



COMMITTEE GROUPS SOG

SCOPE

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

PURPOSE

To focus on our work, and seek continuous improvement through regular meetings and review.

PROCEDURE

Committee meetings are to be held as directed by SOG guidelines. Review of work performed and planning of work to be done is essential for smooth and efficient operations.

Chairpersons of each committee are responsible for conducting committee meetings and the posting and recording of the minutes of those meetings. The minutes should be made available for the department website. **The minutes of each meeting shall be recorded and a copy provided for filing purposes.**

Department Committees

- Policy Committee
- Small Tools Committee
- Apparatus Replacement Committee
- Training Committee
- Buildings & Grounds Committee
- Safety Committee
- Awards Committee

POLICY COMMITTEE

Committee Chair – Deputy Fire Chief
Member – Board Member
Member – Station Captain
Member – Station Driver

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Member – Firefighter

Group meets annually within the calendar year or sooner as directed by the Fire Chief

SMALL TOOLS COMMITTEE

Committee Chair – 2nd Assistant Chief

Vice Chair – Board Member

Member – Station Captain or Lieutenant

Member – Station Captain or Lieutenant

Member – Station Captain or Lieutenant

Member – Engineer or Firefighter

Member – Engineer or Firefighter

Group meets Bi-Annually in December and July or sooner as directed by the Fire Chief

Committee creates an annual list of equipment that needs repair or replacement for the Fire Chief's review.

****Minutes Required****

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APPARATUS REPLACEMENT COMMITTEE

Committee Chair – 1st Assistant Chief

Member – Station Maintenance Officer

Member – Station Day Captain

Member – Station Engineer

Group meets Bi-Annually in December and July or sooner as directed by the Fire Chief

Committee Chair is responsible for presenting an annual report to the Fire Chief for review regarding the Department's Apparatus current condition.

All Department Fire Apparatus will be evaluated within one month of annual service test date.

All other Fire Department units will be evaluated during the month of January each year

****Minutes Required****



TRAINING COMMITTEE

- Committee Chair – 3RD Assistant Fire Chief (Training Chief)
- Member – Pre-Basic Training Officer (Designated Station Captain)
- Member – Engineer Training Officer (Designated Station Captain and or Lieutenant)
- Member – Rescue Training Officer (Designated Station Captain and or Lieutenant)
- Member – EMS Officer (Designated EMT)

Group meets Bi-Annually in December and July or sooner as directed by the Fire Chief

****Minutes Required****

BUILDING & GROUNDS COMMITTEE

- Committee Chair – Board Member
- Member –Station Duty Captain or Designee
- Member - Firefighter
- Member – Station Administrative Assistant

Group meets annually or sooner as directed by the Fire Chief

****Minutes Required****

SAFETY COMMITTEE

- Committee Chair – Safety Officer
- Member – EMS Lieutenant
- Member – Station Engineer
- Member – Firefighter

Group meets semi-annually in January and July or sooner as directed by the Fire Chief

****Minutes Required****

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AWARDS COMMITTEE

Committee Chair – Deputy Fire Chief
Member – Volunteer Captain
Member – Board Member
Member – Volunteer Lieutenant
Member – Volunteer Lieutenant
Member – Firefighter

Group meets annually in December or sooner as directed by the Fire Chief

****Minutes Required****

MEETINGS COULD INCLUDE DISCUSSION OF:

- Significant incidents for the last time period with lessons learned, calls that went well and why, near misses, and actions that could be improved
- Discussion of national articles of incidents and issues concerning other Department's operations and how we can learn from them and apply that knowledge to our operations
- Fire prevention opportunities / challenges
- Upcoming goals concerning operations or training
- Support, training, and nurturing of new people, or new positions
- Apparatus, small tools and station equipment issues
- Policy and Procedure updates and changes

Use the committee meetings as a tool to enhance your work and communicate with other members. Regardless of how good your group is, improvement is always possible.

Keep the discussion in a positive light within the framework of our mission. Negative items can be discussed in a positive manner.

Remember this is to help your group and the Department as a whole.

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