

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure

Policy Number: 2 of 2011

Policy Name: Pager Policy

Date Issued: February 14, 2011

Effective: February 14, 2011

Revised: January 2015

Review Date: January 2017

I. PURPOSE

A. The purpose of this policy is to outline the procedures for the distribution, use and collection of pagers and associated equipment owned by the Stillwater Fire District.

II. DEFINITIONS

A. Pager, is a device which alerts members to an incident, is activated by County Fire Communications (Fire Comm) and operates on the high band frequency.

III. POLICY

A. It shall be the policy of the Stillwater Fire District that pagers and any associated equipment shall be property of the District and shall be distributed to the members under the guidance of the Board of Fire Commissioners in coordination with the Chief. The Board authorizes the Chief to determine distribution of pagers.

1. The pagers are the property of the Stillwater Fire District who will be responsible for maintenance, repair and distribution.
2. Members who have been issued pagers may be held liable for the cost of repair or replacement in the case of negligence.
3. Members shall immediately report any loss or damage of pagers to the Chief or his designee.

IV. PROCEDURE

- A. It will be the responsibility of the Board of Fire Commissioners to maintain possession of all pagers and associated equipment.
- B. The Board of Fire Commissioners shall maintain a perpetual inventory of all pagers and associated equipment, which shall be the responsibility of the Chief.
- C. Pager distribution shall be administered in coordination with the recommendations of the chief officers.
- D. Pagers and associated equipment shall be inventoried upon distribution or collection.
- E. Pagers shall be distributed in the first priority to members who maintain an active call status during the course of the year.

- F. The pager inventory shall be reviewed annually by the chief officers in coordination with the line officers and adjustments in distribution shall be made based on the member's level of activity.
1. Levels of activity will be based on incidents and drills attended. Members given first priority shall have attended at least 10% of the incidents and a minimum of 10 drills during a one year period. If after all the most active members have been assigned a pager, pagers will be assigned to members having the highest point average and working down to the members with the lowest point average.
 - a. Points shall be assigned for operational activities in the following manner; two points for each incident and one point for each drill or training session attended. Training sessions must be a minimum of 2 hours in duration and shall be documented on the official company sign in sheet.
 2. Upon distribution of all the pagers in possession of the District those with the lowest point averages and working up the list shall be notified that they must surrender their pagers for redistribution to the most active members.
 3. If members have been verbally requested to return their pagers and they fail to do so within 10 days of the request, a letter, return receipt requested, shall be sent to the member requesting immediate return of the equipment. Failure to do so may result in disciplinary action not to exclude dismissal from the Fire Company or civil charges being filed for the recovery of Fire District property.

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners