Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 1.1.03

2. SUBJECT: ***Definitions***

3. POLICY: Grant County Fire District 3 desires to apply and maintain Policies and Procedures in a uniform and equitable fashion. Accordingly, the following definitions are adopted and shall apply throughout the organization unless specifically modified by an individual Policy and Procedure.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that these definitions are applied equitably throughout the department.

6. DEFINITIONS:

   A. ALTERCATION: Is a heated or argued dispute, a wrangle, not necessarily with the use of physical force.

   B. APPARATUS: Any Fire District vehicle.

   C. ASSISTANT DISTRICT FIRE CHIEF: Assumes the full responsibilities of the District Fire Chief in his absence.

   D. BOARD: (of Commissioners) shall mean the Board of Commissioners of Grant County Fire District 3.

   E. CHANNELS: The transmission of orders and communications via the intermediate officers in ascending or descending order or rank.

   F. CHIEF: The District Fire Chief is that person so designated by the Board of Commissioners.

   G. COMPANY: A crew of members, commanded by an officer, assigned to an apparatus. In the absence of an officer an acting officer will command.

   H. DISPATCH: The alerting of various units in the event of an emergency or service call.

I. DISTRICT OFFICE: The office of the District Fire Chief, the District Secretary and the Board of Commissioners.

J. DRIVER/ENGINEER: A member possessing, and has demonstrated, an advanced knowledge in driving and hydraulic operations of District apparatus.

K. EMERGENCY: A request for assistance of an urgent nature. A request should not be an emergency to the Fire District as dealing with these instances is our primary function.

L. EMPLOYMENT: The act of employing or state of being employed.

M. EXPERIENCE: In Grant County Fire District 3 can only be acquired with training and service.

N. FALSE ALARM: An alarm given when there is no actual incident. Can include malicious, good intent, smoke scares or wrong location.

O. FIRST DUE ZONE: The area in which a company is normally assigned to handle single responses or is normally the first to arrive.

P. FORMAL WRITTEN COMMUNICATION: Includes letters of correspondence, appreciation, official disciplinary actions, and formal notifications pertaining to personnel appointments and meeting minutes.

Q. GENDER: He, she, him, her, etc. is considered to reflect both male and female personnel.

R. GENERAL ORDER: An order issued by the District Fire Chief to amend, add to or subtract from a procedure of the District. All general orders will be referenced by number.

S. IMMEDIATE FAMILY: An employee's immediate family includes the employee's spouse, child, parent, brother or sister, mother or father-in-law, son or daughter-in-law.

T. INCOMPETENCY: Continued failure or neglect of a member to perform their required duties in a prompt, proper and energetic manner.

U. INFORMAL WRITTEN COMMUNICATION: Includes meeting agenda, action notices, and telephone messages.

V. INITIATIVE: Is the desirable trait that enables a person to carry a job through without detailed supervision. Be observant, self-reliant. Learn to handle a situation on a person's own initiative.

W. INSUBORDINATION: The willful neglect or refusal of an employee to conform with the directives, policies and procedures of the District and the orders and commands of a District Officer.

X. LOYALTY: Is faithfulness and a faithful adherence to the principles, duty and mission of the District. Loyalty is necessary if the efficiency of any organization is to be maintained. Any organization is dependent upon the allegiance of its personnel: an employee's value to the Fire District will be in direct proportion to the faith he/she has in the District and its mission.

Y. NOTICES: Are informal memoranda pertaining to details and activities that take place around Grant County Fire District 3.

Z. OBEDIENCE: Is the first requisite. Obedience is the simple act of submission to authority. The obeying of a command in the Fire District. Obedience means not only obeying, but to willingly and intelligently interpret and carry out orders. A command must be taken in good grace and completed in the same manner.

AA. ON-DUTY-CHIEF: An appointed officer of the District that holds position and authority of District Fire Chief for a pre-determined tour of duty.

BB. QUARTERS: Any engine house, district building, office, storeroom, shop or place wherein Fire District personnel are assigned, or equipment is located.

CC. RECORDS: Shall consist of a station logbook, training records, attendance records and any other documents maintained showing the history of any equipment, apparatus or personnel of the District.

DD. RELIABILITY: Is that desirable quality in a person that instills confidence and is demonstrated by dependability, a high level of quality, and promptness.

EE. REGULAR FULL-TIME EMPLOYEE: An employee who has completed his/her trial period and who regularly works a minimum of forty (40) hours a week on a continuing basis.

FF. REGULAR PART-TIME EMPLOYEE: An employee who works less than forty (40) hours a week on a continuing basis and may be eligible for pro-rated district benefits.

GG. REPRIMAND: A written or oral admonishment for any action contrary to District Policy or Procedures. All reprimands will be recorded and placed in personnel files.

HH. RESPONSE AREA: The assigned geographical area of each station for first in response, based on prefire plans, types of incident and assigned equipment.

II. POLICIES: Describe management decisions that guide the action of a work group.

JJ. PROCEDURES: Describe instructions required to implement policy and establishing guidelines for a team, group or individual to complete an action item.

KK. TEMPORARY EMPLOYEES: Temporary employees are defined as those employees who hold jobs of limited duration arising out of special projects, abnormal work loads or emergencies. Temporary employees are not eligible for District benefits.

LL. VOLUNTEER: A person or group donating their time and talents to the Fire District and receiving no or nominal compensation for that service.