

WOODVILLE VOLUNTEER FIRE DEPARTMENT



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

Revised and Updated
November 2017

Woodville Volunteer Fire Department
1555 East Oakridge Road
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.

Firefighting 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 harm's 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 an 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, Fire 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, Fire 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:	
Phone (Cell):		Employer:	
		Vehicle Ins. Co:	
		Vehicle Ins. #:	
Emergency Contact	Name:		
	Address:		
	Phone:		
Area(s) of interest. (Circle all that apply):		Firefighting	Medical 1st Responder
		Auxiliary	Administrative
Highest Level of Education: (Circle One):		High School/GED	College/University
		Graduate	Vocational

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

Do you have any pre-existing medical conditions that would prevent you from performing strenuous physical activity? If so, please list below. (Circle one) Yes No

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
(850) 933-4018

HEPATITIS B IMMUNIZATION OFFER

Federal Law requires all Volunteer Fire Department members, to be provided with immunization, information and supplies 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 decide 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 <https://www.cdc.gov/hepatitis/index.htm>. Extensive information on both the disease and the vaccine can be found through links listed on that page.

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 _____

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 Emergency Medical Responder.

THE DEPARTMENT'S RESPONSIBILITIES TO THE MEMBERS

Department / Command Staff will - - -

- Provide sound leadership and guidance while always treating you with respect and dignity.
- Provide you with training in firefighting, emergency medical responder, emergency vehicle operation and other areas to ensure that you are equipped to handle your duties.
- Supply your personal protective equipment (PPE) suitable for firefighting or emergency medical responder duties.
- Provide you with medical 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 with the fellowship and friendship of the other members who, like you, believe in serving our community.

Department / Command Staff will not - - -

- Knowingly compromise your safety by allowing you to 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

Department Members will ---

- Completing the required basic training courses during your first year providing the training is made available to you.
- During your probationary period, 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, participate in fire/rescue calls, monthly training sessions, fundraising activities and other mandatory activities as defined in the Department's SOP Section 1.0.
- Clean assigned equipment and assist in maintaining our portion of Station 13 as assigned and assist with apparatus maintenance.
- Always conduct yourself always in a manner which reflects positively on the Department.
- Maintain 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 Chief of any defects in your assigned equipment that could jeopardize your safety or the safety of others.
- Notify the Chief or designee of any lost or damaged equipment assigned to you. This notification must be made as soon as the loss or damage is found. Notification can be in the form of a phone call or text message.
- Immediately notify the Chief of any public interaction that may have put forth a bad public image.
- Not misrepresent the department in any manner.

SIGNATURE PAGE

I have reviewed the Standard Operating Procedures, Bylaws, and Articles of Incorporation. 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.

Signature: _____

Date: _____

Witness: _____

Fire Chief or designee: _____

WOODVILLE VOLUNTEER FIRE DEPARTMENT
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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 always, 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. Regular cleaning of assigned personal protective equipment is the responsibility of member assigned said PPE.
- 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.
- Horseplay on the fire ground or rescue scene will not be tolerated. Do not distract others from performing their tasks.
- Always use the right tool and equipment for the job and 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. Any tool or piece of equipment removed from an apparatus will be returned to the same apparatus upon completion of the task. It is the responsibility of the Driver/Operator to ensure all tools and equipment are clean and back in the assigned location upon completion of any incident.

STANDARD OPERATING PROCEDURES	Revised 11/2017	1.0 MEMBERSHIP QUALIFICATIONS AND PARTICIPATION REQUIREMENTS
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To be an active member of the Firefighting, EMS, or Auxiliary divisions, a member shall:

- a. Be at least 18 years old for membership as firefighting, Emergency Medical Responder or Auxiliary division.
- b. Responders must 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). Administrative Board and Auxiliary members may live outside Leon County provided they meet the remaining requirements. Members living just outside the response boundaries will be considered for membership on a case by case basis.
- 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.
- h. Maintain a working phone.

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

Apparatus Drivers

To be qualified to drive any Woodville Volunteer Fire Department apparatus, a member must not be on probationary status and must 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 Woodville Volunteer Fire Department 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. If background checks are positive, the prospective member may be voted in by a majority vote of the members attending the next scheduled monthly meeting. Probationary period begins at the same meeting.

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 will be required to return all assigned equipment within 48 hours of dismissal.

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

MINIMUM REQUIRED PARTICIPATION

To obtain active membership, during the probationary period, a member shall respond to a majority of Fire and Emergency Medical Service (EMS) calls (minimum of (2) two per month for which the member is qualified to be on scene), attend a majority of available training and maintenance sessions and participate in all fundraising activities and other 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).

The minimum number of responses per quarter is 12. **This is only one per week.** The total required per year is 48, basically 1 call per week average. While this is the minimum number required, all responders are asked to respond to as many calls as possible. 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.**

If a member does not meet the minimum requirement for active membership, the Chief will counsel with the member about failing to participate. 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, 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.**

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.

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 a member was absent. These will be handled on an individual basis, with the responsibility of advising an officer resting with the member.

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. All members are required to participate in the annual fund raising and public relation events.

STANDARD OPERATING PROCEDURES	Revised 11/2017	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 Tallahassee Fire Department’s Tactical SOPs (900 series). Once each year, all Leon County Volunteer Firefighters wishing to fight interior fires or enter the HOT ZONE are required by Tallahassee Fire Department and Leon County to participate in a Live Burn training session to be qualified as an Interior Attack Firefighter. All members qualified for Interior Attack are required to provide proof of an annual physical exam to maintain Interior Attack status. **It is the responsibility of Interior Attack Firefighters to know when his or her physical is due and to schedule their physical exams accordingly.**

Training Policy

All members shall complete the Emergency Medical Responders training course at the first offering or within their first year. All responding department members shall complete the Tallahassee Fire Department EMS SOP Review course once each year. All responding 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. Members are responsible for notifying of pending expiration on certifications.

All responding members shall participate in the Department’s training in accordance with the participation requirements of the Firefighting/EMS Division (SOP 1.1).

All responding 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 responding members shall complete the HazMat Operations Refresher course annually.

All members shall complete the Bloodborne Pathogen training within one year of joining the Department. All responding members must receive an annual refresher.

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

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

As soon as possible after the end of their probation period, new responding members 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 Section 324.021(7)-(8), Florida Statutes.

324.021 Definitions; minimum insurance required –

- (7) **PROOF OF FINANCIAL RESPONSIBILITY.** –That proof of ability to respond in damages for liability because 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 any time 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 the insurance is restored and proof is provided to the Administrative Board President. **Failure to comply with this portion of Section 324.021 will result in immediate suspension and possible termination of membership.**

STANDARD OPERATING PROCEDURES	Revised 11/2017	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. All radio communications are done by clear text except for 10-38. 10-38 is an inner or outer OFFICER SAFETY HAZARD. If you hear “inner 10-38”, then DO NOT approach the scene until Law Enforcement has deemed the scene safe.

When there is heavy radio traffic, e.g., during multiple incidents or severe weather, listen for several seconds before you key the microphone. This is 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.

UNIT NUMBER AND BASE STATION DESIGNATIONS

Officers and apparatus unit numbers are as follows:

Unit number	Officers	Vehicle number	Apparatus
13-01	Chief	1384	Quick Attack/Rescue
13-02	Deputy Chief	1382	Quick Attack/Brush Unit
13-03	Captain		
13-04	Lieutenant		
13-05	Lieutenant	1381	Brush Unit
	Lieutenant	1386	Support Trailer

Member unit numbers are assigned by the Chief and are not based on seniority. The designation for Consolidated Dispatch is “Dispatch”

CHANNEL USE

Tallahassee Fire Department (TFD) Dispatch Channel 1 is the main channel for all Tallahassee Fire Department communications. All members are authorized to communicate directly with TFD Dispatch. Wait 1 full second after pressing push-to-talk (PTT) button on the mike or radio before beginning to speak. Speak slowly, clearly and concisely. **Know what you are planning to say before you press the PTT button.**

TFD TAC 1 is the Tallahassee Fire Department primary dispatch channel. During large incidents, house fires, vehicle accidents etc....you may be directed to a TAC channel by Consolidated Dispatch. Follow instructions and switch to the assigned TAC channel for that incident until it is completed or you are released by Incident Command.

PAGER TYPE CODES

<p>1 ABDOMINAL PAIN / PROBLEMS 2 ALLERGIES / ENVENOMATIONS 3 ANIMAL BITES / ATTACKS 4 ASSAULT / SEXUAL ASSAULT 5 BACK PAIN 6 BREATHING PROBLEMS 7 BURNS (SCALDS) EXPLOSION (BLAST) 8 CARBON MONOXIDE / INHAL. / HAZMAT / CBRN 9 CARDIAC / RESPIRATORY ARREST / DEATH 10 CHEST PAINS 11 CHOKING 12 CONVULSIONS / SEIZURES 13 DIABETIC PROBLEMS 14 DROWNING (NEAR) SCUBA ACCIDENT 15 ELECTROCUTION / LIGHTNING 16 EYE PROBLEMS / INJURIES 17 FALLS 18 HEADACHE 19 HEART PROBLEMS / A.I.C.D.</p>	<p>20 HEAT / COLD EXPOSURE 21 HEMORRHAGE / LACERATION 22 INACCESSIBLE / ENTRAPMENTS 23 OVERDOSE / POISONING (INGESTION)) 24 PREGNANCY / CHILDBIRTH / MISCARRIAGE 25 PSYCHIATRIC / ABNORMAL / SUICIDE 26 SICK PERSON (SPECIFIC DIAGNOSIS) 27 STAB / GUNSHOT / PENETRATING TRAMA 28 STROKE (CVA) 29 TRAFFIC / TRANSPORTATION ACCIDENT 30 TRAUMATIC ACCIDENT 31 UNCONSCIOUS / NEAR FAINTING 32 UNKNOWN PROBLEM (MAN DOWN) 33 TRANSFER/ INTERFACILITY / PALLIATIVE 34 CAN (AUTOMATIC CRASH NOTIFICATION) 35 UNASSIGNED 36 PANDEMIC FLU 37 INTERFACILITY EVALUATION / TRANSFER</p>
<p>51 AIRCRAFT EMERGENCY 52 ALARMS 53 CITIZEN ASSIST / SERVICE CALL 54 CONFINED SPACE / STRUCTURE COLLAPSE 55 ELECTRICAL HAZARD 56 ELEVATOR RESCUE 57 EXPLOSION 58 EXTRICATION / ENTRAPMENT 59 FUEL SPILL 60 GAS LEAK/ GAS ODOR 61 HAZMAT 62 HIGH ANGLE RESCUE 63 LIGHTNING STRIKE (INVESTIGATION)</p>	<p>64 MARINE FIRE 65 MUTUAL AID / OUTSIDE AGENCY 66 ODOR (STRANGE / UNKNOWN) 67 OUTSIDE FIRE 68 SMOKE INVESTIGATION (OUTSIDE) 69 STRUCTURE FIRE 70 TRAIN / RAIL INCIDENT 71 VEHICLE FIRE 72 WATER RESCUE 73 WATERCRAFT IN DISTRESS 74 SUSPICIOUS PACKAGE / BOMB THREAT 75 TRAIN / RAIL FIRE</p>

BASIC COMMUNICATION PROCEDURES

When calling another unit, state their unit # (13-xx) first, then 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.

3.2 COMMUNICATION PROCEDURES FOR INCIDENTS

Immediately after being toned, Consolidated Dispatch will announce on TFD 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.

Use Consolidated Dispatch primary channel or the assigned TAC 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.**

When released from a scene by command, your radio transmission should be "Dispatch 1301 released by command." If the Incident Command notifies Dispatch "volunteers are released" or "Command terminated all units are available" no further radio transmission is needed by you.

When a member comes upon an **emergency** and is 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 Consolidated Dispatch by radio using their assigned identification number.

When a member arrives on a scene to which we have been dispatched, they shall report "on scene" on TFD Primary Channel using their personal assigned identification number. **If you are the first unit/person on scene you must give an accurate size up.**

An example would be, "Dispatch 1301 on scene. This is a single wide mobile home with heavy smoke coming from behind the structure, I will be investigating." **This size up is before you exit your vehicle.** Update your size up to Dispatch as soon as you have new information. "Dispatch 1301, the heavy smoke is from a large debris pile burning in the backyard. The structure is not threatened by this fire. Accurate and complete size ups save money and lives.

Non-emergency incidents discovered by a member in or out of district **shall not be reported by radio** to Consolidated Dispatch 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:

- Notify a WVFD Officer of this action and its details.
- All members will be notified via text message when a WVFD apparatus is taken out of service.

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

STANDARD OPERATING PROCEDURES	Revised 11/2017	4.0 RESPONSE TO EMERGENCY CALLS
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RESPONSE MODE DEFINITIONS

There are two modes for proceeding to calls: Response mode or En route 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. En route mode is used in situations such as non-emergency investigations, when the IC 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 a personal vehicle, in answer to an emergency call, to the scene, non-probationary members may respond using red lights (and sirens for apparatus) unless otherwise instructed. 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 Consolidated Dispatch dispatches us out of our area. Florida Statutes prohibit the use of sirens, or blue or white flashing lights on 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 always be exercised. 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. Driving complaints received from citizens will be investigated and evaluated on a case by case basis as will complaints received from members of other public safety agencies. Validated driving complaints WILL RESULT in discipline up to possible termination.**

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 (i.e. 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 him or her, 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 an authorized emergency, sanitation, or utility service 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 a law enforcement officer.

- (b) If an authorized emergency vehicle displaying any visual signals is parked on the roadside, a sanitation vehicle is performing a task related to the provision of sanitation services on the roadside, a utility service vehicle is performing a task related to the provision of utility services on the roadside, 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, sanitation vehicle, utility service 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, sanitation vehicle, utility service vehicle, or wrecker, except when otherwise directed by a law enforcement officer. If such movement cannot be safely accomplished, the driver shall reduce speed as provided in subparagraph 2.
 - 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 license educational materials.
- (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 a law enforcement officer.
- (3) An 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) This section does not diminish or enlarge any rules of evidence or liability in any case involving the operation of an emergency vehicle.
- (5) This section does 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.
- (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 handheld radio when responding to a call. For all calls for service, all members shall respond directly to the scene unless otherwise instructed.

Cover Station Only: It is our policy that when 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.

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.

Fire calls: Stand-by status will not be allowed for structure or brush fires due to undetermined manpower needs.

Other rescue calls: All available manpower will respond to the scene unless otherwise instructed.

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. The driver 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.
- 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 ensure 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. All department vehicles are equipped with back up cameras. **Back up cameras do not replace a spotter.**
- At the completion of all incidents Driver/Operators will complete a 360 check of the apparatus to check for any damage that may have occurred while on scene. Any damage found will be reported to the Chief or designee via text message.
- A written damage report will be completed by the Driver/Operator and submitted to the Fire Chief within 48 hours of the occurrence.

CELLULAR PHONE USAGE

While the usage of cellular devices enhances our day to day activities there is no place for cellular phone usage while driving a Woodville Volunteer Fire Department apparatus.

Validated complaints of texting while operating a WVFD apparatus will result in immediate suspension of apparatus driving privileges.

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 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 prior to arrival to a scene, members not on scene shall immediately cancel their response to the scene. If non-ranking members are on scene and a line officer feels it would be in the best interest of the department or the members on scene, he/she may continue to the call in non-emergency mode. No member shall leave the scene of a call without clearance from the Incident Commander on scene as this is a key safety procedure.

Members failing to follow these Incident Command System 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 11/2017	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 ONE'S TRAINING.

MEDICAL SUPPLIES

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

SCENE SAFETY AND PERSONAL PROTECTION

At scenes, provided personal protection equipment. Members providing patient assessment and treatment shall wear their personal protective equipment (see section below), at a minimum approved medical protective glove must be worn.

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 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.
 - c. Masks required when appropriate.
 - 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 Personal Protective Equipment 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 Tallahassee Fire Department's or Leon County Emergency Medical Service'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 to research the information afforded to them and make an informed decision. Auxiliary members will also be given the opportunity to receive this vaccination. 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 ON THE FIRE SCENE/MEDICAL CALL ***

1. Always make sure that the scene is safe. **Your safety always comes first.**
2. Do not approach an unsafe or questionable scene until law enforcement has deemed it safe.
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 Standard Operating Procedure.

If you are unsure of what to do, then do not approach the scene. If you are cancelled prior to arrival by the Incident Commander, DO NOT continue to the scene.

RESPONSE SIZE

The following is to be used as a general guide and can be modified by Incident Command as the situation warrants.

Type of Situation	Number of Total Personnel Needed Per Patient
Traffic Accident (Type 29)	All available members
Extrication/Entrapment (Type 58)	All available members
Brush Fire (Type 67)	All available members
Structure Fire (Type 69)	All available members
General Medical	Two first responders
Cardiac Arrest (Type 9)	Four first responders.

Always follow the rules of the Incident Command System at any emergency incident or function.

MEDICAL CARE

Medical care shall be provided in accordance with Tallahassee Fire Department and Leon County Emergency Medical Services Standard Operating Procedures. **Do not perform any medical care you are not trained to perform.**

5.1 INCIDENT PROCEDURES

RESPONSE NOTIFICATION

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

If an emergency medical incident is discovered by a First Responder, EMT or Paramedic when out of the response area of the Woodville Volunteer Fire Department, 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 other emergency medical personnel.

SPECIAL CIRCUMSTANCE CALLS

On calls such as attempted suicides, gunshot wounds (GSW), assaults, etc., or when instructed to by Consolidated Dispatch, a WVFD officer or Dispatcher, responding members shall **REMAIN OUTSIDE (STAGE) AWAY FROM THE IMMEDIATE SCENE UNTIL LAW ENFORCEMENT ARRIVES AND HAS CONFIRMED THE SCENE IS SAFE FOR FIREFIGHTERS AND LEON COUNTY EMERGENCY SERVICES PERSONEL.**

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 Consolidated Dispatch via radio of the details. At least one Medical first responder shall remain with the patient/s until relieved by other emergency personnel, no matter how minor the situation appears, unless they receive other orders from the Incident Command, Consolidated Dispatch, a Woodville VFD 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. This includes Woodville VFD apparatus, be mindful of the nature of the call and the function of the apparatus you are driving, red lights shall remain lighted on parked vehicles / apparatus to make the scene more easily visible to incoming emergency units and to protect the scene.

Scene Command

At a medical incident, prior to the arrival of Tallahassee Fire Department or Leon County Emergency Medical Service, 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 Leon County Emergency Medical Services arrives on scene control of the incident will immediately be turned over to that department. The Woodville Volunteer Fire Department member in charge shall inform them of all pertinent data. See "Patient Care" below.

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 Tallahassee Fire Department personnel arrive if requested, Tallahassee Fire Department personnel may interrupt your care even if that care is proper and sufficient. If care is continued, suggestions and requests from the Tallahassee Fire Department Incident Commander shall be followed without question.

If a member, who has given patient care, is released by the Tallahassee Fire Department Incident Commander prior to patient transport, that member shall remain on scene until patient transport has occurred.

If a member is providing patient care and Leon County Emergency Medical Services arrives, turn the patient over to Leon County Emergency Medical Services and offer assistance and follow the requests of Leon County Emergency Medical Services. If a member of the Woodville Volunteer Fire Department is instructed to stop patient care by an employee of Leon County Emergency Medical Services, the care administered by Woodville Volunteer Fire Department will cease immediately.

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

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 Leon County Emergency Medical Service.
Equipment/Supplies:	List all equipment and supplies used by our Department or left with patient by you or any of our members. Indicate the quantity. Note: At least one pair of exam gloves shall be used and listed for each of our members who had patient contact or donned gloves in case they may be needed.
Patient's Phone:	Enter appropriate information in any space available.
Vital Signs:	Blood Pressure, Pulse and Respirations should be taken and recorded along with the time when taken, at least once every 5 minutes on critical patients or once every 15 minutes at a minimum.

Respirations, Level of Consciousness, Pupils, Motor Power, Abdomen and Skin:	Check the appropriate boxes.
Ambulance Unit #:	Enter appropriate designation. Ex: Medic 3 & LifeNet or Medic 1.
VFD Station #:	Enter "Sta. 13"
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: "Leon County Emergency Medical Services or Tallahassee Fire Department personal arrived and assumed patient care 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 approximately when recording times.

REMEMBER: If it isn't written down, then you didn't do it. In addition, if you didn't do something, then don't write it down. A Patient Encounter Record 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.

- Subjective – What you were told by patient/bystanders/other responders. "Patient denied hitting his head."
- Objective – What you saw and did. "Vehicle found on roof," and "Patient had abrasion to left side of his forehead."
- Assessment – Your assessment summary. "Injuries from a vehicle crash."
- Plan/Procedure – Your actions or continuing care. "Patient placed on backboard utilizing C spine immobilizer, secured with straps and awaited transport."

EXAMPLE:

“S – Code 3 to patients’ residence for chest pain. Patient stated he had been having constant left-sided chest “tightness” for the past 30 minutes. Patient took (1) one of his own nitro without relief. Patient also c/o numbness/tingling in left arm. Patient denied any nausea or sweating. Patient denied any recent trauma. Patient denied any history of heart problems.

O – Found patient 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 patient on O2 at 15 liters per minute with a non-rebreather. Assessed vital signs and preformed rapid medical assessment. Patient care turned over to Tallahassee Fire Department upon their arrival. Patient was transported by Leon County Emergency Medical Services Unit Medic 13.

Dry Runs: VFD Members are not permitted to do “Dry Runs” (treat and release or patient refusals). If a patient on whom you have begun evaluating refuses any further evaluation, notify the officer in charge immediately. In cases where the Woodville Volunteer Fire Department is at a public relations function and a walk-up patient meets the criteria for emergency medical care (high blood pressure, difficulty breathing etc.), the highest ranking officer will notify Consolidated Dispatch via radio to request a Tallahassee Fire Department unit and Leon County Emergency Medical Services.

5.3 AED OPERATION

Follow procedures in the Tallahassee Fire Department Standard Operating Procedure 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 Tallahassee Fire Department Administrative Office (old station 2) within 24 hours to download the information.

STANDARD OPERATING PROCEDURES	Revised 11/2017	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 WVFD response area 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 vehicle from gaining access or leaving the scene. Remember that several fire apparatuses may eventually set up on some scenes so you may need to park away from the incident. ALL Woodville Volunteer Fire Department vehicles both personal and department apparatus must be parked in such a way as to not impede the arrival of Tallahassee Fire Department apparatus.

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 proof of SCBA certification and authorization to enter the hot zone.

Members at a vehicle crash **MUST** wear department issued personal protection equipment. Members **must always be aware of the possibility of fire** at any vehicle crash scene.

Members providing traffic control at accident scenes **MUST** wear department issued personal protection equipment **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 Vehicle Crash without appropriate gear will be ordered to leave.

SIZE-UP

If Tallahassee Fire Department has not arrived on scene, the first Woodville Volunteer Fire Department member on scene shall perform a size up of the situation (see below) and report this information by radio to Consolidated Dispatch. 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 full sized 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 ic electrical 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 Woodville Volunteer Fire Department recognized officer arrives on scene prior to Tallahassee Fire Department, that officer may set up command and follow Tallahassee Fire Department Standard Operating Procedure 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 Tallahassee Fire Department arrival.

Example for a call on Oakridge Road: "13-02 on scene at a one-story brick structure, approximately 3000 sq. ft., heavy smoke coming from the rear of the structure. nothing showing, this will be Oakridge Command". "Dispatch the source of the heavy smoke is a pile of yard debris with an automobile tire on the fire. Cancel all downtown units and downgrade first due unit."

A good size up saves both money and lives by allowing responding units to either down grade or cancel based solely on the information provided in the size up.

All arriving members shall immediately report to the Incident Command to notify them of their presence and receive orders.

If a Woodville Volunteer Fire Department member is assigned to a group or sector, that member shall take orders from that group or sector officer. **FOLLOW INCIDENT COMMAND ALWAYS.**

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 Incident Command in order to be officially released, prior to leaving the scene.

STANDARD OPERATING PROCEDURES	Revised 11/2017	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 Fire Chief. The member(s) shall then complete an Incident Report and submit it to the Chief no later than 24 hours after the incident. Examples, suspicious subject at the scene when you arrive, confrontation with a citizen, damage to apparatus, confrontation with personnel of the Tallahassee Fire Department or Leon County Emergency Medical Service, or anything that strikes the member(s) as unusual.

STANDARD OPERATING PROCEDURES	Revised 11/2017	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. **ALL allegations of insubordination will be investigated and handled in accordance with policy and procedure.**

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. **Woodville Volunteer Fire Department has a ZERO tolerance policy on the use of controlled substances.**

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 specifically assigned to a member may not be used other than in the performance 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 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 Leon County Emergency Medical Service call, during training sessions, during any Department function (e.g. fundraising activities), and when wearing WVFD apparel or equipment 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 shall include a) use of membership for personal gain, b) slanderous remarks, c) exceeding authority, and 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.)

Members shall treat the general public, 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 11/2017	9.0 DISCIPLINE
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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.

9.1 OFFENSES

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	DISCIPLINARY ACTION AUTHORIZED					
	Reprimand		Suspension	Dismissal	Inactive Status	Special Review Status
Oral	Written					
Lieutenant	X					
Captain	X	X				
Deputy Chief	X	X				
Chief	X	X	X*			
Executive	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 11/2017	10.0 EQUIPMENT ACCOUNTABILITY & CARE
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Members are responsible for general care of all equipment issued to them.) 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 3 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 Woodville Volunteer Fire Department 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 via phone call 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

Woodville Volunteer Fire Department 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 Woodville Volunteer Fire Department 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 Woodville Volunteer Fire Department owned vehicle or Personally Owned Vehicle while responding to a call, the following procedure shall be followed:
- Request Leon County Emergency Medical Services and Tallahassee Fire Department for assistance.
- If on a public roadway and vehicle can be driven, remove the vehicles from the roadway, carefully recording their position. Photograph the damage if possible. If there is a fatality, **DO NOT MOVE ANY VEHICLES AND DO NOT PHOTOGRAPH ANYTHING**
- Request law enforcement and other resources as needed.
- When an apparatus belonging to the Woodville Volunteer Fire Department is involved a vehicle crash resulting in personal injury or property damage the WVFD Chief will be notified via phone as soon as reasonably possible.
- Complete Woodville Volunteer Fire Department Accident Report.
- If the accident occurs on City property (at Station 13), notify the on duty shift Lieutenant.

STANDARD OPERATING PROCEDURES	Revised 11/2017	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. An exception is allowed when loading or unloading equipment. Parking on grassy areas near the station is strongly discouraged. Under no circumstances are personal vehicles to be parked in front of the bay doors.

If a Department apparatus is parked in front of a bay door, the keys are to be left in the ignition and the vehicle unlocked.

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

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 11/2017	12.0 FUNDRAISING
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All members of the Department shall participate in a majority of Woodville Volunteer Fire 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 Section 496.411, Florida Statutes, shall be included in all published fundraising literature.

Notification of all fundraising must be made in writing or electronic messaging to 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 11/2017	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 this includes outside the building. There shall be no smoking or use of smokeless tobacco products at any time in any of the Woodville or Tallahassee Fire vehicles. There shall 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.

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. 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 Executive Board. The Executive Board must also approve all travel reimbursement requests if the total costs exceed the minimums needed for Board approval (see Appendix A, 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.

Per Diem meal reimbursement plan will provide \$42.00 flat rate for meals distributed as follows.

1. \$7 for breakfast
2. \$15 for lunch
3. \$20 for dinner

Per Diem meal reimbursement will be paid prior to leaving for training.

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. Receipts for meals are not required upon return from the training.

STANDARD OPERATING PROCEDURES	Revised 11/2017	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 11/2017	15.0 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 person 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 Fire Chief and Deputy Chief of Operations before training. Members desiring to be trained may not be probationary members. Only full active members in good standing and approved by the Fire Chief and Deputy Chief of Operations 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 without 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.

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, 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 Deputy Chief of Operations. 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 Fire Chief for placement in the members' personal file.

Disciplinary Actions: Vehicle misuse or infractions will be investigated by the Chief or Deputy Chief of Operations 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 Deputy Chief of Operations 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 Fire Chief or Deputy Chief of Operations, law enforcement and Tallahassee Fire Department as appropriate. Failure to do so will result in the member's immediate dismissal from the Department. All Tallahassee Fire Department and law enforcement paperwork will be completed in the time frame required by that agency. A written report will be given to the Chief explaining the circumstances leading to the accident, the damage to the vehicles or properties and injuries sustained by the members and others involved. The President may require the member to appear before the full Board for discussion.

STANDARD OPERATING PROCEDURES	Revised 11/2017	16.0 FINANCIAL ASSETS POLICY
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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:

- Routine purchase of goods and services as approved by general membership at a regularly scheduled meeting.
- Emergency purchases may be approved by Fire Chief, Deputy Chief of Operations, Board President and or any other member of the Administrative Board. without prior approval of the general membership. The emergency purchase shall be presented for approval at the next monthly meeting.

Documentation:

Itemized invoices or itemized receipts are needed to support all purchases 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. Acceptable receipts may be paper or electronic message. In the cases of electronic messages, a printed copy of the email shall be presented to the Board Treasurer for records purposes.

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 Woodville Volunteer Fire Department.

Fuel Accounts:

The Woodville Volunteer Fire Department purchases fuel for departmental usage by means of a fleet credit card. A card is assigned to each apparatus and all drivers are assigned a (PIN)Personal Identification Number. Any receipts marked as duplicate will need an explanation to be written as to why a duplicate receipt was printed. Duplicate receipts may be audited by the Treasurer. Any fuel purchases on an apparatus card that do not have paper receipts to match will be deemed as suspicious and reported the Fire Chief and Board President immediately. Any purchases deemed as fraudulent will result in suspension pending the outcome of the internal investigation. At the completion of the internal investigation if the purchases seem fraudulent the findings will be turned over to the Leon County Sheriff's Office for further investigation and prosecution purposes. Prior to prosecution the Leon County Emergency Medical Services Chief will be briefed.

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 at 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 up to and 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 fully.

APPENDIX A

WOODVILLE VOLUNTEER FIRE DEPARTMENT ADMINISTRATIVE BYLAWS

WOODVILLE VOLUNTEER FIRE DEPARTMENT ADMINISTRATIVE BYLAWS

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 to provide mutual aid in case of fire and emergency medical aid. In attaining its 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 **firefighters**, 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 incident. 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, text or electronic message form.

Section V. Nominations and Elections

Paragraph 1: At the August meeting the President will remind all members present of the upcoming elections at the September meeting. Now nominations will be opened for President, Vice President, Secretary and Treasurer and recorded in the minutes of the meeting. If now 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 any time 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.

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
New 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. The Administrative Board shall meet no less than semi-annually with one of the meetings in September immediately following the annual membership meeting and the minutes of this meeting shall be recorded and made available for any member to review.

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.

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 shall 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. Meetings will be conducted in accordance with Robert's Rules of Order 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.

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/she 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 Officer of any organization.

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

In his/her absence the Vice President shall assume these responsibilities.

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 always 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 always 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 manner 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 always 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.

Public Relations Director

A Public Relations Director (PRD) must be appointed by the Administrative Board and must be a member of the Woodville Volunteer Fire Department in good standing.

He/she shall be responsible for maintaining the social media page and coordinating the appearance of the departmental website with the webmaster.

He/she will maintain a good working relationship with Volunteer Leon and public relations representatives from other volunteer fire departments in Leon and surrounding counties.

He/she will maintain an inventory of all departmental clothing and public relations supplies. Shall advise when supplies need to be re-ordered.

He/she will seek grants and sponsors for obtaining public relations supplies when possible.

He/she shall make every effort to further the goals and objectives of the organization and always 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-reoccurring 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 firefighting techniques and equipment.

The Administrative Board shall appoint the Fire Chief. The appointment shall be subject to approval by the members at 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 always represent the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization.

Deputy Chief of Operations

The qualifications for the position of Deputy Chief of Operations 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 (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 with a general working knowledge of firefighting techniques and equipment.

Shall be selected by the Fire Chief to work closely with the Chief and be ready to assume the Chief's responsibilities. Shall be willing to carry out assigned tasks on the behalf of the Chief.

He/she shall make every effort to further the goals and objectives of the organization and always represent 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 Deputy Chief of Operations 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 always represent the organization in a professional manor recognizing his/her behavior is a direct representation of the entire organization.

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

Section XII. Emergency Medical Responder Program

Paragraph 1 The emergency medical responder program is an independent program incorporated into the Firefighting program and will fall under the supervision of the Fire Chief.

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 in accordance with the by-laws of the organization.

Section XIV. Officer Benefits

Paragraph 1: Public Law 94-430 adopted by the 94th 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.

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 aforementioned act.

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 by the Administrative Board President under the “Public Safety Officers Benefits Act of 1976.”

APPENDIX B

WOODVILLE VOLUNTEER FIRE DEPARTMENT ARTICLES OF INCORPORATION

**ARTICLES OF INCORPORATION OF
WOODVILLE VOLUNTEER FIRE DEPARTMENT, INC
(A Corporation Not for Profit)**

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

ARTICLE I

The name of this corporation shall be WOODVILLE VOLUNTEER FIRE DEPARTMENT, INC. and its principal office is located at 1555 Oak Ridge Road, Tallahassee, Florida ~~32310~~ **(Amended to read: 32305)** (Leon County, Florida). The Board of Directors may from time to time designate such other post office address and place for the principal office of this corporation as it may see fit.

ARTICLE II

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

ARTICLE III

The members of this corporation shall be composed of three classes: ~~ACTIVE, ASSOCIATE and HONORARY.~~ **(Amend to read; ACTIVE, ASSOCIATE and AUXILLARY)** Any citizen of the **community (Amended to read: response area)** known as Woodville, Leon county Florida, who is in sound mind and body, and who has attained the age of eighteen ~~(18)~~ **(Amended to read:(19)** years and who is in good "repute in the community, shall be eligible for election to ACTIVE membership in this corporation. ~~Any citizen of good moral character shall be eligible for ASSOCIATE membership in this corporation.~~ **(Amend to read: 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 framed certificate of appreciation given on a one-time basis to each Associate member at the time of the first \$50.00 contribution.)**

~~Any citizen of the United States who has rendered distinguished service to this corporation or to the field of firemanship shall be eligible for HONORARY membership in this corporation.~~ **(Amend to read; any citizen 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.)**

Application for membership must be ~~made~~ **(Amended to read: submitted)** in writing **(Amend to read: along with a Florida Department of Law Enforcement criminal history check.**

Should the applicant have resided in the state of Florida for less than one calendar (1) year a criminal history from their previous state of residence will be required.) ~~And each must be approved by the Board of Directors and presented to the membership for approval by a majority at any meeting.~~ **(Amend to read; all prospective members will be presented to the general membership at the first available monthly meeting and will be voted in to membership at the same meeting. All new members will serve in a probationary period of either six (6) months or one (1) year to be determined by the type of membership.)** The membership may expel a member who has not carried out his obligations to the corporation or who neglects or refuses to comply with the provisions of these Articles, or upon recommendation of the Board of Directors, but no member shall be expelled until he/she has been informed in writing of the charges against him/her and been given an opportunity to be heard.

ARTICLE IV

The corporation shall have perpetual existence.

ARTICLE V

The affairs of this corporation shall be managed by a President, Vice-President, Secretary, Treasurer, ~~Board of Directors of not less than three (3) members, and by such other officers and agents as may be elected or appointed from time to time.~~ **(Amended to strike: Board of Directors).** The annual meeting of the members of this corporation shall be held at or in the vicinity of Woodville, Leon County, Florida, and beginning in May 1989. The members shall elect a President, Vice-President, Secretary, Treasurer, ~~and a Board of Directors~~ **(Amended to strike: Board of Directors)** at each annual meeting to hold office for the ensuing year. All officers shall continue in office until their successors have been elected and have assumed office. In case any office of this corporation becomes vacant, the ~~Board of Directors~~ **(Amended to strike: Board of Directors)** shall fill such vacancy for the remainder of the unexpired term

ARTICLE VI

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

Name Address

Harold Lewis	Post Office Box 264	Woodville, Florida 32362
Charles W. Lipford	Post Office Box 197	Woodville, Florida 32362
Robert Ponder	Post Office Box 175	Woodville, Florida 32362
J. B. Jenkins	Post Office Box 585	Woodville, Florida 32362
Robert Lewis	Post Office Box 595	Woodville, Florida 32362

ARTICLE VII

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

Name	Office	Addresses
Ronald J. Collins	President	Rt. S Box 4330 Tallahassee, Fla. 32301
William D. Harris	Vice-President	9000 Warbler Street Tallahassee, Fla. 32310
Tundra McClendon	Secretary	1111 Cottonwood Lane Tallahassee, Fla. 32310
Paula Jenkins	Treasurer	Post Office Box 585 Woodville, Fla. 32362

ARTICLE VIII

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

Name

Ronald J. Collins

Address

Rt. S Box 4330

Tallahassee, Fla. 32301

ARTICLE IX

The By-Laws of the corporation are to be made by the membership and may be altered, amended, or rescinded by a ~~two-thirds (2/3's) vote~~ (**Amended to read: by 51% vote**) of the said membership present and voting at any meeting. ~~Seven~~ (**Amended to read: 51%**) of members shall constitute a quorum at any meeting.

ARTICLE X

These Articles of Incorporation may be amended when such amendment has been approved by the ~~Board of Directors~~, (**Amended to read: Administration Board**) proposed by them to the membership, and approved by a ~~two-thirds (2/3's) vote~~ (**Amended to read: 51%**) of the membership entitled to vote thereon at the annual meeting.