

BODEGA BAY FIRE DISTRICT
STANDARD OPERATING PROCEDURE

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SUBJECT: MEETING AND DRILLS

DATE: 24JUN97
UPDATED: 6AUG03

Officers meetings will be held on an as-needed basis. Time and place of the meeting will be announced in advance.

Training is the most important function of the fire service. Training prepares the firefighter to effectively handle and mitigate situations using the correct procedure or task. A firefighter must be thoroughly trained to handle any given situation at any given time. A poorly trained firefighter on the fire ground is a liability to the entire department. **TRAINING IS IMPORTANT!**

Drills will be conducted at the station on each shift as time warrants. Contact the shift Captain for training time and topic.

Volunteers are expected to attend drills. You may be excused for illness, job or family consideration, but must notify the Training Officer or Shift Officer prior to drill.

Training drills are scheduled on each Thursday night from 1900 to 2200 hours. The last Thursday night drills will include the Multi-agency drill at Bodega VFC. The Shift Officer shall instruct the training topic at the direction of the Training Officer. Volunteer members who can not attend, or will be late shall notified the Shift Officer prior to the drill. Missed drills may be made up with prior Training Officer approval.

Paid personnel should participate in training activities for a minimum of Two (2) hours each shift, for a total of 20 hours per month. See SOP #44 for more information.

Volunteer members should participate in training activities for a minimum of Ten (10) hours per month.

If a volunteer firefighter does not complete the required 10 hour shift per month, they shall face the following action:

1. First month/offense action: Oral warning/Counseling session with the Training Officer.
2. Second month/offense action: Written warning/Fire Chief notified/Placed on in-active status, unable to respond to emergency calls.
3. Third month/offense action: Fire Chief notified/possible termination.