

**Avery County Fire Commission
Employee**

Standard Operating Guidelines

06/02/09

Tour of Duty

A-001

Date: 6/02/09

At the beginning of the tour of duty, each firefighter will sign in, via radio, with Avery County Communications. The procedure to be used should be as follows: "Avery County-Unit ID". When Avery County Communications responds, the reply should be, "Unit ID checking on duty. This will insure that the sign-on is recorded. When signing off-duty, the procedure should be the same.

Each firefighter should maintain a clean personal appearance while on duty.

If the firefighter calls in sick, the first person they call should be the Fire Chief. Then, by 9:00 A.M., the Fire Chief or the firefighter should notify the Fire Department Coordinator.

During the tour of duty if the firefighter is required for any reason to leave the fire district, they should notify Avery County Communications using the same procedure as sign-in and sign-out. They will also advise the Fire Chief of their movement.

Chain of Command

A-002

Date: 06/02/09

The Chain of Command for the firefighters will be as follows: Fire Chief, Fire Department Coordinator, and Fire Commission. AT ANY TIME, FOR CERTAIN DISCIPLINARY REASON, Fire Department Coordinator may supercede the Chain of Command.

Daily Duties

A-003

06/02/09

The daily duties for the firefighter will be as follows:

- Primary duties will be to answer all fire/medical/mutual aid calls as dispatched by Avery County Communications.
- Fire Department apparatus/equipment should be completely checked a minimum of once a week. A daily visual inspection should be made as well.
- Once the equipment is deemed to be in operational readiness, the firefighter should concentrate on administrative duties. This is to include any and all efforts to reduce the insurance rating for the fire district.
- The firefighter should insure that the fire station maintains a neat and presentable appearance at all times.

Emergency Responses

A-004

6/02/09

The firefighter will respond to any call dispatched by Avery County Communications. This will include: fire calls within the district, medical calls within the district, and any mutual aid calls as dictated by the auto aid agreements between the fire departments. The firefighter will only leave the fire district on a medical call in a neighboring district when an emergency situation exists and mutual aid is requested.

Proposed Work Schedules/Time Sheets

A-005

6/02/09

On the last day of the pay-period, which falls on a Tuesday, the firefighter will fax a copy of their time sheet to the Fire Department Coordinator. It should be filled out completely, to include any Comp time that may have been accrued or used during the pay-period. This will be done by 3:30 P.M., the afternoon of that day. If the time sheet is not received by that time, the firefighter may incur a delay in receiving their check. At the same time, a proposed work schedule for the next pay-period should be included. For any changes to the proposed work schedule, the Fire Department Coordinator and the Fire Chief should be notified as soon as possible.