

Town of Wright Fire District Policies

Policy Name: **23.0 Use of Equipment and Facilities**

Date Adopted: 1/12/15

Effective: Immediately

Revised:

Reviewed: *Annually*

I. Purpose

- A. The purpose of this policy is to provide guidance, rules and regulations for the use of equipment and facilities owned by the Wright Fire District Board of Fire Commissioners in accordance with authority vested in the District by Town Law Article 11, sub section 176.
- B. The Board of Fire Commissioners has exclusive control over and is ultimately responsible for the use of all facilities, equipment, lands and structures owned by the Wright Fire District in accordance with Town Law.
- C. The use of said facilities and equipment shall always be first and foremost to assist in the provisioning of fire protection and emergency services within the Wright Fire District. No actions, activities, or use of the equipment or facilities shall compromise this effort.

II. Definition

A. District owned facility and equipment, is defined as being any structure, land or equipment used in the pursuit of fire district business and fire/emergency services in the Town of Wright including but not exclusively the fire station, vehicles, tools, support equipment and the like.

III. Facility Use Policy

A. The following uses for fire station shall be presumed and permitted:

1. Housing of fire apparatus and equipment used for the purpose of providing emergency and fire protection in the district.
2. To provide a facility for the training of fire fighters and emergency services personnel
3. To provide storage for equipment used in the pursuit of fire protection within the District
4. To provide a meeting place for the Board of Fire Commissioners, the Department and various committees associated with same.
5. To provide a facility to shelter mutual aid fire companies when dispatched for standby in the Wright Fire District.
6. To provide a facility to accommodate Department members during periods of emergency, disasters, or while on standby provided they are responsible for reasonable care of the facility.
7. Members of the fire company may use the facilities to store personal protective equipment issued by the Fire District.
8. Unauthorized tampering with personal protective equipment, communications equipment, facility systems or any components thereof, apparatus or any adjunct

- supporting equipment shall result in immediate and permanent suspension and possible criminal charges.
9. Those authorized to use the facilities are expected to clean up after themselves and in addition are expected to contribute to the cleanliness of the facilities by making sure the apparatus, apparatus bays, mechanical areas, grounds, training room, kitchen, offices, or any other portion of the facility are kept clean and professionally acceptable to a high standard.
 10. Members who do not contribute to the cleanliness of the facilities or fail to clean up after themselves shall be subject to disciplinary action by the Chief Officers and/or the Board of Fire Commissioners.
 11. Fire station may be used by the public for voting and shall be maintained in a clean and professional condition by election officials.
 12. Permission from the Board of Fire Commissioners shall be obtained for the use of facilities for any other purpose not stated in this policy.

Restrictions

- A. The facilities owned and operated by the fire district are considered to be a place of business and all activity associated with these facilities will be held to a high standard. Any violations to this policy may result in immediate dismissal from the Department.
- B. No persons less than 21 years of age shall be at the fire station after 10:00PM or before 7:00AM unless they are there for an incident, official business, or training.
- C. Members less than 21 years of age shall be limited to one guest who shall not be less than 18 years of age, unless the guest is directly related, or with the express permission of the Chief.
- D. No keys shall be provided to any unauthorized person to access the station unless on official business or with the knowledge and permission of the Board and acting Chief
- E. Facilities are to be accessed by non-Department members or non-Board members only under the following conditions:
 - a. Appointed employees
 - b. Contractors or technicians performing service or work at the request of the Board or Chief
 - c. Published and approved public events such as meetings, votes, open houses or special fund raisers
 - d. When accompanied by a Department or Board member

IV. Facility Care

The following specific policies shall be adhered to for the use of facilities owned by the District.

1. Objects are not to be taped, tacked or otherwise attached as to cause permanent damage to the surfaces of the station.
2. Pictures and decorations are not to be attached to the surfaces or fixtures of the station without first presenting a plan for the attachment of such objects to the Board of Fire Commissioners. Plans will include locations, specific objects, methods of attachment, responsible party and demobilization plan if needed.
3. Anyone responsible for damage to the facility through negligence and without express permission of the Board of Fire Commissioners shall be responsible to remediate any damages and member(s) will be subject to disciplinary action.

4. Members shall not make repairs, additions, alterations, modifications or adjustments to any facility or equipment owned and operated by the District outside of routine maintenance without specific permission from the Board of Fire Commissioners.
5. Members or employees shall not contract for repairs, nor cause repairs to take place in any facility without express permission of or at the direction of the Board of Fire Commissioners.
6. Postings of any non-District, Department or emergency/fire service related posters to District property shall be pre-approved by the Board of Fire Commissioners. There shall be no postings that could be construed as to be of a political nature.
7. Members shall not interfere with or give direction to contractors or employees or modify the condition, extent or intent of any work that has been contracted by Board of Fire Commissioners.
8. Repair or maintenance of personal vehicles shall not be permitted in stations without express permission of the Board of Fire Commissioners and in no case shall personal vehicles be parked inside station overnight unless being used in an emergency function.
9. Under no circumstances shall fire apparatus or equipment with water subject to freeze damage be placed outside during freezing weather to accommodate personal vehicle maintenance or washing.

V. Use of District Equipment

All equipment provided to the Department by the District is considered to be for the sole purpose of fire protection and emergency services within the Town of Wright. Members who experience an emergency situation will have full access to such equipment as any other resident providing they follow standard protocol. When equipment is taken for personal use it jeopardizes the ability of the Department and District to provide the anticipated response with our full complement of equipment. To this end, the following policies apply:

1. Any action, or observed damage/defect that affects any facility or equipment that is the property of the Fire District shall be communicated through an established chain of command and ultimately to the Board of Fire Commissioners.
2. No District vehicles or equipment shall leave the station for personal use without the express approval of the Board
3. Property of the Fire District shall not be used in the maintenance of personal vehicles with the exception of tools to wash vehicles on an occasional basis. Washing should be done in such a manner so as not to create an icy, dangerous situation in front of any doors.
4. Any members, officers, users, or employees found to be in violation of this policy shall be held responsible financially and shall be subject to disciplinary action by the Board of Fire Commissioners.