

Indian Rocks Volunteer Fireman's Association – POLICY 19981

POLICIES:

Policies are adopted and amended by the Executive Board and are expected to be adhered to by all members. Members will be notified at drill one week before the policy is to go into effect and will also be posted for one month on the Volunteer Information Board. The Policy Book will be on hand in the office and requests for copies shall be made to the Secretary. Failure to adhere to a Policy will result in an offense punishable by the Disciplinary Policy and all disciplinary actions will be noted in the member's file.

Indian Rocks Volunteer Fireman's Association – POLICY 19982

DISCIPLINARY PROTOCOL FOR COMBAT STATUS MEMBERS:

On the first offense the Executive Board shall issue a warning, either in writing or verbally. A note shall be made in the member's file.

On the next offense, or should the offense warrant stronger action, the member will be asked to leave their gear at the station for a period of one to three months at the discretion of the Executive Board. During this time member will not be allowed to respond to calls unless they are riding on an apparatus at the time the call is dispatched.

On the next offense, or should the offense warrant stronger action, the member will not be allowed to participate at drill for a period of one week to one month, though they still need to be in attendance. The Executive Board will again determine the length of time.

On the next offense, or should the offense warrant stronger action, the member will be required to ride 48 instead of 24 hours for one to three months. Failure to do so will be considered an offense in itself.

On the next offense, or should the offense warrant stronger action, the member will be placed on probationary status for a period of three to six months. In a six-month term, at three months the Executive Board who will evaluate the member's performance to decide if they can return to combat status or if the action needs to continue through to the end of the six months.

On the next offense, or should the offense warrant stronger action, the member will be placed on disciplinary leave for a period of three months. At the end of this term, the member will be allowed to return, but will remain on Probation for one year. If they do not return after the three months, the Membership will be terminated and in order to become a member again, they will need to resubmit an application and the probationary time will still be one year.

On the next offense, or should the offense warrant stronger action, the member will be removed from the Association indefinitely at the discretion of the Executive Board.

DISCIPLINARY PROTOCOL FOR PROBATIONARY MEMBERS:

On the first offense the Board will issue a warning either in writing or verbally. This will be noted in the member's file.

On the next offense, or should the offense warrant stronger action, the member will not be allowed to participate at drill for a period of one week to one month, though they still need to be in attendance.

On the next offense, or should the offense warrant stronger action, the member will be required to ride 48 instead of 24 hours for one to three months. Failure to do so will be considered an offense in itself.

On the next offense or at any time while on probationary status that the Executive Board deems it appropriate, the member can be removed from the Association. While on Probation, this can occur at any time with little or no warning.

Definitions:

Combat status and probationary status are as defined in the bylaws of this organization.

Once "removed from the Association," past members are not welcome to ride along on any calls, show up at any incident claiming to represent this Association (either directly or implied through actions, attitude, etc.), wear the PSFRD/IRVFA uniform, or participate in any drill of the IRVFA.

Indian Rocks Volunteer Fireman's Association – POLICY 19983

ATTENDENCE POLICY:

All members without a valid excuse need to be in attendance of drill every Thursday except the third Thursday of the month. Drill continues until the President, or the next ranking officer dismisses the Membership and not before the station duties are complete and any announcements have been made. There is no set time for this to occur, but dismissal should not be after 2200 hours.

On the third Thursday the monthly meeting takes place and ALL MEMBERS NEED TO BE IN ATTENDENCE. A preset agenda will be adhered to and the President or next ranking officer will dismiss members, after station duties are complete.

Members are also required to attend all fundraisers, including but not limited to the Fireman's Ball. Unless otherwise noted by the Executive Committee, the uniform is Class A. Failure to attend in correct uniform is punishable by the disciplinary policy.

Valid excuses include personal illness or injury or that of a member of your immediate family, a death in the family, disciplinary leave, school, and in some instances work.

Invalid excuses include parties or other social events, laziness, and constant conflicts with work. It is also unacceptable to miss drill because riding in the District, although it is acceptable to be late if the member is tied up on a call that was dispatched prior to 1845 hours on drill night.

With or without a valid excuse, members may not miss more than one drill or meeting per month outside of a dire emergency. If this is consistently a problem, the member will be removed from the Association – at the discretion of the Executive Board.

Indian Rocks Volunteer Fireman's Association – POLICY 19984

TARDINESS POLICY:

Any member who is going to be tardy shall leave a message in advance giving a reason why and the time they expect to arrive. This shall be done as soon as possible. At the discretion of the Executive Board and if tardiness is an issue, the member may be required to perform certain tasks on arrival. Such tasks may include cleaning the DC vehicle, completing station duties, or explaining to the Membership the names and uses of every piece of equipment in a compartment on the engine. If a warning is given either verbally or in writing, a note of such will be made in the member's file.

Indian Rocks Volunteer Fireman's Association – POLICY 19985

UNIFORM POLICY:

The members who have in their possession Class A uniforms shall wear them to all meetings and when performing ride time prior to 1900 hours at any of the stations. Class A uniforms shall include the appropriate blue shirt with short sleeves (though long sleeved shirts may be substituted at meetings and the Fireman's Ball). Navy blue pants shall also be worn, neatly pressed and of a respectable style. Black, closed-toed shoes shall be worn with black socks and a navy, unmarked T-shirt* under the blue shirt. Those members who have them in their possession, shall wear blue jumpsuits with black, closed-toed shoes, black socks and navy, unmarked T-shirts* while riding between 1900 and 0700 hours. Jumpsuits may also be worn to drills that take place outside of the classroom or commission room. (* Also allowed are the PSFRD E27, T28 shirts with the volunteer logo over the upper left chest area.)

Uniforms shall always appear neat. When possible Class-A shirts shall be ornamented with the appropriate patches designating District, Volunteer and EMS certifications, as well as the American flag. They shall also be ornaments with a white name badge with a silver border and a silver Volunteer badge upon issuance.

The Honor Guard shall wear their white, long-sleeved shirts, gloves and pressed blue pants to all events at which they are performing. They are also permitted to wear their Honor Guard pin on their Class-A uniforms above the name badge. The white shirts shall be ornamented with the District patch and an American flag as well as the silver edged nametag and silver badge. The Honor Guard pin shall be placed above the name badge and a black tie will be worn at Honor Guard events. Honor Guard members have the option of wearing the uniform to the Fireman's Ball and meetings.

Failure to wear the correct uniform or a haphazard appearance will be considered an unexcused absence and the member will be sent home. If this is not advantageous to the event, the member will be handled by the disciplinary policy at the discretion of the Executive Board.

Indian Rocks Volunteer Fireman's Association – POLICY 19986

POLICY ON RIDE TIME:

Each member in probationary status or combat status shall perform 24 hours of ride time each month. This time must be documented in the Log Book as well as on attendance sheets. During ride time the members shall check in with the District Chief as well as the Lieutenant of the apparatus before responding to any calls. Only those who are on the ride list may actually ride the apparatus during ride time and those who are not certified shall assist in station duties and strive to learn what they can.

Exceptions to fulfilling ride time are that members of the Executive Board may replace ride time with administrative time. This may be done at any location, but should be duly noted on the attendance sheets.

Other exceptions are that members on disciplinary leave may not ride at all. School status members may ride, but do not have a quota of hours to put in. Likewise, applicants on invest are not permitted to ride.

Probationary members may only ride the DC, while combat status members may choose from any apparatus to ride once authorized by the Executive Committee and the Chief of Training.

Ride time is in no way a substitute for attending meetings and drills. It is not acceptable to miss meetings or drills because riding at another station. This is subject to the Disciplinary Policy.

Indian Rocks Volunteer Fireman's Association – POLICY 19987

NEW APPLICANTS POLICY:

New applicants who call regarding whether or not the Association is accepting applications shall be referred to any officer who will explain to them the bylaw reference applications being accepted only in March and September. Applications shall be filed into the "Pending Meeting" folder and left inactive until such time as they are notified of the appropriate meeting to attend. Applicants must attend the meeting in order to be considered. Those who do not show up to that meeting will have their applications discarded. Applicants who state they cannot attend the meeting will be re-filed until the following meeting where applicants are being accepted. This can happen once before their application will be rendered outdated and discarded. Applications will be held for no more than 1 calendar year from the application date.

All applicants who are accepted into Invest status shall remain for one month while their record is checked with PCSO.

Any applicant who was previously a member of the Association and is returning from extended leave or disciplinary leave which lasted more than three months will be able to petition the group to suspend the bylaws and submit their application during months other than March or October. No other applicants have this ability.

Indian Rocks Volunteer Fireman's Association – POLICY 19988

CHAIN OF COMMAND POLICY:

The chain of command is as follows:

President
Vice President

Secretary
Treasurer
Lieutenants
Sgt. of Arms
Combat Status Members
Probationary Members
Applicants on Invest

The Chain of Command should be followed in disciplinary matters, meetings, grievances, and training. Failure to acknowledge the chain of command shall result in an offense punishable by the Disciplinary Policy. And as usual, all volunteers fall below all paid employees in the department, with the exception of those volunteers hired part time who fall in their regular rank in the volunteers unless on paid duty.

Indian Rocks Volunteer Fireman's Association – POLICY 19989

APPOINTMENT POLICY:

Appointments are made based on seniority and level of activity as well as attitude and ability, with no emphasis on either. All appointments are final unless otherwise decided by the Executive Board for reasons such as not fulfilling the duty of the position. Only the Executive Board can make appointments, create positions or remove appointed officials from office.

Indian Rocks Volunteer Fireman's Association – POLICY 199810

GEAR POLICY:

Probationary members issued gear prior to being placed on combat status, shall keep their gear on the wall of the south bay of Station 27. They are not permitted to keep their gear in the POV or to take the gear home.

Gear shall be issued to all combat status members from the closet upon entering this status and that gear shall remain in their possession unless the Executive Board or District hierarchy states otherwise. Gear may be kept in POV as long as it is kept out of sunlight and kept reasonably clean and protected.

Misused or lost gear will be replaced at the expense of the member. Gear may also be stored on the wall of the south bay of station 27. Gear is a means of disciplinary action and as such the E.B. may request that a member leave it on the wall for a period of time.

The privilege of keeping gear will be allowed as long as members maintain a certain number of hours at the station. The ride time policy shall be adhered to. Failure to spend adequate hours in ride time will directly result in loss of gear and/or keeping gear at the station to be used only while riding. Failure to maintain attendance at drills and meetings shall result in the same disciplinary action.

Gear may only be worn while participating in incidents in the Pinellas Suncoast Fire & Rescue District or in mutual aid situations out of District. It will not be tolerated for members to wear their PSFRD gear while working in other Districts or with other organizations.

Indian Rocks Volunteer Fireman's Association – POLICY 199811

DRILL ALTERNATIVE POLICY:

In the event that combat status members have a problem attending drills because of work schedules, they shall make arrangements with the E.B. on a case-by-case basis. These members shall be allowed to supplement their drill time by spending more time training during the days with the paid employees of the District. Members who shall be petitioning the Board for exception to training on drill night – namely Thursday night starting at 1900 – will be required to spend at least 36 hours at the station in ride time during which 12 hours must be devoted to training with the on-duty crew. These hours need to be signed off by the DC of the shift or Lt. of the apparatus. Training is defined as active participation in drills or classes with the crew or personal training sessions on a one on one basis. Failure to spend the required amount of time training is not an acceptable alternative to making the weekly drills, no matter how many hours are spent riding.

This policy does not affect the amount of ride time regular combat status members are required to spend in the District each month. This alternative does not apply to probationary status members. Probationary status members should recognize the necessity of the drills as an avenue to familiarize themselves with the Association and the District. Combat status members who utilize this alternative shall be required to attend each monthly meeting regardless of their work schedule. Failure to attend meetings will result in removal from the attendance alternative and possible disciplinary action.

Indian Rocks Volunteer Association – POLICY 19991

RIDE TIME DISCIPLINE POLICY:

The E.B. has previously put forth in policy 19986 that all combat and probationary status members shall put in a minimum of 24 hours of ride time every month to be tracked by the E.B. The Disciplinary Committee or the E. B shall issue those members who fail to fulfill their ride time during any given month a written warning.

If the problem persists for 2 or more consecutive months the member shall be placed on disciplinary probation as described below. Should the problem reoccur over several non-consecutive months, it is at the discretion of the E. B. whether or not to place the member back on probation. Should the member wish to challenge this probation they may request that the Disciplinary Committee be convened for the purpose of determining the appropriateness of the punishment.

The Disciplinary Committee shall have the final say as to whether or not the member goes on probation. Disciplinary probationary status is defined, as having the ability to ride, however the ride time will be confined to riding E27 between the hours of 0730 and 1930. This will enable the member to be more likely to run a higher amount of calls per hour and it will be under the supervision of the District's administration. Should the problem continue over more than 3 months the member shall be asked to resign from the Association at the joint discretion of the E. B. and the Disciplinary Committee.

Exceptions to this policy include school status members and social status members as well as voting, non-combat members.

Indian Rocks Volunteer Fireman's Association – POLICY 19992

DISCIPLINARY COMMITTEE MEMBERS:

The Bylaws of the Indian Rocks Volunteer Fireman's Association state in Article IV, Section C that the Disciplinary Committee shall consist of the "President, Secretary and three at large members who are not officers of the IRVFA." The Executive Committee has also included the Sgt. @ Arms to assist in attendance issues.

Indian Rocks Volunteer Fireman's Association – POLICY 19993

POLICY ON LEAVING THE SCENE OF AN INCIDENT, EVENT, OR DRILL:

Any volunteer who responds to an incident either POV or with a fire vehicle shall check in with command or the ranking officer on the scene before participating. Likewise the same volunteer shall check out with command or the officer in charge of the scene before leaving.

In the instances of volunteer meetings, fundraisers, and other volunteer events, all volunteers shall sign in at the start of the event and sign out when they leave. When each volunteer leaves, except when a member of the Executive Board dismisses the group as a whole, they shall check out with the officer in charge of the event, or the highest officer present. This is especially important for the Fireman's Ball and other fundraisers, as well as major events such as when the EOC is activated.

Before each drill, volunteers shall sign in and then line up outside Station 27. From 1900 hours there shall be no discussion or activity until the officer in charge of the drill finishes explaining the evening's agenda. Likewise, after the drill is concluded and all equipment cleaned volunteers shall wait to be dismissed by the President or his designee.

Indian Rocks Volunteer Fireman's Association – POLICY 19994

POLICY ON CALLING IN:

In the event that a member shall need to miss drill or meeting for one of the valid reasons stated in the ATTENDANCE POLICY, that member shall call Station 27 and leave a message on the Volunteer extension (114) before 1900 hours on the night of the drill, to be tallied by the Sgt. of Arms. No other volunteer shall answer the phone prior to that time to take a verbal message. Any volunteer who fails to leave a message in the correct manner shall not be excused, regardless of his reason. It is not acceptable to ask other volunteers to relay information or to call the regular phone line and leave a message with someone at the station, neither paid nor volunteer. The only acceptable means is via the voice mail on the Volunteer extension.

Indian Rocks Volunteer Fireman's Association – POLICY 20001

DOCUMENTATION POLICY:

All members need to document all time spent in any of the stations including ride time, training, District or IRVFA events, and administrative time spent by the Executive Board. Documentation is for legal purposes and therefore must be done in a chronological manner. Failure to turn in paperwork expediently may result in disciplinary action. Volunteers are responsible for maintaining the clipboards and signing in. They shall also follow protocol on the rest of the paperwork, as per the Sgt. of Arms.

Indian Rocks Volunteer Fireman's Association – POLICY 20002

SECURITY POLICY:

Those members privy to the password to the computer or the keys to the cabinet shall in no case share these with other members of the Association, paid department, or general public. Failure to maintain the security measures will result in disciplinary action.

Indian Rocks Volunteer Fireman's Association – POLICY 20003

POLICY ON BODY PIERCING/TATTOOS:

Members shall remove piercing's prior to arriving in uniform at the station. The only acceptable piercing's and tattoos are females with non-dangle earrings and those piercing's or tattoos covered entirely by the uniform. No eyebrow, nose, lip, tongue or other visible piercing's are allowed. Males who get their ears pierced may wear the earring, albeit covered with a Band-Aid or tape, for the first month only while the site heals. This is effective immediately.