

Grand Forks Fire Department

Standard Operating Procedures

SOP# 102.07	Section Rules and Regulations	Title Station Duty
Authored by:		Michael K. Flermoen, Deputy Fire Chief
Reviewed by:		Michael K. Flermoen, Deputy Fire Chief
Authorized by:		Peter D. O'Neill, Fire Chief
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1. Company officers are responsible for ensuring that the tasks assigned according to the daily work schedule are completed in a timely manner and that their apparatus and station are clean and the company capable of responding to emergencies.
2. Crews are expected to be on board the apparatus and out of the station within 60 seconds of receipt of an alarm.
3. Company officers may waive the tasks assigned according to the daily work schedule when special circumstances warrant. Any activity not completed in such a situation shall be rescheduled for the next tour of duty and shall be completed as soon as practical. Special circumstances may require that a crew continue to work after their normal relief time to complete an assignment.
4. Company officers shall complete a Daily Activity Report for each tour of duty. The completed report shall be forwarded to the Deputy Fire Chief through their Battalion Chief.
5. FASSOs/FF IIIs shall complete an Apparatus Checklist for their assigned vehicles for each tour of duty.
6. Prior to being relieved of duty, crew members shall report all pertinent information to the crew relieving them.

7. Protective clothing shall be stored properly at the end of each tour of duty. Protective clothing shall not be left on the apparatus, equipment, or apparatus floor. Protective clothing will not be hung on the apparatus at anytime.
8. Members shall not watch television or engage in recreational activity except during meal breaks limited to one hour and after 1700 hours. The Battalion Chief on duty may revise/rescind the TV schedule for special events (i.e. high school state athletic tournaments with local teams participating, national collegiate tournaments with local teams participating, breaking news events, etc.). Sleeping is not permitted by members on duty until after 1800 hours, members may be allowed to rest or bed down during their lunch break. (This requirement may be waived during a disaster or a period of exceptional incident volume.)
9. Company officers are responsible for station operations and shall take appropriate actions to ensure that fuel, utilities, and station supplies are used conservatively.
10. Whenever the daily schedule permits, employees are encouraged to devote their unscheduled time to physical fitness activities and personal study. However, employees may not engage in any activity that interferes with their ability to respond promptly to an incident.