



# 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

## **POLICY COMMITTEE**

Committee Chair – Deputy Fire Chief

Member – Board Member

Member – Station Captain

Member – Station Driver

Member – Firefighter

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



Programs

Standard Operating Guidelines (SOG)

### **SMALL TOOLS COMMITTEE**

Committee Chair – 2<sup>nd</sup> 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\*\***

### **APPARATUS REPLACEMENT COMMITTEE**

Committee Chair – 1<sup>st</sup> 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\*\***



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## **TRAINING COMMITTEE**

Committee Chair – 3<sup>RD</sup> 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\*\***

### **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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