

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure

Policy Number: 2 of 2007

Policy Name: Use of Fire District Facilities

Date Issued: January 8th, 2007

Effective: January 8th, 2007

Revised:

Review Date: January 2009

I. PURPOSE

A. The purpose of this policy is to provide guidance, rules and regulations for the use of buildings and facilities owned by the Stillwater Fire District Board of Fire Commissioners in accordance with authority vested in the District by Town Law Article 11, sub section 176.

II. DEFINITION

A. District owned facility, is defined as being any structure, land or facility used in the pursuit of fire district business including but not exclusively fire stations, storage facilities, pavilions and the like.

III. POLICY

- A. The Board of Fire Commissioners has exclusive control over and are ultimately responsible for the use of all facilities, equipment, lands and structures owned by the Stillwater Fire District in accordance with Town Law.
- B. The use of said facilities shall be to assist in the provisioning of fire protection within the Stillwater Fire District.
- C. The following uses for fire stations or adjunct facilities shall be presumed and permitted;
1. housing of fire apparatus and equipment used for the purpose of providing fire protection in the district.
 2. to provide a facility for the training of fire fighters
 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 fire company and various committees associated with same.
 5. to provide a facility to shelter mutual aid fire companies when dispatched for stand by in the Stillwater Fire District.
 6. to provide a facility to accommodate member fire fighters while awaiting fire calls provided they are responsible for reasonable care of the facility.
- D. . Uses other than housing of apparatus and equipment.
1. Members of the fire company may use the facilities to store personal protective equipment issued by the Fire District.

- a. 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.
2. Members of the fire company or mutual aid may use the facilities while standing by for alarms including day rooms, kitchens, apparatus bays or any other portion of the facility appropriate or necessary for such use.
 - a. 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 function areas, grounds, day rooms, kitchens, offices, or any other portion of the facility are kept clean and professionally acceptable to a high standard.
 - b. 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 Board of Fire Commissioners.
 - c. Members shall not enter specifically designated areas within the fire stations while wearing personal protective equipment. Personal protective equipment shall be worn in the apparatus bays, in areas approved for such apparel and in mechanical areas as appropriate.
 - i. This is an attempt to keep areas within the stations in a clean and professional condition and not be contaminated by products of combustion or other contaminants picked up at the scene of an incident.
 - d. The Line and Administrative Officers shall be held accountable to the Board of Fire Commissioners for the maintenance of the facilities and apparatus in a clean and professional manner.
3. Fire stations may be used by the public for voting under the following conditions:
 - a. The Board of Fire Commissioners shall negotiate a memorandum of understanding (MOU) with the Stillwater Town Board for the use of the fire stations for voting purposes.
 - b. Rules and regulations in relation to the use of the stations for voting shall be included in the MOU with the Town Board and shall hold the Town Board responsible for enforcement of said policies.
 - c. The Town Board shall be financially responsible for any damage to the fire stations as a result of use by the voters, storage of voting equipment or any election officials.
4. Permission from the Board of Fire Commissioners shall be obtained for the use of facilities for any other purpose not stated in this policy.
 - a. Permission must be obtain during a regular meeting of the Board of Fire Commissioners and entered into the minutes.
 - b. The Board may impose fees, deposits or special requirements for the use of any facilities.
 - c. Upon the completion of use of the facilities by any outside agency, individual or organization, the facility will be left in the same condition it was found. Any damages will result in a financial assessment to cover the cost of replacement or repair of the damages.

- d. Any party using the facilities shall be held responsible for the condition and cleanliness of the facilities.
- E. 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 damage to the surfaces of any facility, with exception of the pavilion.
 2. Pictures and decorations are not to be attached to the surfaces or fixtures of any facility 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. Plans are required to be approved by the Board of Fire Commissioners.
 3. Anyone responsible for attaching any object to a surface within any facility without express permission of the Board of Fire Commissioners shall be responsible to remediate any damages resulting from attaching such objects and members will be subject to disciplinary action.
 4. No objects shall be attached to any sprinkler heads or associated piping in compliance with State Fire Code.
- F. The Riverside pavilion shall be maintained through regulations enforced by the fire company's "House Committee". The House Committee shall be responsible to the Board of Fire Commissioners for the maintenance and cleanliness of the pavilion and any adjunct facilities used to support the pavilion.
 - i. A list of the members of the House Committee shall be filed annually, no later than March 15th, with the Board and shall include contact numbers for each member.
 - ii. The Board of Fire Commissioners shall be responsible for the maintenance and upkeep of the pavilion structure and systems such as, but not exclusively, the building structure, electrical, plumbing, and roof.
 - iii. The Fire Company shall be allowed to retain any fees for the rental of said pavilion and shall be responsible for any other adjunct material or equipment not included in (ii) above.
- G. Offices and storage areas in all facilities shall be kept in a neat and clean condition at all times. Storage shall be reviewed at least annually and any material no longer needed shall be properly disposed of in accordance with regulations promulgated by the Board of Fire Commissioners, local government archives regulations or any other regulatory body.
- H. Facilities, offices and storage areas shall be maintained in a locked condition when not in use. The Company Officers shall be held responsible for maintaining said areas in a locked condition. Members who cause areas to remain unsecured shall be held responsible for the contents of the areas and are subject to disciplinary action including permanent suspension.
- I. Members shall not make repairs, additions, alterations, modifications or adjustments to any facility or equipment owned and operated by the District without specific permission from the Board of Fire Commissioners.
- J. Any object or system that is not properly operating or needs repair shall be reported to directly to the Board of Fire Commissioners or indirectly through a Chief officer to the Board.
- K. Members or employees shall not contract for repairs nor cause repairs to take place in any facility without express permission or at the direction of the Board of

- Fire Commissioners. Members making repairs or modifications without approval by the Board shall be held financially responsible for such repairs.
- L. Postings to any public sign board shall be pre-approved by the Board of Fire Commissioners.
 - M. Members shall not interfere with or give direction to contract employees or modify the condition, extent or intent of any work that has been contracted by Board of Fire Commissioners.
 - i. Any issues with contract work or employees shall be brought to the attention of the Board and shall include specific dates, locations, names and circumstances.
 - N. 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 stations over night.
 - i. Under no circumstances shall fire apparatus with equipment or water subject to freeze damage be placed outside during freezing weather to accommodate personal vehicle maintenance or washing.
 - ii. In no circumstance shall any material other than water be allowed into the station drains.
 - iii. Washing of members vehicles shall be permitted at Station 1, 2 or 3 with the understanding that the apparatus bay shall be left in a clean and professional condition.
 - 1. Property of the fire district shall not be used in the maintenance of personal vehicles with the exception of tools to wash vehicles.

IV. PROCEDURE

- A. Any action that affects any facility or equipment that is the property of the Fire District shall be communicated through an established chain of command and shall include all elected or appointed officers, employees or members.
- B. Any members, officers, users or employees found to be in violation of this policy shall be held responsible either financially or shall be subject to disciplinary action by the Board of Fire Commissioners.

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners