

Bronson Volunteer Fire Rescue

Personnel Hand Book

Approved by Town Council
Revision 1.1 April -1-2012

Prepared by
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BRONSON VLUNTEER FIRE RESCUE PERSONNEL HANDBOOK

**EFFECTIVE:
April 1st 2012**

IMPORTANT

THIS HANDBOOK SETS FORTH THE RULES, POLICIES, PROCEDURES, AND BENEFITS FOR THE BRONSON VOLUNTEER FIRE RESCUE ("BVFR"), AND IS INTENDED TO ASSIST BVFR MEMBERS IN THE CONDUCT OF BVFR BUSINESS.

THE BOARD OF DIRECTORS OF BVFR HAS THE RIGHT TO CHANGE THE RULES, POLICIES, PROCEDURES AND BENEFITS OF BVFR AT ANY TIME, IN ITS SOLE DISCRETION, SUBJECT ONLY TO THE REQUIREMENTS OF FEDERAL OR STATE LAW.

THE RULES, POLICIES, PROCEDURES AND BENEFITS CONTAINED IN THIS HANDBOOK ARE CURRENT AS OF **April 1st 2012** AND SUPERSEDE ALL PREVIOUS BVFR RULES, POLICIES, PROCEDURES AND BENEFITS DEALING WITH SIMILAR SUBJECT MATTER.

NOTICE

EACH EMPLOYEE OF BVFR IS AN "AT WILL" EMPLOYEE.

THE RULES, POLICIES AND PROCEDURES SET FORTH IN THIS HANDBOOK APPLY TO ALL EMPLOYEES AND, TO ALL VOLUNTEERS OF BVFR. THIS HANDBOOK DOES NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NOTWITHSTANDING ANY STATEMENT TO THE CONTRARY IN THIS HANDBOOK, ANY REPRESENTATIONS CONTAINED IN ANY EMPLOYMENT OR SERVICE APPLICATIONS, BVFR FORMS, OR OTHER BVFR DOCUMENTS, OR ANY STATEMENTS MADE BY ANY AGENT OR MEMBER OF BVFR, ANY MEMBER MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE, AND IN THE SOLE DISCRETION OF BVFR, SUBJECT ONLY TO THE APPLICABLE REQUIREMENTS OF STATE OR FEDERAL LAW.

ALL MEMBERS CONSIDERED PART TIME EMPLOYEES.

ALL MEMBERS OF BRONSON VOLUNTEER FIRE RESCUE ARE CONSIDERED A PART TIME EMPLOYEE WITH THE TOWN OF BRONSON. MEMBERSHIP IN THE DEPARTMENT DOES NOT ENTITLE MEMBERS ANY BENEFITS OR RETIREMENT CREDITS WITH THE TOWN OF BRONSON. MEMBERS WILL BE COMPENSATED ON A PER-CALL BASIS AT THE RATE CURRENTLY ESTABLISHED AT THE TIME SERVICES WERE RENDERED.

GENERAL STATEMENTS AND POLICIES

1. Standard Operating Guidelines.

This Handbook may be supplemented by Standard Operating Guidelines issued by the Fire Chief, or the Fire Chief's designee(s), as the Chief Executive Officer of BVFR. The Standard Operating Guidelines enable the Fire Chief to administer BVFR in an efficient manner consistent with the authority granted the Fire Chief by the City Commission acting as the Board of Directors, and State law, and to implement the policies embodied in the minutes of the Board of Directors meetings and this Handbook. The Standard Operating Guidelines may be applicable to BVFR as a whole and may establish a principle, policy, procedure, rule or standard concerning a given subject or topic; and may be effective permanently or until revoked or altered by subsequent Standard Operating Guidelines or order. In the event of a conflict between this Handbook and a Standard Operating Guideline, this Handbook shall control.

2. Emergency Suspension of Rules, Policies and Guidelines.

Any BVFR rule, policy, or guideline may be suspended or modified by the Board, the Fire Chief, or the Fire Chief's designee, to meet the demand of an emergency operation.

3. Effective Date.

This Handbook is effective April 1st 2012. All former rules, policies, guidelines and benefits not contained in this Handbook are repealed as of the effective date of this Handbook. This repeal, however, shall not affect any disciplinary, corrective or other action begun or taken prior to the effective date of this Handbook.

4. Amendments and Additional Rules, Policies and Procedures.

The Fire Chief or the Fire Chief's designee(s) may amend this Handbook from time to time, as it deems appropriate. Amendments may be incorporated from time to time in any printed copies of this Handbook. Regardless of whether an amendment is physically incorporated into this Handbook, it shall take effect immediately upon adoption by the City Commission acting as the Board unless otherwise indicated by Board resolution or motion. The Board may from time to time implement and supplement this Handbook through other written rules, policies or procedures, and written or oral directives.

5. No Contractual Rights - At Will Employment.

This Handbook is not intended and shall not be construed to grant contractual rights to any member or third party. This Handbook applies to all members and does not constitute a contract of employment or service. Any member may be terminated at any time, without cause, subject only to the applicable requirements of State and/or Federal law.

Section 1 All applicants for membership in BVFR will meet the following standards:

1. Procedures for New Hires

The Fire Chief has sole discretion in the selection of applicants for hire or promotion for all positions below the rank of Fire Chief, subject to this Handbook and any applicable State and Federal laws. All prospective new members will attend 2 business meetings and 2 training meetings and current members will vote on accepting the prospective member's formal application for consideration by the Fire Chief. After performance of the necessary background, drug testing and review of documentation of any certifications, the Fire Chief will announce the results of all hiring processes. See Position Qualifications for specific details. (Attachment 1)

1.1 Minimum Qualifications for Operational Firefighter:

Applicant must meet the State of Florida minimum standards as a State Certified Firefighter 1. Applicants who do not possess a certification as a Firefighter 1 will be accepted as a Firefighter Trainee and must meet this standard within Eighteen (18) months of acceptance in the department. As a Firefighter Trainee the members will only act in a support position and will not be considered for active response to incidents.

1.2 Minimum Qualifications for Support Personnel:

Support personnel are those personnel who cannot meet the standards for Operational Firefighter but provide assistance to the department by assisting in non-fire related activities such as:

- Assisting with the maintenance of equipment or station
- Maintaining and handling water hoses
- Testing of fire hydrants
- Filling SCBA cylinders
- Assist with medical support commensurate with training
- Providing fire safety educational programs with certified department personnel
- Provide Wildland Fire Services as commensurate to training

1.3 Minimum Qualifications Fire Service Apprentice:

The fire service apprentice is a member who does not possess the necessary certifications for an Operational Firefighter. This person may have received certifications for technical response or Wildland Fire Suppression. Trainees can only serve in areas commensurate to duties for which they are trained or certified.

2. Procedures for Promotions

It is the policy of BVFR promote from within when doing so is reasonable at the discretion of the Fire Chief, or BVFR Board of Directors in absence of the Fire Chief. All qualified members are potential candidates for hire or promotion. Available jobs will be posted on BVFR bulletin board. A member must submit a formal written application to the Fire Chief to be considered for a position. Hire or promotion to a new position will be based on demonstrated performance in the current position, as well as knowledge, qualifications, skills, experience and training with respect to the position for which an application is made.

All members are volunteers but are considered an employee and must meet all of BVFR's training and certification requirements for the position within the time specified for meeting the requirements at the time of hire. Failure to meet the training and/or certification requirements within the specified time may result in demotion or termination of employment as appropriate in the sole discretion of the Fire Chief.

3. Equal Employment and Service Opportunity

BVFR provides equal employment and service opportunities to all members and applicants without regard to race, creed, color, sexual orientation, religion, sex, national origin, ancestry, age, disability, marital status, military status or veteran status. This policy applies to all terms and conditions of employment and service, including, but not limited to, hiring, placement, promotion, termination, leaves of absence, compensation, and training.

Section 2 Uniforms

Bronson Volunteer Fire Rescue is a uniformed department and members are expected to present themselves in a professional well groomed appearance. This section outlines the uniform requirements for this department.

Uniform Classes

a.) Class A FTE Uniform

The Class A uniform is the 'dress' uniform usually worn at formal events, funerals, while engaged in public contact such as fire safety talks, and public appearances.

- Shirt - Dress cotton/poly.
- Pants –blue station/EMS pants or blue cotton/poly dress pants.
- Dress jacket – dark blue (optional)
- Tie - with long sleeve shirt only.
- Badge.
- Nameplate with serving since attachment.
- Rank insignia
- Belt black in color.
- Jacket (when appropriate) no windbreakers.
- Class A Shoes/boots as per policy.
- Recognition award pin (if applicable).
- Service pin (if applicable).

b.) Class B Uniform

The Class B Uniform consists of the Polo shirt and blue station/EMS pants and is the uniform worn during business and other meetings as specified by Fire Chief. This uniform may be worn while performing public educational programs at management discretion.

- Shirts – Polo style
- Pants - blue station pants or newer clean blue jeans may be worn.
- Belt black in color.
- Fire Department ball cap (optional).
- Jacket or windbreaker (when appropriate).
- Shoes/boots and socks as per policy.

c.) **Class C Uniform**

The Class C Uniform is the uniform usually worn during day-to-day operations. This uniform is appropriate for station duty or when performing equipment maintenance.

- The will be the Tee shirt and may be worn while performing station duties.
- Pants - long pants blue station pants or blue jeans may be worn.
- Fire Department ball cap (optional).
- Jacket or windbreaker (when appropriate).
- Shoes/boots and socks as per policy.

Core Uniform

a.) Initial uniforms will be ordered as soon as is practical. Replacement items are issued on an as needed basis. Class A uniforms will be issued to members who receive permanent status.

b.) All full status members will receive the following initial uniform issue.

- One dress shirt (for Class A use).
- Two Department Polo Shirts with name embroidered (for Class B use)
- Two department “Tee” shirts (for Class C use)
- One badge.
- One nameplate and “Serving Since” tab (for Class A uniform).
- Rank or BFR collar insignia

c.) Probationary members will receive the following initial uniform issue:

- Two department “Tee” shirts
- One Polo Shirt (no name)

Uniform Attachments

Job Class Title	Badge\Name tag Color	Rank pins
Fire Chief	Gold	Gold
Assistant Fire Chief	Gold	Gold
Training Officer	Gold	Gold
Captain	Gold	Gold
Lieutenant	Gold	Gold
Firefighter	Silver	Silver
Fire Support	Silver	Silver
Trainee	No badge	None

Footwear

Class A and B – Shoes or boots worn with long pants will be black, polishable or patent leather. Shoes or boots will be plain toed, and will not have any decorative feature such as stitching, brand logos, etc. Pant legs will be kept outside of the boots at all times. Class B shoes should have safety toes

Class C - Shoes can be worn with Class C uniform

Class A – Shoes or boots will be worn highly polished and well maintained.

Class B – Shoes or boots shall be black, polished and should have safety toes.

Class C – Shoes worn will be leather or canvas athletic/hiking style.

Proper Wearing of the Uniform

The uniform will be worn with pride and cannot be worn with pride unless clean, neat, wrinkle free and well fitted.

Shirt - When wearing the uniform shirt without the tie, only the top (collar) button will be unbuttoned. When wearing the uniform shirt with the tie, all buttons will be buttoned. It is not permissible to roll up the sleeves of the short or long sleeve shirt except for short duration periods where appropriate for the type of duties being performed. Shirt tails will be tucked in the pants at all times.

Pants – When measured at the heel when standing; the length of the pant leg should fall between 1 to 3 inches from the bottom of the pant leg to the floor.

Nameplate - The nameplate (with or without “Serving Since” tab rider is to be centered 5/8 inch (the height of the name plate) above the upper seam of the right pocket of the shirt (right pocket as shirt is worn). No nameplate will be worn on the uniform jacket or windbreaker.

Badge – The BVFR badge will be worn on the Class A uniform above the upper seam of the left pocket of the shirt (left pocket as shirt is worn). All BVFR badges will be assigned to a specific position No badge will be worn on the uniform jacket or windbreaker.

Officers will wear Rank insignia on the Class A uniform on the collar of the shirt centered on each side.

Firefighters will wear the BFR insignia on the Class A uniform on the collar of the shirt centered on each side.

Section 3 Harassment and Discrimination

BVFR does not tolerate harassment in any form. No member or applicant should be subjected to unwelcome sexual requests, insulting behavior or language based on gender or an individual's sexual orientation. No member or applicant should be led to believe that any employment or service opportunity or benefit will in any way depend on his or her cooperation with sexual demands or that he or she must tolerate an offensive or hostile work environment.

1. Harassment and Discrimination Prohibited - Generally.

BVFR expressly prohibits any form of unlawful member harassment or discrimination based on race, creed, color, sexual orientation, religion, sex, national origin, ancestry, age, disability, veteran status, marital status, military status, or status in any other group protected by federal, state, or local law. Improper harassment or discrimination that interferes with the ability of a member to perform his/her duties will not be tolerated. BVFR also prohibits any member from illegally harassing or discriminating against any third party while on duty, or while in any manner representing BVFR in any capacity.

2. Sexual Harassment Prohibited.

BVFR strictly prohibits sexual harassment. No one at BVFR, including directors, officers, supervisors, employees, vendors, volunteers, reservist or any other person, may make unwelcome sexual advances or requests for sexual favors, or engage in any other unwelcome verbal or physical conduct of a sexual or gender-based nature, or based upon an individual's sexual orientation, where: (1) such advances, requests or conduct have the purpose or effect of unreasonably interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment, or (2) it is obvious or implied that tolerating or submitting to such conduct is a condition of employment or service, or will be used for the basis of any employment or service decision, including, but not limited to, hiring, firing, performance appraisals, salary, benefits, position, job transfers, or any other decision affecting any term or condition of employment or service with BVFR (all such conduct is defined in this policy as "sexual harassment").

All members shall conduct themselves in a professional and business-like manner at all times and shall refrain from inappropriate conduct that could lead to a claim of sexual harassment. Such conduct includes, but is not limited to (1) sexually implicit or explicit communications whether in written form, such as cartoons, publications, notes, letters, email, words or designs on clothing, or oral form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about

another's sex life or sexual orientation, or repeated unwanted requests for dates, and (2) physical gestures and other non-verbal behavior, such as unwelcome physical contact of any kind.

All members having supervisory responsibilities are accountable for the effective administration of this policy. Members who believe they have been sexually harassed, received harassment that would constitute a hostile work environment, or who have observed any type of harassment shall promptly report it in accordance with the procedures set forth below.

3. Procedure for Reporting Harassment or Discriminatory Treatment.

1. Mandatory Reporting.

Any unwelcome behavior to which a member is subjected, or observes, and which a member considers to be unlawful harassment, sexual or otherwise, or which a member believes constitutes illegal discrimination, must be reported to the member's supervisor immediately. If the unwelcome behavior which the member considers to be illegal harassment or discrimination involves the member's supervisor, the member shall report his or her concern immediately to the next level supervisor in the member's chain of command. If the report concerns sexual harassment, the member may request that a person of the same gender be designated to receive the report from the member. If the member is uncomfortable reporting the harassment or discrimination to any supervisor in his or her chain of command, the member may report the harassment or discrimination directly to the Fire Chief. If the illegal harassment or discrimination involves the Fire Chief, the member may report the harassment or discrimination to the City Council member Designated over the department. A member receiving a report of harassment or discrimination shall, without reporting it through the chain of command, report it directly to the Fire Chief, or if the complaint involves the Fire Chief, to the City Council member designated over the department. No member shall be subjected to retaliatory action as a result of reporting conduct the member considers to be illegal harassment or discrimination.

2. Confidentiality.

Information concerning a member's claim of illegal harassment or discrimination shall be treated confidentially and disclosed only to those with a "need to know."

Section 4 Corrective and Disciplinary Actions

A. Corrective and Disciplinary Actions Not Progressive.

Corrective and disciplinary actions of BVFR are not progressive. Nor does BVFR have a step-discipline policy. BVFR will impose the corrective or disciplinary action it deems appropriate under the specific facts and circumstances. In imposing corrective or disciplinary action, BVFR may consider any prior corrective or disciplinary action imposed against the member.

B. Corrective Actions.

Corrective actions are not disciplinary actions. Corrective actions may be either oral or written. A corrective action is intended to notify a member of conduct that is not in conformance with the rules, policies or procedures of BVFR, or otherwise is inappropriate or deficient, so that the member can promptly take appropriate action to insure that such conduct does not occur again. While a corrective action is not a disciplinary action, it can form the basis for a disciplinary action. In accordance with BVFR's policy against progressive discipline, BVFR has no obligation to take corrective action before taking disciplinary action, up to and including termination.

An oral corrective action may be imposed at any time by any supervisor. An oral corrective action may be documented. If the oral corrective action is documented, a copy of the documentation shall be placed in the member's personnel file, and a copy shall be given to the member. A written corrective action may be imposed at any time by any supervisor. The member shall be given a copy of the written corrective action. The member shall meet and discuss the written corrective action with his or her supervisor, and will acknowledge in writing that he or she discussed the written corrective action with his or her supervisor if requested to do so. Copies of the written corrective action and the member's acknowledgement shall be placed in the member's personnel file.

A member may appeal a corrective action through the chain of command to the Fire Chief. The member must submit any appeal to the next highest ranking officer or supervisor in the member's chain of command above the officer or supervisor issuing the corrective action within ten days of the member's receipt of the corrective action. The Fire Chief's decision is the final decision of BVFR for all purposes. Under no circumstances shall a member attempt to appeal a corrective action directly to the Board. Any attempt to appeal a corrective action directly to the Board may result in immediate termination of the member.

C. Disciplinary Actions.

1. Causes for Disciplinary Action.

Nothing in this Section is intended to create a progressive or step-discipline expectation or policy, or alter the at-will status of BVFR's members (i.e., each member may be terminated with or without cause at any time); however, BVFR may take appropriate disciplinary action, up to, and including termination, in the event of any of the following:

- Violation of this Handbook, the Standard Operating Guidelines or any other rule, policy or procedure of BVFR.
- Direct or indirect insubordination, disrespect for or disobedience to a request, direction or order of a supervisor.
- Unauthorized release of information regarding BVFR, its members, guests or persons to whom it has rendered a service.
- Unauthorized use or removal of property belonging to BVFR, other BVFR members, or guests or persons served by BVFR.
- Violation of BVFR's conflict of interest rules and policies.
- Carelessness, negligence, or misuse of BVFR property, whether or not resulting in injury to members, apparatus, or other property.
- Willful destruction of BVFR property or the property of others.
- Falsification of, or material omission from, an employment or appointment application or any other BVFR record.
- Violation of BVFR's drug and alcohol policy.
- Failure to perform assigned duties in a satisfactory manner.
- Disorderly conduct, including, but not limited to, gambling, verbal abuse, fighting, use of threats, intimidation, coercion, engaging in any activity that interferes with job performance or any other member's performance on the job, repeated use of abusive, obscene, indecent or profane language.
- Lack of courtesy to BVFR guests, customers or other BVFR members.
- Violation of BVFR's Hair Regulations and Dress Codes.
- Unauthorized long distance or personal telephone calls.

- Engaging in any criminal activity.
- Conviction of a felony or any crime involving moral turpitude.
- Major violations of Florida driving laws, or loss or suspension of driver's license.
- Falsification, destruction, or unauthorized use of BVFR records, reports, or other data or information belonging to BVFR.
- Failure to report violations of safety policies and procedures.
- Failure to properly use safety gear, clothing, or equipment.
- Violation of BVFR's Conflicts of Interest and Personal Gain Policies.
- Using BVFR vehicles, equipment, or property for unauthorized use.
- Repeated tardiness.
- For a member who wears a BVFR badge or other official BVFR insignia or who bears BVFR credentials as evidence of authority or identity, permitting such badge or insignia to be used or worn by any person or to otherwise grant permission without the express approval of BVFR Fire Chief.
- Using badges or credentials for preferential treatment or personal gain.
- Unauthorized use of BVFR funds and/or credit cards.

2. **Reasons for Discipline Not Comprehensive.**

The foregoing is not a comprehensive list of the reasons for which a member may be subject to disciplinary action, including but not limited to termination. Again, violation of any provision of this Handbook or any other BVFR rule, policy or procedure, or any verbal or oral order or instruction of a supervisor may result in disciplinary action.

D. At Will Employment and Volunteer Services.

Notwithstanding the foregoing causes for discipline, all members of BVFR are "at will," and may leave BVFR at any time without cause or notice. Similarly, BVFR may terminate a member at any time without cause, subject only to the requirements of Federal and State law.

E. Reporting Violations.

It is the responsibility of every member to document in writing any violations of this Handbook, or any other rule, policy or procedure of BVFR to the member's immediate supervisor.

F. Procedure for Discipline.

The member's supervisor shall determine the discipline to be recommended to the Fire Chief based upon the specific facts and circumstances of the case, and considering the member's prior work performance, including, but not limited to any prior discipline or corrective action. If, based upon all of the facts and circumstance of the case, the supervisor believes that discipline is warranted, the supervisor may recommend the following forms of discipline:

1. Reprimand/Letter of Counseling
2. Suspension;
3. Demotion; or
4. Termination.

1. Charges.

Subject to Section C, (1) above, regarding discipline, notice to the member of a violation of any of BVFR's rules, policies or procedures for which disciplinary action involving suspension, termination or demotion is recommended shall be provided to the member through formal written charges.

2. Charges Must Include Written Specification of Alleged Acts.

All charges must be accompanied by a brief written specification of the wrongful conduct of the member with sufficient detail that the member can reasonably ascertain the specific alleged act(s) or omission(s) upon which the charges are based and BVFR's rules, policies or procedures the member is alleged to have violated. To the extent practicable the charges should include the time, date, and place, the alleged acts took place, and the names of any witnesses.

3. Presenting Member with Charges.

The member may be presented with the charges in person, or by registered, return receipt mail at the member's last residential address on file with BVFR.

4. **Member to Schedule Meeting with the Supervisor Recommending Discipline.**

Within five (5) days (excluding weekends and holidays) of presentment of the charges to the member in person, or if presented by mail, within five (5) days of BVFR's mailing of the charges, the member against whom the charges are directed is required to, and has the responsibility to, make an appointment to meet with the disciplining supervisor to discuss the charges. Unless the supervisor who is recommending discipline is on vacation or otherwise unavailable for similar reasons, the meeting shall be held within fifteen (15) days (excluding weekends and legal holidays) after the charges are presented or mailed. If the supervisor who is recommending discipline cannot hold the meeting within the 15-day period due to unavailability, he or she shall meet with the member within five days of his or her availability.

5. **Time for Response.**

A member who has been presented with disciplinary charges shall have five (5) days (excluding weekends and holidays) after the charges are presented in person or mailed in which to submit a written reply to the charges; provided, however, that if a meeting with the supervisor who is recommending discipline has been scheduled within the five (5) day period for submitting a written reply, the member shall submit his written reply at least 24 hours prior to the meeting.

6. **Supervisor's Recommendations.**

After meeting with the member as provided in Section 3 (F) (4), above, and considering any written response provided by the member pursuant to Section 3 (F) (5), above, the supervisor recommending discipline shall submit written recommendations of discipline to the Fire Chief, along with all documentation and any response submitted by the member.

7. **Fire Chief's Decision on Recommendations.**

The Fire Chief shall issue a decision on the recommendations of the supervisor within fifteen (15) days of receiving the recommendations, or as soon thereafter as practical.

8. **Disciplinary Action by the Fire Chief.**

The Fire Chief may, at any time, commence disciplinary action against a member. The Fire Chief shall provide the member with the notice of charges as set forth in Section 3 (F) (1) and (2) above. The member shall schedule a meeting with the Fire Chief to discuss the charges as provided in section 3 (F) (4), above. The member shall provide a written response as provided in section 3 (F) (5), above. The Fire Chief shall issue his or her decision within fifteen (15) days of his meeting with the member, or as soon thereafter as practicable.

9. Fire Chief to Advise Board of Proposed Termination.

In situations where the Fire Chief determines that a member should be terminated, the Fire Chief shall send written notification to the Board, or its designated representative, advising the Board of the Fire Chief's decision to terminate the member. The notification shall be sent to the Board prior to the member's termination. This notification does not create any right of appeal to the Board by the member.

G. Personnel File.

Any disposition of a corrective or disciplinary action shall be permanently maintained in the member's personnel file.

H. Discipline of the Fire Chief.

The Board shall have the sole discretion with respect to the timing, method and manner of discipline of the Fire Chief.

Section 5 Awards and Commendations

1) Recognition Plaque *

- a) After an active member has been on the Department or has suffered a medical disability may apply for retirement status.
 1. Must be in good standing
 2. May be nominated
 3. Will be voted on at next meeting
 4. If approved the members status will be inactive

Inactive members

- Voting privileges revoked
- May not drive emergency vehicles
- Will not be issued any equipment

Special Circumstances

- 5 consecutive years in service and move.
- Must submit written application to be voted on at next business meeting

EXAMPLE:

Major change in family status and/or change in job status

*Members who are placed on the plaque will be invited to all social events.

2) Service awards

- a) Members can be given awards for the following categories:
 1. Award of Valor
 2. Distinguished Service
 3. Public Service
 4. Lifesaving
 5. Years of Service Pin

3) Award Criteria / Nomination

A Award of Valor

1 Criteria

- a. Awarded to any member for preventing or attempting to prevent the death of a person through direct personal action under dangerous and life threatening conditions.
- b. Examples would include a swimming rescue of a drowning victim, a boat rescue under extremely adverse weather conditions or rescuing occupants of a burning building.

2 Nomination Procedures

Anyone can submit a nomination for this award except that a person cannot nominate him/herself. The nomination must include details of the rescue and conditions under which performed. The nomination should be submitted directly to the Department Awards Coordinator for review by the Officers and the approval of the Fire Chief. Eligibility for this award is retroactive to any previous act which meets the criteria.

3 Award

Recipients of the Award of Valor will receive a framed certificate signed by the Fire Chief, a nameplate on a permanent plaque, and a uniform pin or other appropriate acknowledgement, the total cost of which may not exceed \$100.00 plus applicable taxes. This award will be presented at an appropriate City Council meeting.

B Distinguished Service Award

1 Criteria

All of the following criteria must be met to qualify for the Distinguished Service Award.

- a. Outstanding personal contributions to the Department by a current or former employee with at least 12 months consecutive service; and

- b. Contribution must require a high degree of personal initiative, professionalism, leadership, effort, or skill; and
- c. Contribution must represent a significant benefit to the Department; and
- d. Contribution must be made on a voluntary or special assignment basis completely above and beyond the requirements of the employee's position description. Work can be performed while on or off duty.
- e. Examples of contributions would be:
 - (1) Extensive research which adds significantly to management's ability to fulfill the Departments responsibilities.
 - (2) Outstanding achievements in the advancement of the organizational, educational and developmental areas of Fire Safety Programs.
 - (3) Nominees must not have received a valid complaint or disciplinary action against him/her during the previous twelve months.

2 **Nomination Procedure**

Anyone can submit a nomination for this award except that a person cannot nominate him/herself. The nomination must include detailed written comments. The nomination should be submitted directly to the Department Awards Coordinator for review by Officers and approval by the Fire Chief. Eligibility for this award is retroactive to any previous act which meets the criteria.

3 **Award**

Recipients of the Distinguished Service Award will receive a nameplate on a permanent plaque and a uniform pin or other appropriate acknowledgement, the total cost of which may not exceed \$100.00 plus applicable taxes. This award will be presented at an appropriate City Council meeting.

C. Public Service Award

1 Criteria

- a. This award will be used to recognize members who, in their everyday job performance, exemplify the FPS image of service to the public (an attitude of friendliness and cheerful public service) during the course of the previous year.
- b. The nominee must exhibit this attitude as a habit and personal trait.
- c. Nominees must not have received a valid complaint or disciplinary action against him/her during the previous twelve months.

2 Nomination Procedure

Anyone can submit a nomination for this award except that a person cannot nominate him/herself. The nomination must include detailed written comments. The nomination should be submitted directly to the Department Awards Coordinator for review by Officers and approval by the Fire Chief.

3 Award

Recipient of the Public Service Award will receive a certificate signed by the Fire Chief and a uniform pin and/or other appropriate acknowledgement, the total cost of which may not exceed \$100.00 plus applicable taxes. This award will be presented at an appropriate City Council meeting.

D. Lifesaver Award

1 Criteria

Awarded to a member for saving the life of another person, at no significant personal risk to the rescuer. Examples would include administering CPR with successful results, saving a drowning victim with reach pole or life ring, stopping severe arterial bleeding or for any act which is directly attributable to saving the life of a person.

2 Nomination Procedure

Anyone can submit a nomination for this award except that a person cannot nominate him/herself. The nomination must include detailed written comments. The nomination should be submitted directly to the Department Awards Coordinator for review by Officers and approval by the Fire Chief. Eligibility for this award is retroactive to any previous act which meets the criteria.

3 Award

Recipients of the Lifesaver Award will receive a certificate signed by the Fire Chief and a uniform pin or other appropriate acknowledgement, the total cost of which may not exceed \$100.00 plus applicable taxes. This award will be presented at an appropriate City Council meeting.

E Years of Service pin

Years of service pins will be given out to members who achieve continued service at five (5) year intervals starting at five (5) years. Example: Five, Ten, Fifteen etc.

Attachment 1 Position Qualifications

Bronson Fire Rescue Officer Position Description

Volunteer Chief

The Fire Chief is appointed by the Town Council. This position is responsible for the direct management of the Bronson Fire Rescue Department. The Chief will be responsible for fiscal oversight, property management, personnel management, and day to day operations to insure staffing and equipment are maintained at a level necessary to provide adequate response to emergency calls. This position supervises the Assistant Fire Chief.

Qualifications:

- Firefighter 1 certified (Firefighter 2 preferred).
- First Responder certified or higher.
- Has knowledge of department operations, SOG's, and equipment maintenance.
- Has the ability to draft policy and procedures consistent with operational and safety standards of the Florida Bureau of Standards and Training.
- Has training in personnel management or must obtain within one year.
- Has completed required NIMS training or must obtain within one year.
 - 100, 200, 300, 400, 700, 800,
- Has demonstrated competency in use of all equipment.
- Has ability to enforce department policies, SOG's, and handle employee relations in a tactful, courteous, and confidential manor.
- Has knowledge of fiscal procedures involving budget management and purchasing.
- Must have the ability to communicate effectively verbally and in writing.
- Can demonstrate knowledge and skill in the use of computers and word processing and spreadsheet programs e.g. Microsoft word, power point, and excel.
- Must follow the "lead by example" principle to foster positive team cohesiveness and maintain respect of department personnel.
- Must maintain a valid Florida driver's license and maintain certification in EVOC.

Bronson Fire Rescue

Officer Position Description

Volunteer Assistant Chief

This position is responsible for the over sight of the department in the absence of the Fire Chief. The Assistant Chief will be responsible for maintaining inventories of supplies and equipment and insuring that medical supplies are maintained at a level necessary to provide adequate response to emergency calls.

Qualifications:

- Firefighter 1 certified (Firefighter 2 preferred).
- First Responder certified or higher.
- Has knowledge of department operations, SOG's, and equipment maintenance.
- Has training in personnel management or must obtain within one year.
- Has completed required NIMS training or must obtain within one year.
 - 100, 200, 300, 400, 700, 800,
- Has demonstrated competency in use of all equipment.
- Has ability to enforce department policies, SOG's, and handle employee relations in a tactful, courteous, and confidential manor.
- Has knowledge of basic fiscal procedures involving budget management and purchasing.
- Must follow the "lead by example" principle to foster positive team cohesiveness and maintain respect of department personnel.
- Must have the ability to communicate effectively verbally and in writing.
- Can demonstrate basic knowledge and skill in the use of computers and basic word processing and spreadsheet programs e.g. Microsoft word and excel.
- Must maintain a valid Florida driver's license and maintain certification in EVOC.

Bronson Fire Rescue

Officer Position Description

Volunteer Captain

This position is responsible for the oversight of the department in the absence of the Fire Chief and the Assistant Fire Chief. The Captain position is responsible for the supervision of the Lieutenant positions. This position will be responsible for the coordination and scheduling of all shift work.

Qualifications:

- Firefighter 1 certified (Firefighter 2 preferred).
- First Responder certified or higher.
- Has knowledge of department operations, SOG's, and equipment maintenance.
- Has training in personnel management or must obtain within one year.
- Has completed required NIMS training or must obtain within one year.
 - 100, 200, 300, 700, 800,
- Is Certified as a Fire Service Instructor.
- Has demonstrated knowledge of firefighting tactics and Incident Command system.
- Has ability to enforce department policies, SOG's, and handle employee relations in a tactful, courteous, and confidential manner.
- Must have the ability to communicate effectively verbally and in writing.
- Can demonstrate basic knowledge and skill in the use of computers and basic word processing and spreadsheet programs e.g. Microsoft word and excel.
- Must follow the "lead by example" principle to foster positive team cohesiveness and maintain respect of department personnel.
- Must maintain a valid Florida driver's license and maintain certification in EVOC.

Bronson Fire Rescue

Officer Position Description

Volunteer Lieutenant

This position is responsible for the supervision training and guidance of the firefighters assigned to this position. Incumbent must be willing to utilize the “lead by example” principle to instill positive job performance in department personnel.

Qualifications:

- Firefighter 1 certified (Firefighter 2 preferred).
- First Responder certified.
- Has knowledge of department operations, SOG’s, and equipment maintenance.
- Has training in personnel management or must obtain within one year.
- Has completed required NIMS training.
 - 100, 200, 700, 800,
- Is certified as a Fire Service Instructor or has the ability to provide one on one training to assigned firefighters.
- Has demonstrated knowledge of firefighting tactics and Incident Command system.
- Must have the ability to communicate effectively verbally and in writing.
- Has ability to enforce department policies, SOG’s, and handle employee relations in a tactful, courteous, and confidential manner.
- Has the ability to build and maintain a positive team attitude in the department.
- Must maintain a valid Florida driver’s license and maintain certification in EVOC.

Bronson Fire Rescue

Position Description

Part Time Career Firefighter

This position is responsible for the day to day responding to emergency situations as necessary as a Firefighter or First responder.

Qualifications:

- Firefighter 2 certified.
- First Responder certified.
- Has knowledge of department operations, SOG's, and equipment maintenance.
- Has completed required NIMS training.
 - 100, 200, 700, 800,
- Has demonstrated knowledge of firefighting tactics and Incident Command system.
- Has ability to follow department policies, SOG's, and work as a member of a firefighting team.
- Demonstrates the ability to interact with the citizens in a tactful, courteous, and confidential manor.
- Demonstrates ability to utilize map book to locate address locations.
- Has the ability to build and maintain a positive team attitude in the department.
- Must maintain a valid Florida driver's license and maintain certification in EVOC.

Bronson Fire Rescue

Position Description

Volunteer Firefighter

This position is responsible for the day to day responding to emergency situations as necessary as a Firefighter or First responder.

Qualifications:

- Firefighter 1 certified or higher.
- First Responder certified.
- Has knowledge of department operations, SOG's, and equipment maintenance.
- Has completed required NIMS training.
 - 100, 200, 700, 800,
- Has demonstrated knowledge of firefighting tactics and Incident Command system.
- Has ability to follow department policies, SOG's, and work as a member of a firefighting team.
- Demonstrates the ability to interact with the citizens in a tactful, courteous, and confidential manor.
- Demonstrates ability to utilize map book to locate address locations.
- Has the ability to build and maintain a positive team attitude in the department.
- Must maintain a valid Florida driver's license and maintain certification in EVOC.

Bronson Fire Rescue

Position Description

Support personnel

This position is responsible for the day to day responding in the support of emergency operations as necessary to assist responding Firefighters or First responder.

Qualifications:

- Must maintain a valid Florida driver's license.
- Must be trained commensurate to duties (Wildland Firefighter, pump operator etc.).
- Has completed EVOC training if operating as a driver/operator.
- Has knowledge of department operations, SOG's, and equipment maintenance.
- Has completed required NIMS training.
 - 100, 200, 700, 800,
- Has demonstrated knowledge of firefighting operations/tactics and Incident Command system.
- Demonstrates ability to utilize map book to locate address locations.
- Has ability to follow department policies, SOG's, and work as a member of a firefighting team.
- Demonstrates the ability to interact with the citizens in a tactful, courteous, and confidential manor.
- Has the ability to build and maintain a positive team attitude in the department.

Bronson Fire Rescue

Officer Position Description

Safety Officer/Lieutenant

This position is responsible for insuring safety policies and procedures of the department are adhered to and enforced. The safety officer is responsible to provide safety training and guidance to the members of the department as related to personnel safety practices. Incumbent must be willing to utilize the “lead by example” principle to instill positive job performance in department personnel.

Qualifications:

- Firefighter 1 certified (Firefighter 2 preferred).
- First Responder certified.
- Has knowledge of department operations, SOG’s, and equipment maintenance.
- Has training in safety principles/practices or must obtain within one year.
- Has completed required NIMS training.
 - 100, 200, 700, 800,
- Is certified as a Fire Service Instructor or has the ability to provide one on one training to assigned firefighters.
- Has demonstrated knowledge of safety principles and Incident Command system.
- Has ability to enforce department policies, SOG’s, and handle employee relations in a tactful, courteous, and confidential manor.
- Has the ability to build and maintain a positive team attitude in the department.
- Must maintain a valid Florida driver’s license and maintain certification in EVOC.

Bronson Fire Rescue

Officer Position Description

Training Officer/Lieutenant

This position is responsible for providing training to department members on fire operations and tactics as well as first responder and CPR/AED. The training officer is responsible to provide basic and refresher training to the members of the department as required by law and department policies or protocols. Incumbent must be willing to utilize the “lead by example” principle to instill positive job performance in department personnel.

Qualifications:

- Firefighter 1 certified (Firefighter 2 preferred).
- First Responder certified or higher.
- Has knowledge of department operations, SOG’s, and equipment maintenance.
- Has knowledge of current training standards and requirements. Has completed required NIMS training.
 - 100, 200, 700, 800,
- Is certified as a Fire Service Instructor or must obtain within one year.
- Has demonstrated knowledge of firefighting tactics and Incident Command system.
- Has ability to enforce department policies, SOG’s, and handle employee relations in a tactful, courteous, and confidential manor.
- Has the ability to build and maintain a positive team attitude in the department.
- Must maintain a valid Florida driver’s license and maintain certification in EVOC.

