may be reasonable construed as belonging to the chief Administrative of any organization.

He/she shall make every effort to further the goals and objectives of the organization and at all times and represent the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization. He/she shall serve as leader of the Auxiliary Unit.

Vice President

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. Shall be one of the officers authorized to sign on the department checking account. He/she shall make every effort to further the goals and objectives of the organization and at all times and represent the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization. He/she shall serve as a member of the Auxiliary Unit.

Secretary

Shall keep the minutes and records of the organization in appropriate form. Shall transmit necessary correspondence and keep on file the pertinent correspondence. Shall maintain a complete roster of members with the assistance of the Fire Chief. Shall send notices of special or annual meetings to all members. . Shall be one of the officers authorized to sign on the department checking account. He/she shall make every effort to further the goals and objectives of the organization and at all times and represent the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization. He/she shall serve as a member of the Auxiliary Unit.

Treasurer

Shall have custody and care of all financial paperwork and records belonging to the organization. Shall prepare all deposits of monies donated or obtained legally in any other manor by the organization. Shall maintain control of any records required for audits, fiscal reports or any other fiscal recording.

. Shall be the primary officer authorized to sign on the department checking account and one of the other three (3) authorized board members on the signature card at the bank will serve as counter signature.

He/she shall render regular written and signed reports in the approved format at membership meetings, stating the financial condition of the organization. Shall render written reports of the finances when requested by the Board. Keep accurate and appropriate records of all monies received and expenditures in such a manor as to show where all monies are used for only organizational purposes. .

He/she shall keep and maintain tax exemption records and any records that are of taxes and revenue nature.

He/she shall make every effort to further the goals and objectives of the organization and at all times and represent the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization. He/she shall serve as a member of the Auxiliary Unit.

Section X.

Committees- Standing and Special

Paragraph 1: The appointment of standing committees shall be at the discretion of the President.

Paragraph 2: The President shall appoint a special committee when it is necessary to study specific non-re-occurring programs. When such a committee has reported its findings it shall automatically disband.

Paragraph 3: The President may be an ex-officio member of any committee.

Section XI. Fire-Fighting Division

Fire Chief

The qualifications for the position of Fire Chief shall be as follows; must have possession of a high school diploma or equivalent, minimum age of 25 years, reside in the Woodville response area, a minimum of three (3) years verifiable experience as a volunteer in the state of Florida, preferably in Leon County, clear criminal history verified through the Florida Department of Law Enforcement, and a minimum training of Fire Fighter 1 and possess a working knowledge of fire fighting techniques and equipment.

The Administrative Board shall appoint the Fire Chief and his appointment shall be subject to approval by the members at an each annual meeting.

It shall be his/her responsibility to develop a regular training program with the idea of involving all members both fire-line and administrative in some phase of the efforts. He/she shall be responsible to the general membership for the success of this program.

The fire-fighting program shall be under the direct supervision of the Fire Chief.

The apparatus and equipment belonging to the Woodville Volunteer Fire Department is the responsibility of the Fire Chief. He/she is directly responsible to ensure all equipment is in working order and good repair when needed. He/she shall evaluate all equipment on a semi-annual basis and make his/her recommendation for additions or replacement as needed.

He/she shall make every effort to further the goals and objectives of the organization and at all times representing the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization

Assistant Fire Chief

Shall be selected by the Fire Chief work closely with the Chief and be ready to stand in his stead. Shall be willing to carry out assigned tasks on the behalf of the Chief. The qualifications for the position of Assistant Fire Chief shall be as follows; must have possession of a high school diploma or equivalent, minimum age of 25 years, reside in the Woodville response area, a minimum of two (2) years verifiable experience as a volunteer in the state of Florida, preferably in Leon County, clear criminal history verified through the Florida Department of Law Enforcement, and a minimum training of Fire Fighter 1 with a general working knowledge of fire fighting techniques and equipment.

He/she shall make every effort to further the goals and objectives of the organization and at all times representing the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization.

Should for any reason the current Fire Chief be unable to fulfill his/her duties the Assistant Fire Chief will fill the vacancy until an Emergency Board meeting to appoint a new Chief.

Lieutenant (s)

The number of fire fighters shall govern the number of Lieutenants. Promotions for a fire fighter to the rank of Lieutenant shall be the responsibility of the Fire Chief.

He/she shall make every effort to further the goals and objectives of the organization and at all times representing the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization.

A well-trained group of volunteers should be ready to respond for duty. Even those who may not be physically able to make fire runs can act as dispatchers, assist with minor maintenance work on the equipment and provide support services to the Fire line members.

All members shall make every effort to further the goals and objectives of the organization and at all times represent the organization in a professional manner recognizing their behavior is a direct representation of the entire organization.

Section XII.

First Responder Program

Paragraph 1 The first responder program will be dissolved as an independent program and incorporated in to the Fire fighting program and will fall under the supervision of the Fire Chief.

Paragraph 2: In the event of a fire dispatch and a medical assist dispatch occurring simultaneously the highest ranking officer or the most senior firefighter responding shall coordinate the activities of the units responding.

Paragraph 3: When the by-laws of this organization conflict with County ordinances or state statutes those by-laws in question will not be followed.

Section XIII.

Amendments

Paragraph 1: Amendments to existing by-laws are made by majority (51 percent) vote of membership at any general meeting. The by-law to be amended must have been presented to membership at the previous general meeting.

Paragraph 2: Amendments to existing rules and regulations are made by majority (51 percent) vote of membership at any general meeting. The rule or regulation to be amended must have been presented to membership at the previous general meeting.

Paragraph 3: All meetings of the organization shall be governed by Roberts Rules of Order, Revised and in accordance with the by-laws of the organization.

Section XIV.

Officer Benefits

Federal Public Safety Officers Benefits Act of 1976 states:

Paragraph 1: Whereas, Public Law 94-430 adopted by the 94 th Congress and known as the “ Public Safety Officers Benefits Act of 1976” provides for death benefits of public safety officers where death is a direct and proximate result of a personal injury sustained in the line of duty; and

Whereas, the Administrative Board of the Woodville Volunteer Fire Department resolves that it would be in the best interest of the Woodville citizens that the members of its Volunteer Fire Department be covered by the benefits of the afore mentioned act: and

Whereas, the members of the Woodville Volunteer Fire Department have faithfully responded to fires and other emergencies within and beyond the limits of Woodville, Florida.

NOW THEREFORE, BE IT ORDAINED BY THE ADMINISTRATIVE BOARD OF THE WOODVILLE VOLUNTEER FIRE DEPARTMENT.

Paragraph 2:

The primary obligation and authority of Woodville Volunteer Fire Department fire fighters is within the response area designated by the Leon County Board of County Commissioners and or their designee. As a secondary obligation the said fire firefighters may be called upon to respond elsewhere in the state of Florida.

Paragraph 3: Obligations: A fire fighter of the Woodville Volunteer Fire Department is obligated to respond to fires or other emergencies for which he is qualified by reason of training or experience within the Woodville Volunteer Fire Department’s response area. . Outside of the Woodville Volunteer Fire Department’s response area, but within the limits of any county in the state of Florida, He/she is authorized to identify him/herself as a member of the Woodville Volunteer Fire Department and render such aid as He/she deems necessary and so long as such aid does not exceed his or her level of training.

Paragraph 4: Benefits: In the event a fire fighter of the Woodville Volunteer Fire Department dies as the direct and proximate result of a personal injury sustained in the line of duty, application for payment of benefits shall be made on his or her behalf under the “Public Safety Officers Benefits Act of 1976. ”

SIGNATURE PAGE

I have reviewed 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 will also be required to turn in any clothing or equipment depicting the department logo patch purchased by the member.

Signed: _____

Date: _____

Witnessed: _____

Fire Chief or designee