

POLICIES AND PROCEDURES OF CAMPO FIRE DEPARTMENT

ARTICLE 1. MEMBERSHIP

Section 1. Executive members of the Campo Fire Department shall be following:

1. Board of Directors of Campo Fire Department
2. Fire Chief
3. Assistant Fire Chief

Section 2. Volunteer Firefighters shall be the following:

A Active Firefighters are volunteers, accepted and serving under the Fire Chief as assigned and directed. Every active firefighter shall have a certificate of the fact, signed by the Fire Chief and countersigned by the Secretary of the Board of Directors.

B Every firefighter who has served five (5) years in an organized fire company in this state is an exempt firefighter and shall receive a certification to that effect, signed by the Fire Chief and countersigned by the Secretary of the Board of Directors as required by the Health and Safety Code, Chapter 3, Exemptions.

C All volunteers for active firefighter must successfully complete a training course prescribed by the Fire Chief before receiving a certificate as an active member of the Campo Fire Department.

Section 3. Volunteers may be accepted by the Fire Chief to perform non-hazardous general tasks necessary to the efficient functioning of the department.

ARTICLE 2 MEMBERSHIP REQUIREMENT

Section 1. Volunteers for active or associate membership in the Campo Fire Company may be accepted or recruited by the Fire Chief.

Section 2. Volunteers should meet the following requirements:

1. They must be 18 years of age or older.
2. They must be physically and mentally qualified to perform assigned tasks.

Section 3. Explorers

1. 16 years of age or older.
2. Must meet Boy Scouts of America Explorer Program requirements.

ARTICLE 3. MEMBERSHIP FEES AND DUES

Section 1. No fees or dues will be charged or levied against any member of the Campo Fire Company.

Section 2. Annual dues to firefighters= and Chiefs= Associations and attendant expenses, when approved by the Board of Directors should be considered as legitimate expenditures of the department.

ARTICLE 4. DISMISSAL OF ACTIVE FIREFIGHTERS

Section 1. Only active firefighters may request a Board of Directors review of their dismissal by the Fire Chief.

Section 2. Any dismissed firefighter may appeal his dismissal to the Board of Directors within five (5) days of action by the Fire Chief.

Section 3. Any request for review must be in writing, addressed to the President of the Board of Directors who will call a meeting of the Directors for the review of the case within a thirty (30) day period.

Section 4. Any member with three (3) or more un-excused absences from the regularly scheduled training meeting is subject to dismissal. A staff officer shall be notified of any expected absence.

ARTICLE 5. FIRE CHIEF AND ASSISTANT FIRE CHIEF: DUTIES & RESPONSIBILITIES

Section 1. The Fire Chief and Assistant Fire Chief must be good administrators, safety minded and fire conscious, have the ability and training to plan, direct, coordinate, and lead all of the many activities of the Volunteer Fire Company. He must be able to maintain discipline among the members, promote morale, and establish good public relations.

***Section 2.* All task appointments or assignments of personnel, and all disciplinary action shall be the sole responsibility of the Fire Chief.**

***Section 3.* In the absence of the Fire Chief, the Assistant Chief shall assume all duties and responsibilities and exercise all the authority of the Fire Chief.**

ARTICLE 6. DUTIES OF PERSONNEL

Section 1. Captain. Appointed by the Chief. The position of this rank shall be made by the Chief as necessary for the effective operation of the company. Duties include:

1. In the absence of the Chief Officers, perform their duties.
2. Commanding officer of fire apparatus and should be aboard when it responds to calls.
3. Will be in charge at the scene until or unless relieved by a chief officer.
4. Responsible for seeing safety precautions are adhered to at all times.
5. Maintain equipment on the apparatus at the station.
6. Assist with training of firefighters.
7. Other duties as assigned by the Chief.

Section 2. Chief Engineer. Active member of the Campo Fire Company. Must have some mechanical skills. Must understand fire hydraulics and pump operations. Duties include:

1. Responsible for the maintenance of vehicles and equipment.
2. Maintains proper records of vehicle use.
3. Maintains records of materials used in the maintenance of equipment.

4. Shall be responsible for the training of engineers in the operation of apparatus.
5. Shall assume the duties of captain or chief officer in their absence.

Section 3. Engineer. Active member of the Campo Fire Company. Must have some mechanical skills. Duties include:

1. Drive and operate fire apparatus.
2. Perform minor maintenance on equipment.
3. Log mileage, fuel and time used by equipment and keep other records as required.
4. Assist at the fire scene as needed.
5. Shall assume command at fire scene in the absence of any superior officer.

Section 4. Firefighter. Active member of the Campo Fire Company. 18 years of age or older. Have an application on file approved by Fire Chief. Duties include:

1. Shall attend training sessions as available.
2. Will be trained and assigned to duties as needed on fire apparatus.
3. All firefighters should have basic ability to perform any firefighting assignment.
4. Firefighters must have a minimum 12 hours ground safety instruction before engaging in active fire fighting.
5. An applicant will serve a six-month observation period, during which time his performance shall be periodically reviewed by staff officers.

ARTICLE 7. TRAINING

Section 1. Training meetings will be scheduled by the Fire Chief as appropriate.

Section 2. Special drills may be set up at the discretion of the Chief or Training officer.

Section 3. Members must obtain emergency care and CPR certification within one year of acceptance of application.

ARTICLE 8. FIRE CALL

Section 1. Firefighters will report to the station when responding to an emergency call. Private vehicles will not respond to the fire scene unless previously authorized by Fire Chief.

ARTICLE 9. EQUIPMENT

Section 1. Firefighters will wear safety equipment and Aturnout@ gear when responding to emergency calls.

Section 2. Equipment Maintenance

1. All issued equipment will be kept in good repair by the person using it.
2. All issued equipment is to be stored at the station.

3. **All equipment will be returned to the department upon termination of the individual.**
4. **Carelessly damaged or lost equipment issued to firefighters will be charged to the individual.**

***Section 3.* No department equipment or supplies will be purchased or otherwise acquired; sold, traded or otherwise disposed of without prior approval from the Board of Directors.**

ARTICLE 10. OTHER DUTIES

Section 1. Since this is a volunteer unit, fund-raising events are required. Members are expected to support these efforts.

ARTICLE 11. FUNCTIONAL ORGANIZATION CHARTS

Section 1. The Fire Chief is responsible for maintaining a functional organization chart showing the assignment of all personnel and equipment

ARTICLE 12. CHIEF HEADQUARTERS

Section 1. The Chief Headquarters shall be a defined geographical location or locations showing postal address and telephone numbers.

Section 2. The Chief Headquarters shall include, but is not limited to the following:

- Master communications center and equipment.
- Office equipment and supplies.
- Personnel assignments as required to support the efficient operation of the Fire Department.

ARTICLE 13. FIRE COMPANY

Section 1. Each fire company shall be at a defined geographical location showing postal service addresses and telephone numbers.

Section 2. A captain shall be assigned to each fire company and is responsible to the Fire Chief for all personnel, equipment, and the efficient operation of the company.

Section 3. Each fire company shall consist of fire units as assigned by the Fire Chief.

ARTICLE 14. FIRE UNITS

***Section 1.* A fire unit is a mobile vehicle or apparatus used in fighting fires or responding to medical emergencies.**

Section 2. When possible a minimum of two (2) firefighters will be assigned to each fire unit responding to calls.

Section 3. At least one (1) firefighter will be assigned as engine drivers of the fire unit.

Section 4. The personnel assigned to each fire unit will be trained to maintain and operate the equipment as an efficient fire fighting team.

Section 5. It should be recognized by all personnel that the proficiency of any fire unit at the site of the fire or medical emergency is a major factor in the public judgment of the total efficiency of the department.

ARTICLE 15. VOLUNTEER FIRE COMPANY RULES AND REGULATIONS

Section 1. The Fire Chief is responsible for establishing and publishing a set of rules and regulations to control the activities of the Department, the Firefighters and the Explorers.

Section 2. All volunteer fire company rules and regulations must conform to the *By-Laws* and the *Policies and Procedures* of the Campo Fire Department.

Section 3. All members of the Campo Fire Company will be furnished copies of the rules and regulations.

Section 4. All rules, regulations and changes/additions thereto issued by the Fire Chief, shall be accepted as an appendix to the *By-Laws* unless invalidated by action of the Board of Directors.

ARTICLE 16. VOLUNTEER FIRE COMPANY BADGES AND PATCHES

Section 1. Fire Company Identification cards, badges and shoulder patches will be issued and worn by volunteer firefighters as directed by the Fire Chief.

Section 2. At all times while conducting department duties or business, Fire Company personnel shall carry their department-issued identification cards.

ARTICLE 17. AUXILIARY

Section 1. An auxiliary shall be formed. Its purpose is to assist in such social activities and fund-raising events as become necessary. The auxiliary shall look to the Fire Chief for advice and to the Board of Directors for authorization, accounting, and control of financial transactions. The auxiliary shall elect its own Board of Directors and appoint a chairperson from its own membership. The auxiliary may develop its own set of by-laws subject to the approval of the Board of Directors and its membership. The Chairperson of the auxiliary, or representative, shall attend the Board of Directors meeting of the Campo Fire Department.

ARTICLE 18. RANDOM DRUG TESTING

Section 1. It is the policy of the Campo Fire Department that all fire personnel shall submit to random drug/alcohol testing immediately upon formal acceptance as volunteers and/or upon notification by the Fire Chief and/or designee. Personnel refusing such testing shall be subject to dismissal.

ARTICLE 19. MISCELLANEOUS

***Section 1.* Board Members and Fire Company personnel will not consume or be under the influence of any intoxicant or illegal substance when performing fire department functions or duties.**

Section 2. It shall be the individual firefighters responsibility to notify a duty officer when availability status changes or if leaving the area unexpectedly when subject to call.

Section 3. Firefighters will not give out incident or department information to the public or the press without prior approval of the Chief.

Section 4. All injuries will be reported immediately to the Chief.