



COMMITTEE GROUPS

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members regarding committee group meetings.

PURPOSE

To seek continuous improvement of processes through regular meetings and review.

DEFINITIONS

Committee - group of people appointed for a specific function, typically consisting of members of a larger group (Planning, Policy, Training, Apparatus etc.)

Guideline - a general rule, principle, outline of a policy

Member – any career, volunteer, staff, and auxiliary personnel affiliated with the department

Planning - the process of making plans for something

Shall - indicates a mandatory requirement

Standard Operating Guidelines – (SOG) documents that establish how an organization shall operate and expected performance of its members to specific duties outlined in generalized terms

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GUIDELINES

Committee meetings are to be held as directed by Standard Operating Guidelines. A thorough review of completed work and planning for work to be completed is essential for effective and efficient operations. Chairpersons of each committee shall be responsible for the conduct of their committee meetings and recording and publishing of the minutes of those meetings. **The minutes shall be made available for inclusion on the department website and for filing by the administration staff for regulatory requirements.** Committees make a report to the Fire Chief for review and action.

Current Stoney Point Fire Department Committees

- Policy Committee
- Small Tools Committee
- Apparatus Replacement Committee
- Training Committee
- Awards Committee



Programs

Standard Operating Guidelines (SOG)

Policy Committee

Committee Chair – Deputy Fire Chief

Member – Board Member

Member – Division Chief

Member – Engineer

Member – Firefighter

Committee meets annually within the calendar year as directed by the Fire Chief.

Small Tools Committee

Committee Chair – Assistant Chief

Vice Chair – Board Member

Member – Division Chief or Lieutenant

Member – Captain or Lieutenant

Member – Captain or Lieutenant

Member – Engineer or Firefighter

Member – Engineer or Firefighter

Committee meets in December and July or as directed by the Fire Chief

Develops a list of equipment requiring repair or replacement for review.

Apparatus Replacement Committee

Committee Chair – Assistant Chief

Member – Maintenance Officer

Member – Division Chief

Member – Engineer

Committee meets in December and July or as directed by the Fire Chief

Presents an annual report to the Fire Chief for review regarding the current condition of all Stoney Point Fire Department apparatus.

Evaluation of each apparatus shall occur within one month of annual service test date.

Service units will be evaluated annually in January.

Training Committee

Committee Chair – Assistant Fire Chief (Training Chief)

Member – Division Chief (Pre-Basic Training Officer)

Member – Captain or Lieutenant (Engineer Training Officer)

Member – Captain or Lieutenant (Rescue Training Officer)

Member – Designated EMT (EMS Officer)

Committee meets in December and July or as directed by the Fire Chief.

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Programs Standard Operating Guidelines (SOG)

Awards Committee

Committee Chair – Deputy Chief

Vice Chair – Board Member

Member – Captain or Lieutenant (Career) (That won the award the previous year)

Member – Captain or Lieutenant (Volunteer) (That won the award the previous year)

Member – Firefighter or Engineer (Career) (That won the award the previous year)

Member – Firefighter or Engineer (Volunteer) (That won the award the previous year)

Member – Auxiliary Member

Committee meets in October and November or as directed by the Fire Chief and develops a list of deserving candidates for annual awards banquet in December.

Meetings Could Include Discussion of the Following:

- Lessons learned from significant Stoney Point Fire Department incidents since the previous meeting, calls that went well and why, near misses, and actions that could be improved
- Lessons learned from national reports of incidents and issues involving other department's operations and how they could be applied to Stoney Point Fire Department operations
- Recent or upcoming fire prevention opportunities / challenges
- Upcoming operations, training, or recruitment goals
- Issues with apparatus, small tools, or equipment issues
- Updates, or revisions to policies and procedures

Committee meetings are a tool to enhance Stoney Point Fire Department's efficiency and to share ideas or experience with other members. Every organization has room for improvement, regardless of how good the organization is. Committee meeting discussions will be kept positive and within the framework of our mission. Constructive criticism will be presented in a positive manner.

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REFERENCES

North Carolina Open Government Guide

Stoney Point Fire Department By Laws