

Town of Wright Fire District Policies

Policy Name: **22.0 Reporting Policies**

Date Adopted: 11/10/14

Effective: Immediately

Revised:

Reviewed: *Annually*

I. PURPOSE

The purpose of this policy is to insure compliance with New York State governmental entities, insurance and Board policy

II. Secretary

- A. Shall insure all Board policies are kept on file, as well as being printed and posted in the Secretary's, Board's and Department's binders. New policies should be posted in binders within 30 days of adoption
- B. Shall insure that employee notices are conspicuously posted on
- C. Shall work with Chief to record any injuries on SH900 report and post report from February 1 to April 30 of each year. Reports shall be kept on file for 3 years.
- D. Shall insure Board's Sexual Harassment and Safety and Violence in the Workplace policies are posted on the Department bulletin board at all times.
- E. Shall retain any and all records as required by the Board to meet guidelines.

III. Chief

- A. The Chief shall provide copies of the Department member application for their approval by no later than the February meeting of each year.
- B. Chief shall provide a copy of Driver's certification to the Board for approval no later than the February meeting of each year.
- C. Chief or designee shall have a record of said driver certification on file for all certified drivers and it shall include the vehicle(s) they are certified to drive.
- D. Chief shall report to the Board and provide a copy of certification for all new drivers once certified for a given vehicle.
- E. Chief or designee shall provide the Board with a current roster of department members and their certification by no later than the second Monday of March as required by law.
- F. Chief, Board member, or designee will review pertinent District policies at least annually.
- G. Chief or designee must provide sexual harassment and workplace safety and violence training to Department members on an annual basis. The Chief or designee will inform the Board no later than by February meeting when such training will take place. A copy of the agenda and curriculum shall be kept on file or be given to the District Secretary to file for a period of no less than 3 years.