

# WEST SAND LAKE FIRE DISTRICT #1

## DEFINITIONS FOR USE IN POLICY DOCUMENTS

Revised Date: March 16, 2021

**PURPOSE:** This document contains a list of definitions of terms that will be used in policy and guidelines that are developed by the Fire District.

**SCOPE:** These definitions shall be used in all policies, procedures, and guidelines that are developed by the Officers and Commissioners of the Fire District.

**AUTHORITY:** This List of Definitions is established by the Board of Fire Commissioners of the West Sand Lake Fire District #1, who is responsible for its administration.

### **DEFINITIONS:**

**Fire Department:** The emergency response agency that provides fire, EMS, and other services to the community of West Sand Lake, New York. The Fire Department is comprised of the following entities:

1. West Sand Lake Fire District #1
2. West Sand Lake Volunteer Fire Company #1
  - a. West Sand Lake Ladies' Auxiliary

**Fire District:** The West Sand Lake Fire District #1, a political subdivision of the Town of Sand Lake, New York.

**Fire Company:** The West Sand Lake Volunteer Fire Company #1, a non-profit organization comprised of personnel who respond to emergency calls and/or participate in the social and fund-raising activities of the organization.

**Auxiliary:** The Ladies' Auxiliary of the West Sand Lake Volunteer Fire Company #1, comprised of non-emergency personnel who provide refreshments to our first responders, and other assistance as needed.

**Board of Fire Commissioners:** Also referred to as "The Board," the five elected commissioners who represent the overall governing body for the Fire District.

The Board is responsible for levying property taxes to finance Fire District operations, administering its policies, and maintaining its property.

**Line Officers:** The slate of officers, elected by the Fire Department, who possess authority and responsibility for emergency service operations, and the maintenance of a constant state of readiness for emergencies.

**Chief:** The Chief of Department of the West Sand Lake Fire District #1.

**Chief Officer:** A person holding the office of Chief, First Assistant Chief, or Second Assistant Chief (Radio identifiers “Car 1,” “Car 2,” and “Car 3,” respectively), as defined in the Fire Company’s Constitution and By-Laws. In the event that all of the aforementioned Officers are expected to be unavailable, the Chief may, at his or her discretion, temporarily appoint a subordinate Line Officer to assume a Chief Officer role for the duration of the absence, and grant said Line Officer the use of an available Command Vehicle. Said Officer shall retain his or her title and shall use the radio identifier of “Car 4” while serving in a Chief Officer role.

**Department or Company Officers:** The administrative officers of the West Sand Lake Fire Company #1.

**Officer in Charge:** The Chief or senior Line Officer who has authority over the operation of the Fire Department during an emergency response or other operation where Fire District resources are in use. Depending on the situation, this person may also hold the position of Incident Commander.

**Apparatus Officer:** The person having authority over a District-owned vehicle during an emergency response. This person shall have responsibility for the safe operation of the piece of apparatus and the duties of all personnel responding thereon, to perform any activities as directed by the Chief, Officer in Charge, or other superior officer(s). This authority is valid only through the duration of a specific emergency. If a Line Officer is not available, this responsibility shall fall to the senior Firefighter responding on the vehicle.

**Engineer:** A Firefighter who has been granted specific responsibility for the care and maintenance of apparatus, equipment, supplies, records, physical plant, or other duties as defined under the Fire Company Constitution and By-Laws and appointed by the Chief. Engineers perform their duties under the direct supervision of one or more Line Officers and shall have no command authority at

the scene of an emergency unless specifically assigned by the Chief, Officer in Charge, or the Incident Command System.

**District-Owned Vehicles:** Vehicles which are owned and maintained by the West Sand Lake Fire District #1 for the primary purpose of responding to emergency alarms, including the following:

- **Apparatus:** Vehicles which are normally fitted or supplied with materials and equipment required for the mitigation and disposition of an emergency, regardless of its nature, at the scene of the emergency.
- **Ancillary Vehicles:** Vehicles which are fitted or supplied with materials and equipment that are used in support of emergency service operations and/or individual firefighters, such as fire police operations, rehab, etc. These vehicles may be stationed some distance from the scene of the emergency to carry out specific operations in a safe manner.
- **Command Vehicles:** Vehicles which are made available to the Chief, or other appropriate line officer, primarily to transport said officer directly to the scene of an emergency.

**Active Members:** Members of the Fire Company, Auxiliary, and other organizations who are authorized by the Board to participate in responses to emergencies and other related activities. These members are classified as follows:

- **Firefighters:** Personnel who are specifically selected and trained to participate in emergency operations. These include interior or exterior firefighters, EMS personnel, fire police, and other support personnel as defined in the Constitution and By-Laws of the Fire Department and/or the policies of the Fire District.
- **Auxiliary Members:** Members of the West Sand Lake Ladies' Auxiliary.
- **Associate Members:** Members of the Fire Department, who are designated as "Associate," "Life," "Retired," or otherwise not normally responding as Firefighters as described above.

**Mutual Aid Personnel:** Personnel who are members of other fire companies who are responding in accordance with applicable mutual aid agreements, in one or more of the above categories.

**Civilians:** Personnel who are not in the above categories. These include minor children of members, “Honorary” members of the Fire Department, and members of the general public.

**Fire Station:** The main facility of the Fire District, where emergency response apparatus, equipment, and supplies are usually garaged and maintained.

**Fire Hall:** The building where the Fire Department and/or Auxiliary usually conducts its meetings, and its social, recreational, and fund-raising activities.

**REVISION HISTORY:**

Date	Action	Author(s)
02/03/2021	Original Draft	Policy Committee
03/16/2021	Added Revision History	Deutsch
03/16/2021	Added “Apparatus Officer”	Deutsch
03/16/2021	Added “Chief Officer”	Deutsch
07/08/2021	Additions and Clarifications	Policy Committee
	Approval	BOFC