



TOWN OF HAVANA VOLUNTEER FIRE DEPARTMENT Guidelines and Procedures



These Guidelines become the official Guidelines for the Havana Volunteer Fire Department and supersede any previous documents. These Guidelines will be updated as needed/required. All future changes must be approved by the Havana Town Council. (Revision approved by Town Council on 12/12/2023)

GENERAL REQUIREMENTS

1. Any persons interested in joining the Fire Department must fill out an application which will be reviewed by the HVFD Officers Board:
 - a. Applicants must be at least 19 years of age
 - b. Have and maintain a valid driver's license
 - c. Pass a background investigation.
 - d. External applicants who meet the minimum requirements listed above must attend three (3) meetings and/or trainings to be eligible for a vote of membership by the HVFD.
 - e. Town of Havana employees must attend one (1) meeting and provide a letter of intent to request to join to be eligible for a vote of membership by the HVFD.
 - f. Joining and/or removal of firefighter personnel will require a majority vote by the HVFD Officers and Town Manager (~~5 persons.~~)
2. All firefighter personnel shall maintain a valid driver's license and clean driving history, which will be reviewed annually.
3. Officers will be appointed to the Havana Fire Board based on training, experience and the ability to lead. Officers will be responsible for setting up a minimum of six (6) training drills per calendar year.
4. New members joining the HVFD (after 1/1/2023) are encouraged to have Fire Fighter 1 Certification or be enrolled to gain that certification within two years of joining the HVFD.
5. Certified Fire Fighters must pass an annual physical. (Added by Town Manager 9/4/24)

CODE OF CONDUCT

1. Offensive conduct or language toward the public, the Town of Havana, or any Town of Havana employee, supervisor, volunteer or Council Member, whether in person or via any other means to include but not limited to social media, will not be tolerated.
2. Conduct, either on-duty or off-duty, which discredits the Town, is prohibited.
3. Careless, negligent or improper use of Town property, Town Funds, or Volunteer Fire Department funds is prohibited.
4. Violations of any lawful and reasonable regulations, order or directions made or given by a superior where such violation has amounted to insubordination or serious breach of proper discipline, or has resulted in loss or injury to the public or another employee, will not be tolerated.
5. The use of any substance, which impairs a firefighter's ability to safely, effectively, and appropriately perform their duties-during a fire call or fire sponsored event, is strictly prohibited and will be enforced. Confirmed violation of this requirement may result in termination from the HVFD. Personnel believed to be intoxicated may be dismissed from any active scene by the senior officer or Incident Commander on scene.
6. There will be no non-fire department related use of equipment, including apparatus, at any time unless specifically authorized by the Town Manager or Fire Chief.
7. All HVFD personnel are expected to follow their chain of command when reporting issues or grievances. Problems should be directed to the members of the Fire Officers Board for consideration and resolution before being elevated to the Town Manager.

TRAINING REQUIREMENTS

As of January 31, 2023, new firefighters are recommended to have taken or to enroll in and complete the courses listed below within the time frames noted (unless otherwise noted). Any firefighter personnel currently on the department roster can enroll in and complete the below training with the same payouts given for NEW firefighter personnel. Payouts for proof of certification are class specific and listed below. These completion incentives will be paid one time (not annually) at the time certification is received and documentation is provided to the Town of Havana. These incentives are available in addition to the annual stipend of \$600. Failure for new personnel to meet these objectives may result in a recommendation of removal from the HVFD.

1. Firefighter I (State of Florida)

As of January 31, 2023, new firefighters are recommended to have taken or be enrolled in the required State of Florida training classes (whatever the current standard is within two years of joining HVFD). FEMA ICS courses completed during certification will not be paid in addition to the Firefighter Certification Incentive.

Completion Incentive - \$1000

2. Emergency Vehicle Operations (EVOC) - Mandatory

Must be completed within 12 months of joining HVFD (Completion Incentive \$175)

3. FEMA Incident Command System (ICS) - Mandatory

Courses 100 / 200 / 700 / 800 are recommended to be completed within 1 year of joining. Completion Incentive - \$100 upon completion of all four (4) courses for non-certified and/or non-Town personnel only. Certified personnel receive this training during the certification process and Town staff receive this training on duty.

4. CPR Certification - Mandatory

All HVFD personnel must receive/maintain CPR certification for the duration of their time as members of the HVFD.

5. Structure Fire Training – Mandatory

HVFD personnel must complete a minimum of 12 hours annually of structure fire training, as provided by HVFD. **(ISO REQUIREMENT)**

SAFETY GEAR REQUIREMENTS

1. All Bunker Gear, including SCBA, shall be worn by firefighter personnel entering IDLH structure emergency calls. The minimum required gear for ALL responders on scene is boots, pants, and gloves.
2. Boots, pants, gloves, and eye protection shall be worn on ALL brush fires.
3. SCBA and Bunker Gear shall be worn by lead nozzle operator on all car fires.

RESPONSE TO CALLS

1. The protocol for the HVFD is Life Safety, Incident Stabilization and Property Conservation. Safety is our #1 concern and any firefighter personnel openly participating in an unsafe act will be verbally alerted to the act. A second verbal warning for the same offense will result in a written warning. After two (2) written warnings the Havana Officers Board may take any action it deems appropriate which includes but not limited to suspension, withholding the clothing allowance or termination.
2. When responding to a call, in fire apparatus or private vehicle, all Florida traffic laws shall be observed and followed. Maximum speed by apparatus will be 10mph above the posted speed limit. Personal vehicles used in response should have red lights (2) but must possess the red-light card. Vehicle flashers are NOT a proper response.
3. Only official fire department personnel are allowed to operate apparatus and be actively engaged in firefighter duties while on an active call/scene.
4. Unauthorized persons are prohibited in fire trucks or on the scene of a fire/rescue call.

Note: Given that this is a Volunteer Fire Department, there are times requiring minor (under 18) children or other passengers to attend calls with a responding member. If there is an instance where the primary responding personnel is required to drive the apparatus with the minor child, that child is to stay in the apparatus during the call. Other adult passengers may not participate on an active scene and shall remain in their personal vehicle as long as it is practical and safe to do so.

5. When making an interior attack or a search on a structure fire, the fire department will follow the two in-two out rule. No firefighter will enter a fully involved structure alone.
6. The truck operator is responsible for the safe operation and return of the truck, pumps, and tools. The entire crew responding to the call should assist the driver to place the truck back in-service (refill water/fuel/hose lays, etc.).
7. The fire apparatus operator/officer or Incident Commander will call the dispatcher whenever the fire apparatus leaves the station, when the unit arrives on scene, describe the emergency, when the operation is complete, when the unit is back in service, and complete required paperwork.
8. Firefighters will check in and out of the fire ground with the incident commander or senior HVFD officer.
9. Pulling of electric meters is prohibited by firefighter personnel.

PARTICIPATION COMMITMENT

1. All firefighter personnel must attend at least 50% of the regularly scheduled meetings each calendar year, during the period of January to November, to maintain eligibility and to receive the yearly stipend of \$600. For each meeting less than the mandatory six (6) meetings a year attended, \$100 will be subtracted from the annual stipend. Attendance will be documented by each firefighter signing a roster at the meeting. The meetings will be the first Thursday of each month unless changed by the fire chief (with proper notice). The Fire Chief will maintain the signed attendance roster.

Note: Firefighter personnel with two (2) volunteers within the same household will receive half pay for the volunteer that does not make the minimum 50% attendance while having to stay home so that one of the volunteers may attend fire meeting/training.

2. Because response to calls is a critical function of the department, all firefighter personnel must attend 50% of all structure fires and 10 % of all other fire calls annually to maintain membership on the HVFD. Failure to meet these minimums will result in removal from the HVFD.
3. The Havana VFD shall support the Town of Havana at community functions, as timely requested.

HVFD FIRE PENSION BOARD

1. The Havana Fire Pension Board will consist of five (5) members as outlined by governance documents previously approved by the Town.
2. Changes to the members of the HVFD Fire Pension Board must be completed via Resolution signed by Havana Town Council. Authority for the Town Manager to make changes to the Fire Pension Account must be given by signed resolution, and that authority shall be limited to actions approved and directed by the Fire Pension Board.
3. The HVFD Fire Pension Board must meet no less than once each quarter. The Town Clerk, or designee, will record the minutes at each Fire Pension Board Meeting.



HAVANA VOLUNTEER FIRE
DEPARTMENT
Affirmation of Commitment



YEAR: 2024

I, _____, understand the requirements set forth to be a member of the Havana Volunteer Fire Department. I agree to comply with all rules and regulations and understand that failure to comply with these rules may be grounds for removal from the HVFD. I understand that participation with HVFD is strictly voluntary and qualifying members will receive an annual stipend of \$600 if the obligations listed in the Guidelines and Commitments have been met.

Firefighter Signature

Date

Don Harrison, Fire Chief

Date

Kendrah Wilkerson, Town Manager

Date