



SOP Manual
HICKSVILLE
VOLUNTEER
FIRE
DEPARTMENT

Hicksville Volunteer Fire Department

Mission Statement

The Hicksville Volunteer Fire Department is founded on the fundamental principle that our members are the foundation of this organization. We can be no stronger than our membership. As a volunteer, we have made a commitment to the other members and to the citizens of the community that we serve and protect.

We will provide emergency and non-emergency services for the protection of life and property of the citizens that are entrusted to our care.

We will not fear, but accept, change, as this is the process of improvement. We will always strive to improve our level of service and commitment to one another and to the community we have chosen to protect. As our community grows so, will our resolve to protect and serve.

Education and prevention are important services, which we will also strive to deliver in a professional and caring manner. We will actively assist the public, by developing and providing programs that promote safety and fire prevention. We will show that we care about others and ourselves by carrying out our duties and conducting ourselves in courteous and professional manner.

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Preface

The purpose of these standard operating guidelines (SOG) of the Hicksville Fire Department is not only to set forth certain minimum requirements, but also to provide assistance to the membership of the Hicksville Fire Department in developing individual efficiency, so that they will know what is required of them.

By virtue of the authority granted, the following SOG's are prescribed for the administration and government of the Hicksville Fire Department. They will be effective on and after the date of this publication. All SOG' s issued prior to this date are hereby superseded.

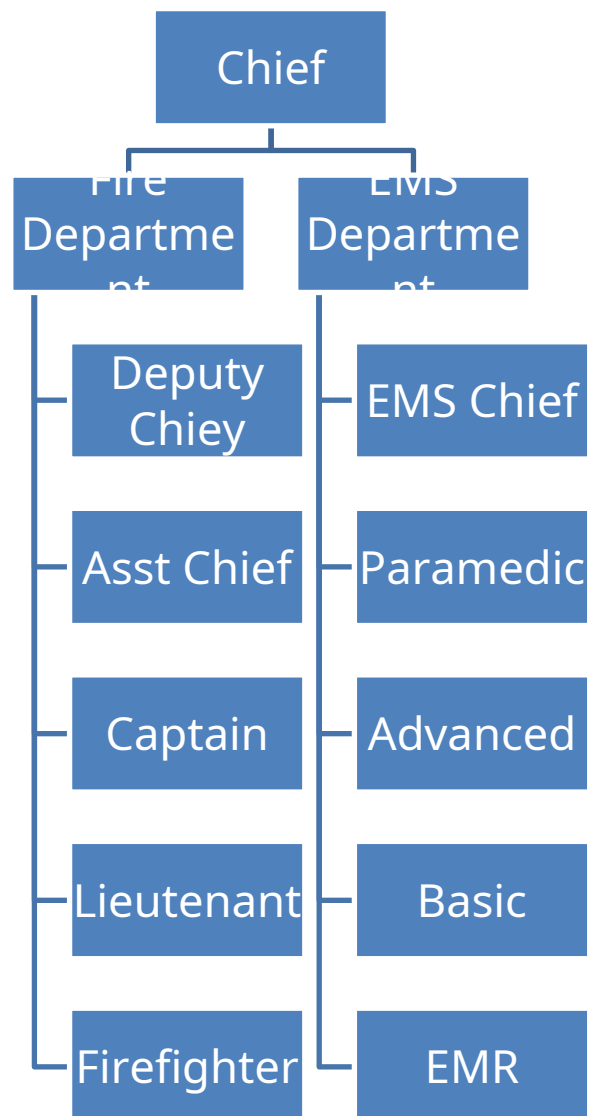
When events occur which are not specifically covered by these SOG' s, questions of doubt or difference of opinion will be taken up with the chief officer of this department.

Ignorance of these SOG's of the Hicksville Fire Department will not be excused for failure to comply. It will be every member's responsibility to become familiar with these SOG's set forth. Violations of any of these SOG's, general orders, or special orders may be punishable by counseling, reprimand, suspension, or dismissal.

Under no circumstances, will any statement in this publishing referring to firefighter, fireman, his, her, he, she, or any statement, which refers to a person; be construed as a statement of discriminatory nature or partiality.

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Command Structure



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Section I - Communications

I.1 Radio Designation

1. When communicating on the radio, each communicator will use the following designation:

Chief - Unit Number 520

Deputy Fire Chief - Unit Number 521

Assistant Fire Chief - Unit Number 522

Captain – Unit Number 530

Captain Unit Number 531

Lieutenant Unit Number 540

Lieutenant - Unit Number 541

Firefighter - Non-officers will be referred to by the 3-digit Fire Department ID number.

I.2. Radio Use

1. All communications shall go through the Incident Command Center, including all requests for equipment, firefighters, ventilation, mutual aid and etc. After arriving at the scene all radios shall be turned to the fire ground channel, which is the tac channel assigned by County Dispatch.

2. All radio communications shall be held to only necessary traffic.

Section II - Emergency Operations

II.1 - Village Response

1. Chief of Department/Deputy Chief can respond to any call for which our department responds. They may do so in their personal vehicles.
2. No member will respond to any call in other than a qualified response position in accordance with Section IV of these guidelines, unless authorized to do so by an Officer. No person shall respond to any emergency in their personal vehicle, except as outlined in section II.1.1, unless directed to do so by the officer in charge.
3. Truck response order shall be as directed by the Truck Response Order form which is displayed prominently in the department.
4. All Trucks shall be parked at the fire scene as to provide safety to the truck, manpower, and equipment against such elements as traffic, wires, smoke drift, wind, etc.
5. Any Fire Apparatus connected to the Village water system by way of a hydrant, will be constantly monitored by the pump operator. It will be the responsibility of the pump operator of said apparatus to constantly monitor and maintain no less than 25 pounds of intake pressure from connected line.

II.2 Rural Response

1. No member will respond to any call in other than a qualified response position in accordance with Section IV of these guidelines, unless authorized to do so by an Officer.
2. Truck response order shall be as directed by the Truck Response Order form which is displayed prominently in the department.

11.3 Mutual Aid Provided

1. No member will respond to any call in other than a qualified response position in accordance to Section IV of these guidelines, unless authorized to do so by an Officer.
2. All calls for mutual aid will be responded to, with the equipment requested. We shall remain on the scene until we are released by the department in charge. With no more than (6) fire fighters per apparatus, most senior firefighter or Officer will be in charge of returning all HFD equipment.

II.4 Mutual Aid Received

1. All tankers should fill off of a white topped hydrant if possible.

II.5 Motor Vehicle Accidents

1. No member will respond to any call in other than a qualified response position in accordance with Section IV of these guidelines, unless authorized to do so by an Officer.
2. Personal Injury Accidents are defined as anything involving a motorized vehicle and or wheeled vehicles normally present on a road. Personal Injury Accident calls in our primary coverage area shall be answered with up to six (6) firefighters in full turnout gear and grass truck with two (2) firefighters in full turnout gear. If there is not a command officer on board, the passenger in the Primary Pumper will act as Incident Commander until a command officer responds.
3. The Ranking Fire Department Officer will be the Incident Commander. We are also there to assist EMT's, operate the jaws of life for victim extrication from any vehicle, set up a Landing Zone, and communication for a medic helicopter if needed, and help direct traffic as requested by any law enforcement agency. We shall stay at the scene of the accident until it is determined our services are no longer needed.
4. Only those personnel trained in the use and operations of the Jaws and auto extrication will be allowed to respond to an emergency jaws call or a personal injury accident call. In the event there is not the proper number of adequately trained personnel available, then other fire personnel may respond.
5. Calls for jaws outside our territory will be answered with the grass truck and two (2) firefighters.
6. All tools and equipment shall be cleaned and returned to their proper place, trucks cleaned, refueled, and made ready for the next call.

II.6 Lifting Assistance

1. No member will respond to any call in other than a qualified response position in accordance with Section IV of these guidelines, unless authorized to do so by an Officer.
2. When lifting assistance is requested, firefighters will respond to the Fire Hall in a emergency manner. The primary pumper will be filled with no more than six (6) firefighters in Full Gear to respond.

3. In any case, when CPR in progress is toned out, firefighters will respond to the Fire Hall with lights and sirens, fill the Primary pumper with six (6) firefighters then respond with lights and sirens to the scene. See Also Section V.2

Section III - Truck Use & Response

III.1 - Response

1. Reference the Truck Response Order Form for Truck Use.

III.2 - Filling Order of Vehicles

1. Vehicles shall be filled in the order that is posted on the Truck Response Order Form.

Section IV - Fireground/Emergency Scene

IV.1- General

1. Each truck shall be manned as follows: Primary Pumper shall have six(6) firefighters consisting of the certified driver if available, Staff/Battalion/Command officer and four(4) firefighters with masks; Tanker shall have one(1) certified driver, if available, and/or one(1) firefighter; Equipment truck shall have nine(9) firefighter/certified driver, if available; Secondary Pumper may have six(6) firefighters consisting of the certified driver, if available, radio operator and four(4) firefighters in the back. Firefighters shall fill the trucks in the order specified in Section II.2.
2. If any member refuses to obey the orders of the officer in charge while on duty, said officer shall refer charges in writing to the Fire Chief for investigation.
3. The fire grounds shall be divided into four (4) sectors: Sector A shall be at the Command Post as designated by the Incident Commander. Sectors B,C,D will be designated clockwise around the structure accordingly.
4. Each sector shall be checked for fire and reported to the Incident Commander
5. One person shall be the crew leader of any particular sector and only that leader shall have radio communications with the Operations Officer/Incident Commander
6. All personnel entering a structure fire shall use the current accountability system as designated by Fire Chief.
7. If necessary, a water supply officer will be appointed and all tanker drivers shall adhere to his/her directions.
8. Any time a pumper is connected to a fire hydrant it shall be connected by a five (5) inch feeder hose from hydrant to truck. Also a 2 I/2 to a 2 ½ gated Y shall be placed on the 2 ½ outlet of the hydrant, to avoid unnecessary interruption of the water supply.
9. The Incident Command Center shall be at the primary pumper. The Officer in Charge or their appointed designee shall remain at the Incident Command Center following preliminary size up, and run the fire scene from there.
10. If a crew is not assigned to a sector, they shall report to the Command Center and standby, unless directed to the staging area. If a crew is assigned to another sector,

they shall come under command of that sector leader.

11. Personnel arriving or leaving from the fire scene shall report to the staging area near the primary pumper.
12. First firefighter on scene shall make a size up, and contact Defiance County for Mutual Aid or whatever is needed.
13. There shall be no holes or windows broken in a structure unless directed by an Officer.
14. There shall be no water sprayed into a room or structure where fire is not visible unless directed by a crew leader or Officer.
15. A firefighter must have HazMat Operations training to respond to a HazMat Incident unless directed otherwise by an officer. If the situation warrants, the County EMA and/ or Ohio EPA will be notified.
16. All firefighters must report to rehabilitation after the use of 1 air bottle.

IV.2 - Natural Gas Incident

1. If dispatched to a Natural Gas incident, please follow these additional guidelines.
2. Immediately contact dispatch to contact the Ohio Gas Company.
3. Keep everyone clear and up wind of escaping, and evacuate involved structures.
4. Treat all gas leaks as hazardous, until proven otherwise.
5. Keep area clear of all ignition sources
6. Use only intrinsically safe communication equipment if any operation is needed in the hot zone.
7. Do not park vehicles in the hot zone and over or near manholes or storm drains when arriving at scene.
8. Do not operate any doorbells, light switches or electrical devices at the scene.
9. Do not turn vehicles on or off in the hot zone.
10. Leave the area before using a cell phone or any device which may cause a spark.
11. Do not extinguish natural gas fires unless life and property are at risk.

Section V - Non-Emergency Operations

V.1 - General

1. When requested to stand-by at the station for possible mutual aid assistance, storm watch, CO check, or any other non-emergency situation, you will immediately respond to the station in a safe manner.
2. Due to the elevated danger levels and risks involved in Emergency response, when the Officer at the scene reports to the Units enroute to the scene to proceed with caution (non-emergency mode) ALL units will proceed without lights and siren and obey all traffic laws while proceeding. Lights and siren are not authorized once the emergency is mitigated.
3. If the Fire Department is toned out for an emergency, then toned out for a cancellation, ALL responding units will immediately discontinue the use of lights and sirens and return to the station. The Officer in charge may continue to the scene in non-emergency mode to investigate and verify the situation and circumstances. All other units will return to station and stand-by until released by the Officer in Charge.
4. Gear locker positions will be determined by departmental seniority. When a gear locker becomes open due to a member leaving or retiring, any member may request to change position to the open locker. The position will be awarded to the most senior member requesting the change.

V.2 - Lifting Assistance

1. Request for assistance from the Rescue Squad will be specific. Fire Department will be encoded one of two (2) ways.
 - A. Emergency Assistance - When requested by the Rescue Squad, an emergency assistance run, will be emergency lights and sirens to the station, then emergency lights and siren to the scene in the proper response vehicle.
 - B. CPR in Progress - When any CPR in progress is toned out, the response will be emergency lights and siren to the station, then emergency lights and siren to the scene in the proper vehicle. If firefighter passes the scene they may stop at the scene in their personal vehicle.

V.3 - Post Incident

1. Upon returning from a fire, all trucks and equipment must be made ready for the next call. This shall include: filling trucks with water, fuel, and wash all trucks that need to be cleaned. Clean all hose and put dry hose on truck and wet hose on drying rack and all shore line's hooked up. Officer in charge will then place the Department "In Service".
2. Any PPE, which has come into contact with any blood/foreign body fluids, will be washed in the gear extractor prior to any further use.

V. 4 - Code Enforcement

1. Village ordinance states that all inhabited dwellings will have a working smoke detector. If a fire involves a habited dwelling and a working smoke detector is not found, occupant will be cited by the Hicksville Police Department into Mayor's Court. It is the Officer in Charges responsibility to have the Police Department issue any relevant citations.

V. 5 - Cause & Origin

1. If possible, cause and origin will be determined on each fire.

V.6 - Investigation of Arson and Suspicious Fires

1. In the case of a suspicious or known arson fire, the scene must be secured until the State Fire Marshall's representative arrives.

Section VI - Training/Driving

VI.I - General Training

1. Schooling WILL be paid hourly under the following guidelines: when the State, Federal or local laws mandate it, or when it is mandated and approved by the Fire Chief. All other schooling is considered voluntary and WILL NOT be considered hourly paid training. The Village training policy will be adhered to.

VI.2 - In House Training

1. All members of the Hicksville Fire Department should have the desire to be the best that they can be and take advantage of all In-House Training. Two (2) hours of training will be paid on our regular training night, which is the 4th Monday of each month, with the exception of December. Any other training, scheduled or not, will be paid at the discretion of the Fire Chief.

VI.3 - Outside Training

1. Each person attending school away from the department must obtain the Chiefs approval to attend, and show proof of attendance before any expenses will be allowed.
2. Mileage will be paid by department if prior approval is obtained and with proper documentation. Due to a ruling by the Internal Revenue Service, meals will no longer be reimbursed for a one-day training session.
3. It is the responsibility of the member seeking reimbursement to obtain approval from the Fire Chief prior to attending any training.

VI. 4 - Driver/Driving Qualifications

1. All drivers must have attained the age of 21 years and have a valid Ohio State Drivers license as well as an Ohio Fire Fighter Certification.
2. Must have passed the Emergency Vehicle Driving Training Course
3. Must have been approved by the Driver Committee
4. In the event an approved driver is not available during an emergency call, the officer in charge or senior firefighter in charge of apparatus may appoint someone to drive

the equipment.

VI.5 - Driver Appointments

1. The preferred drivers for the Class II or Class III apparatus shall be made by a driving committee, consisting of two officers and the driving instructor.
2. Firefighters shall have attained 6 months of service and not be on probation to drive a Class I vehicle.
3. 1 year of qualifying/verifiable driving shall be attained before a firefighter will be qualified to operate a Class II or above vehicle.
4. Firefighters will be evaluated by driving committee annually within 30 days of the annual EVOC training course. If a firefighter is not selected they can request a review after 3 months.

VI.6 - Vehicle Class

1. Class I- Up to 16,000 GVWR -This would be 515, 516, 517
2. Class II - 16,001 GVWR and up - This would be 503, 504, 506,
3. Class III - Ladder or Squirt 501
4. Operation of 511, 510 shall be at the Discretion of most senior officer, or Rescue Squad officer on scene.

VI. 7 - Driver Duties

1. The crew of each piece of apparatus shall make an inspection of their apparatus after each run. Such inspection shall include checking the fuel, water, and tires. Any portable equipment on the truck, such as fans, saws, generators, etc., need to have the oil and fuel levels checked and topped off.
2. The crew will perform a 360 degree walk around and ensure all equipment is ready for the next call.
3. A monthly inspection of each vehicle will be conducted on training nights before the meeting begins and a report filed by an assigned group.
4. Failure of any driver to ensure apparatus is in a ready state after a run could have driving privileges revoked.

VI.8 - General Driving Rules

1. Drivers shall observe speed limits, which are consistent with safety, considering traffic, weather, and road conditions, not to exceed 10 mph over the posted speed.
2. When two (2) firefighters approach an intersection, the vehicle proceeding straight through the intersection shall have the right of way over the other firefighter. All personal vehicles shall yield right of way to Village Emergency Vehicles.
3. All firefighters will proceed at safe reasonable speeds keeping the vehicle under control at all times and driving with due regard.
4. Class II vehicles shall have two (2) HFD members in front seats of apparatus whenever possible. The driver is responsible for operating the vehicle safely. The Co-driver is responsible for being a second set of eyes and ears anytime a unit is responding to an emergency.
5. Drivers shall reduce the speed of the vehicle sufficiently at all intersections to negotiate a full stop when the intersection cannot be safely entered. All emergency vehicle drivers shall yield the right of way to any vehicle that is already in an intersection and shall not enter an intersection until all oncoming traffic has yielded the right of way and the intersection can be negotiated safely. Upon entering the intersection, the vehicle shall be under complete control and driven at such speed that it can be safely stopped to avoid a collision should another vehicle enter the intersection. Drivers shall realize the right of way must be granted by the other driver.
6. The Co-driver is responsible for all radio traffic and siren operation. The siren shall be in operation whenever the emergency lights are on, while traveling down the highway. The "wail" mode should be used until approximately 200 feet from the intersection at which time it should be changed to the "yelp" mode.
7. ALL HFD RESPONDING PERSONNEL ARE REQUIRED TO WEAR SEAT BELTS AT ALL TIMES.
8. During emergency calls, all personnel shall ride only in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted. The only exception to this rule is special events when deemed appropriate (parades, school or athletic related rides, etc).
9. During an emergency response, fire vehicles shall avoid passing other emergency

vehicles. If passing is necessary, permission must be obtained through radio communication.

10. When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident.
11. At night, vehicle mounted floodlights and any other light available shall be used to illuminate the scene. All personnel working in or near traffic lanes shall wear high visibility vests.
12. Drivers shall not attempt to drive any HFD vehicle while under the influence of any alcoholic beverage or after taking any medicine, drug, or compound which may impair their senses or interfere with their ability to operate such vehicle.
13. Under the influence is defined as – consuming any alcoholic beverage within 8 hours of a run, or testing positive on any drug tests as mandated by Village Policy.
14. Drivers that are found to be in violation of these rules or policies can have their driving privileges revoked at any time pending two officers and the driving instructor recommendation. Firefighters or officers that feel a firefighter needs more training shall report it to the Fire Chief or Deputy Chief immediately.

Section VII - Administration & General Management

VII.I - Fire Department Officer Appointments

1. It shall be the duty of the Mayor of Hicksville to appoint a Fire Chief, and with his/her help, a Deputy Fire Chief. The Fire Chief and Deputy Chief will appoint up to an Assistant Chief, two Captains, and two Lieutenants.
2. In the case of any officer who is not re-appointed, they shall become a member of the department without debate if they were a member of the department before appointment.
3. The Fire Chief may appoint a Departmental Chaplain. The Chaplain may be a member of the Hicksville Fire Department. If no one from within the department is available or willing to accept the responsibility, a Chaplain may be appointed from the available Clergy of the Community.

VII.1.1 - Fire Department Officer Qualifications

1. Deputy Chief (Staff Officer) - A firefighter in good standing with at least ten (10) years firefighting experience, and has served at least two (2) years as a Captain with the Hicksville Fire Department.
2. Assistant Chief/1st Assistant Chief (Command Officer) - A firefighter in good standing with at least eight (8) years firefighting experience, and has served at least two (2) years as Captain with the Hicksville Fire Department.
3. Captain (Battalion Officer) - A firefighter in good standing with at least five (5) years firefighting experience, and has served at least two (2) years as Lieutenant with the Hicksville Fire Department.
4. Lieutenant - A firefighter in good standing with at least three (3) years fire fighting experience, whom the officers feel has leadership possibilities.
5. Chaplain
6. The Fire Chief may promote a firefighter outside these guidelines if they deem necessary with standing committee approval.

VII.1.2 - Fire Department Officer Duties

1. The Deputy Chief will be in charge of all equipment pertaining to fire ground operations.
2. The lowest ranking officer shall keep a full and true record of all of the Officer Meeting communications.
3. Upon the death of any active or retired member of the company in good standing, the Chief may make arrangements to honor the deceased.
4. It shall be the duty of the Chief, or in their absence, their assistants according to their rank, to take command of the company, to grant leave of absences, to call special meetings whenever they shall deem it necessary, to order all repairs on the property of the department, and to perform such other duties as their office may require. At all business meetings of the company, they shall decide all questions of order and cast the deciding vote.
5. The Assistant Chief shall aid and assist the Deputy Chief in all of their duties of the department. In the absence of the Chief and the Assistants, the Senior Captain of the company shall assume command.
6. In the extended absence of the Chief, the Deputy Chief shall assume command of ALL of the Chief's duties.

7. The highest-ranking officer shall be in charge at training's, schools and etc, unless otherwise assigned by the Chief.
8. The Officer in charge shall not mark any member present at a fire who has not duly reported to the Incident Commander upon late arrival, or who has been instructed differently by any officer.
9. It shall be the duty of the Standing Committee, whom are elected by the members, to examine into the character of all persons proposing themselves for membership and to certify the results of their examination in writing. They shall report with the results to the Chief along with a written report for acceptance by Mayor and Village Council. The Standing Committee shall contact all applicants whether they are accepted or denied membership.
10. The Fire Chief and Standing Committee will conduct all investigations into any and all charges. Any member involved will be temporarily excused from this duty.
11. The commanding officer shall have the power to exclude all undesirable persons.
12. Upon returning from a fire, the Officer in charge shall be sure roll call is taken and the hours certified. All personnel must answer roll call unless excused by the officer in charge before roll call is taken.

VII.3 - Firefighter Appointments

1. Any person desiring to become a member of this company shall make a written application for appointment. It shall be referred, without debate, to the Standing Committee, who shall interview the applicant and report their findings.
2. If the applicant is approved by the Standing Committee, and there is an opening, the applicant shall wait for a period of 14 days or the soonest council meeting, during which time any member may make written objection to the applicant. Written objections must be signed by the objecting member(s) and presented to the Chief. Objections will be investigated by the Chief and Standing Committee. It is not necessary to immediately fill vacant spots on the roster. This will be done at the discretion of the Fire Chief.
3. If no objections are registered, applicant will be placed on a list for appointment pending opening on the roster. When an opening occurs, the member may be presented to the Mayor & Village Council for appointment pending village hiring criteria.

4. If an Application is not acted upon within six (6) months of presentation to the Standing Committee, the applicant must submit another application.

VII. 3.1 - Firefighter Qualifications

1. No person shall be a member of this company who has not attained the age of eighteen (18) years. To become a member an individual must have a high school diploma or GED and a valid driver's license.
2. No person may become a member of the Fire Department if they live outside the fire district. If a person who already belongs, moves beyond the fire district they must resign or they will be terminated from the Hicksville Fire Department. Special situations may be considered by the staff officers and the Mayor.
3. No person shall have a beard or any other facial hair interfering with the proper wearing and operation of an SCBA mask. Persons having beards prior to 1988, may keep them and still be considered a Hicksville Firefighter. Anyone, except as previously noted, having more than 3 days beard growth, and responding to any emergency, will not be paid for that run, nor will that individual be allowed to wear an SCBA. Those individuals will also be subject to disciplinary action.

VII. 3.2 - Firefighter Duties

1. In the absence of all officers, the senior firefighter shall assume command.
2. No firefighter shall park his/her vehicle in such a manner that it is disruptive to apparatus ingress and egress.
3. Any member of this company may resign at any time by tendering his/her resignation in writing. Such resignation must be accompanied by all company or village property issued to resigning member. Any property not returned will be billed to resigning member at current replacement costs.
4. No member will appear in an intoxicated condition at any regular or special meeting, on parades, or at any emergency. It shall be the duty of the officer in charge to expel such member from above.
5. No new member shall receive a white shirt or a badge until said firefighter has passed the recruit training. All new firefighters will serve a one (1) year probationary period.

With the approval of the Fire Chief, Village Mayor, and Village Council, the probationary period may be shortened to six (6) months if the new member has prior certified training and experience.

6. Each member, upon hearing the alarm of a fire must report at once to the station.
7. The FIRST firefighter at the station, or EMS shall answer the phone or radio to acknowledge the page as long as they verify via I Am Responding that personnel is en-route.
8. They will follow proper procedure in acknowledging the page. When acknowledging any page, individual will stress, " Hicksville Fire Department 500, page acknowledge."
9. A firefighter not making the trucks, but arriving to sign up, shall first contact the IC via assigned tac channel or by any other appropriate means, and determine if additional resources are needed. They will then follow the instructions of the IC. In the case where no contact can be made, all responding firefighters will remain at the fire hall in response mode for at least one (1) full hour. After one (1) hour, the firefighters may consider their services not necessary and leave. During this hour, all firefighters waiting at the hall must be productive such as rolling hose, sweeping or mopping the floor, gathering up trash, washing windows, tables, or any other things requiring to be addressed. Anyone not following through with this policy, will not receive credit for that emergency or event, and may be subject to disciplinary action.
10. A firefighter with twenty (20) years of active service is eligible for retirement status from the department.

VII.4 - Leaves and Absences

1. Any member absent from any three (3) consecutive meetings without permission from any Officer, may be subject to disciplinary action.
2. All members requiring an excused absence will notify an officer prior to the absence. Anyone working during meeting hours on a regular basis must notify the Fire Chief once, in writing.
3. A firefighter that is excused from meetings for the purpose of working, illness, death in the family, vacation or career development education will not be charged with an absence.

4. If a member notifies any officer that he will be absent for any other or unidentifiable reason, he will be given an unexcused absence.
5. If a firefighter is unable to return to his normal job, but takes another job that they have been released by their doctor to do, and are no longer receiving workman's compensation or other medical disability compensation, and has a letter so stating, may return to firefighter's duties.
6. Any firefighter who is on medical leave or disability from their normal job shall also be on leave from the fire department and may not return until a doctor's release is obtained and on file with the Fire Department. Said person may, and is encouraged to, attend meetings and trainings, but without compensation and may not participate. Said member **cannot** respond to an alarm.

VII.5 - Records

1. The Fire Chief or their designee, will file an incident report in full, within a reasonable time after the incident, to be kept on file and for reporting to the Ohio State Fire Marshall's Office.
2. All persons in charge of training, hose, personnel, etc., shall keep full and complete records.
3. A true and complete record will be kept of all fire department incidents as well as maintenance, personnel, and training.

VII.6 - Procedure Violations

1. Depending on the investigation of any violation, the punishment could be of the following: verbal, written, suspensions of 30, 60, 90 days, suspension of 6 months or termination. Suspensions may be from one activity or from complete departmental activities. Penalties will be carried out by the Fire Chief with input from the Standing Committee, unless there is a clear and present danger to themselves or others or a clear untenable violation of the rules. Termination must go through the proper channels.

VII.7 - Duty Roster

1. The Fire Chief may compile a duty roster for certain activities, to include but not limited to Equipment Committee, Station Committee, Kitchen Committee. These duties will be carried out and recorded as required.

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