

Jay Fire District

Jay, NY

Fire District Policy and Procedure

Policy Name: Rules and Regulations

Date Issued: April 10, 2012

Date Effective: April 10, 2012

Revised: January 2020 – format only

Review Date: January 2020

ARTICLE I: General Rules

1. In accordance with Section 176 of the Town Law, it is the duty of the Board of Fire Commissioners to establish rules and regulations for the operation of the fire service of the Jay Fire district.
2. Fire apparatus shall not leave the Fire District without permission of the Board of Fire Commissioners except for emergency response and/or training. Refer to the Vehicle Use Policy of the Jay Fire District.
3. When fire apparatus or equipment leaves the District, it is the responsibility of the Incident Commander to provide sufficient apparatus and staffing for the District to ensure adequate protection at all times.
4. The Jay Fire District will have a Fire Chief, Assistant Chiefs, and other line officers deemed appropriate, elected by the Fire Company. The Board of Fire Commissioners shall approve those elected to the chief's position at the Board meeting immediately following the company elections.
 - a. Minimum qualifications for line officers and fire police officers serving the Jay Fire District shall be formulated by the fire company, documented within their By-Laws or SOG's and approved by the Board of Fire Commissioners.
 - b. Changes to the minimum qualifications shall require approval by the Board of Fire Commissioners at a regularly scheduled meeting.
 - c. NOTE: There are two goals, to obtain experience in a fire company with a low volume of calls and to build a progressive foundation through training in order to successfully manage a modern department in today's response environment.

d: Certificates for all required courses shall be available to the Fire District upon completion of any required course. It is the responsibility of the member to ensure the certificates are on file.

5. The Fire Chief's, line officers, and all personnel of the Jay Fire Department are under the direct jurisdiction of the Board of Fire Commissioners. At an incident within the Jay Fire District, the Fire Chief, Incident Commander, or their designee is responsible and in charge of the incident.

6. It shall be the responsibility of the firefighter first reaching the scene of the incident to take command and will retain command until it is relinquished to another officer or firefighter. Upon assuming command of the Fire Company, the Incident Commander will be subject to the same regulations and responsibilities that any fire officer would.

7. The Fire Chief or his designee is required to attend monthly meetings of the Board of Fire Commissioners.

8. It shall be the responsibility of the Fire Chief or their designee to see that all district apparatus and ancillary equipment is properly maintained and ready for immediate use. It shall be the responsibility of the Board of Fire Commissioners to support a maintenance program for all apparatus and equipment used by the fire company for emergency response.

9. Any requests for equipment or supplies needed by the Fire Company shall be submitted to the Board of Fire Commissioners by the Fire chief or their designee. It is recommended that requests for equipment or supplies be submitted no later than September 1st prior to annual budget preparation.

10. The driver of District apparatus is responsible for its safe operation from the time it leaves the station until it returns. The driver is also responsible for its ready use upon returning from a call unless they are relieved of such duties by an Officer, who thus accepts responsibility. Any mechanical defects occurring in any apparatus or equipment shall be reported to the Chief and by submitting a repair form.

a. When backing apparatus there shall be a qualified person assisting the driver at the rear of the apparatus to prevent accidents. If the driver has no assistance, they shall leave the cab of the vehicle and walk around the apparatus to check for obstacles or pedestrians.

11. The Fire Chief shall inform the Board of any lost or damaged equipment at the time occurrence.

12. No firefighter enroute to an incident is permitted to pass any apparatus. Firefighters driving private vehicles to an incident shall stay a safe distance behind responding apparatus.

13. Operations within the Jay Fire District shall be conducted in accordance with the provisions of the National Incident Management System, Incident Command System.

a. All members of the Fire Company shall complete ICS 100 and 700 and shall submit certificates.

14. Any firefighter leaving the scene of an incident without permission or checking-out with the Incident Commander or Safety Officer shall be subject to suspension on recommendation to the Board of Fire Commissioners.

15. Any violation of these rules and regulations shall be deemed sufficient cause for suspension, removal from office or dismissal from the Fire Company by the Board of Fire Commissioners.

16. Policies and procedures resolved by the Board of Fire Commissioners carry the weight of the by-laws, rules and regulations and are similarly enforceable by the Board.

ARTICLE II: Membership

1. Any person desiring membership in the Jay Fire District must fill out and submit the prescribed application form.

a. Potential members must complete and furnish all information on the prescribed membership application.

b. Any person making application must have attained their 18th birthday, prior to application, except those participating in the Junior Firefighter program. Junior firefighters must have attained their 16th birthday prior to application.

c. Persons making application for membership must live within the Jay Fire District or in an immediately adjacent fire district at the time of application.

d. Persons making application for membership in the fire company must be of sound body, in a physical condition commensurate with the duties of firefighting or support of firefighting.

e. The completed application shall be submitted to the Fire Company's Correspondence Secretary for action by the membership.

f. Applications accepted by the Fire Company must be submitted to the Board of Fire Commissioners for final approval.

g. members shall not participate in any fire company activities until approved by the Fire Commissioners.

2. The Board of Fire Commissioners shall be notified in writing by the Company Correspondence Secretary of the Company's removal or suspension of any member, giving the date and pertinent facts.
3. Any firefighter dismissed, suspended, or disciplined by the Fire Company may apply for in writing and receive a review of such action by the Board.
 - a. Applications for review shall be in writing and must be presented by the Chief to the Secretary of the Board at least five (5) days prior to the next regularly scheduled meeting of the Board.
 - b. The decision by the Board is final.
4. Changes to the By-laws, SOG's, and Code of Ethics of the Fire Company shall be reviewed and approved by the Board of Fire Commissioners.

ARTICLE III: Responsibilities of Fire Officers

1. It shall be the responsibility of the Fire Chief or designee to be present at all fires if possible and acts as the Incident Commander upon dispatch to an incident.
2. It shall be the responsibility of the Fire Chief or designee to present an activity report at each regular business meeting of the Board of Fire Commissioners.
3. It shall be the responsibility of the Fire Chief to arrange training for the fire company at such time and placed as deemed desirable and shall notify Company members of such training.
4. It shall be the responsibility of the Fire Chief or designee to command all staff and equipment in the Fire Company at an incident. All orders given by the Chief or designee while at an incident or training shall be implicitly obeyed.
5. It shall be the responsibility of the Assistant Chiefs and Rescue Captain to assist the Chief in the discharge of their duties and to follow the proper chain of command.
6. It shall be the duty of the Officers to make certain that all apparatus and equipment is being competently staffed according to generally accepted standards.
7. Operators of firefighting apparatus or heavy rescue vehicles shall not leave the apparatus unattended unless ordered by an officer.
8. Fire Chiefs shall be responsible for the condition of the apparatus, facilities, and equipment, and shall have available the proper equipment and maintenance for its efficient service.
 - a. The Board required that the members actively participate and be held accountable for the cleanliness or the apparatus, facilities and grounds, to the

standards established by the Board of Fire Commissioners and shall be enforced by the Chief and line officers.

9. It shall be the responsibility of the Fire Chief to maintain the apparatus and equipment in a clean and efficient working condition.
10. It shall be the responsibility of the Fire Chief to maintain and regularly test the radio system and ancillary equipment.
11. It shall be the responsibility of the Fire Chief to maintain and test fire apparatus in coordination with the members of the Board of Fire Commissioners.
12. It shall be the responsibility of the Fire Chief to ensure all fire fighters have physicals and fit tests on an annual basis for those fire fighters who require such testing.

ARTICLE IV: Training

1. Company members shall make themselves available for the prescribed training as provided by the Company, County, or State.
2. A course of training including theories and practice concerning incident operations will be established or prescribed by the Fire Chief.
3. All members of the Fire Company shall attend a minimum prescribed training courses as outlined by the Fire Company and the Board within the prescribed time period. Members who do not avail themselves of the prescribed training are subject to dismissal or change in status in the Fire Company.

ARTICLE V: Safety

1. All members of the Fire Company shall adhere to the Vehicle Use Policy as resolved by the Board of Fire Commissioners.
2. All firefighters shall be seated and belted on apparatus at all times.
3. All motor vehicle operators shall exercise due diligence at all intersections and come to a stop at all traffic control devices (stop signs, red traffic lights, etc.) or multi-lane intersections before proceeding, unless the intersection is being controlled by fire-police or law enforcement officials.
4. Apparatus shall be operated at a reasonable speed responding and returning from incidents dependent upon weather and road conditions. Drivers shall exercise due diligence in the operation of District apparatus at all times.
5. Persons other than Company members are prohibited from riding or operating apparatus unless specifically ordered or permitted by the Chief or their designee.

6. Any company member operating any apparatus shall possess a valid New York State Class D or higher motor vehicle license.

a. The Board of Fire Commissioners shall conduct MVA license checks on all drivers who intend to operate apparatus and annually thereafter. Those not approved by the District's Insurance carrier shall not operate district apparatus.

7. All company members engaged in an incident shall wear approved personal protective equipment as prescribed by the Chief or Incident Commander.

8. Persons other than Company members are prohibited from using or operating fire/rescue equipment without express permission of the Chief or Board of Fire Commissioners.

9. While responding to an incident that is deemed an emergency, warning lights and audible devices will be used during response.

10. If an incident is not determined to be an "emergency" or if directed to respond "code 2", drivers shall observe the posted speed limits and adhere to traffic control devices.

11. Injuries shall be reported to the Fire Chief/Incident Commander or their designee as soon as possible and subsequently to the Board of Fire Commissioners. Any required insurance forms shall be filed with the appropriate agency as soon as possible.

ARTICLE VI: Fire Police

1. The Jay Fire District will have a unit known as Fire Police consisting of company members and under the direction of an elected Assistant Chief who answers to the Chief.

2. The duties of the Fire Police unit shall include:

a. Assist in Traffic control

b. Protection of Property

c. Assist in the control of spectators.

d. The authority of the fire police exists only during incidents to which the company responds or for assignments to which they are assigned by the Fire Chief or designee.

ARTICLE VII: Fire District Equipment

1. Any equipment issued to members shall be maintained so that it functions as intended.
2. Any equipment that is damaged or lost shall be immediately reported to the Chief.
3. Any equipment that is damaged due to negligence shall be replaced at the expense of the member who was responsible for the equipment.
4. Any equipment that is deemed unsafe shall be immediately placed out of service, reported to the Chief, and a repair form has be filled out and submitted to the Chief or Commissioner.
5. Any equipment that is not returned upon departure of a member from the Fire Company shall be recovered by the Board of Fire Commissioners by any means available. It shall be the responsibility of the Chief to recover underutilized equipment and obtain the assistance of the Board if required.

ARTICLE VIII: Effective Date and Amendments

1. These rules and regulations for the Jay Fire District shall become effective immediately.
2. The rules and regulations for the Jay Fire District may be amended by the Board of Fire Commissioners at any regular monthly meeting, provided no less than 30 days written notice of the proposed amendment is given to each member of the Board. Prior to the implementation of changes, they shall be reviewed in a workshop conducted with representatives of the fire company to include the President and Line Officers.

By Order of Board of Fire Commissioners - Jay Fire District

Chairman Board of Fire Commissioners