



Taylors Bridge Fire Department, Inc.  
Standard Operating Guidelines

Procedure: **SOG-106**  
Date: **06/01/04**  
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Revision: **A**

## Departmental Meetings

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Revisions & Effective Date			
Letter	Description	Date	Prepared
A	Complete redesign of procedure	06/01/2004	TAB
6	Revised	06/12/2000	TAB
5	Revised	01/22/1997	TAB
4	Revised	05/01/1994	TAB
3	Revised	12/12/1990	TAB

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## 1.0 Purpose

- 1.1. To describe a set of guidelines for minimum attendance requirements set forth by the members of the Taylors Bridge Fire Department.

## 2.0 Responsibilities

- 2.1. The Fire Chief shall provide scheduled meetings each month to conduct business of the fire department and training.
- 2.2. The Fire Chief will be in charge of each meeting and drill given each month and conduct in an open environment for all members to participate in the proceedings.
- 2.3. Elective Offices shall assume their roles in the chain of command during the Fire Chief's absence.

## 3.0 Definitions

- 3.1. None

## 4.0 Requirements

### 4.1. Business Meetings

- 4.1.1. The business meeting shall be held on the third Tuesday night of each month at 7:30 PM or at the Fire Chief's discretion.

- 4.1.2. The following is the recommend order of business:

- Meeting called to order
- Prayer
- Roll Call
- Reading of minutes
- Financial Report
- Committee reports
- Nomination of candidates for membership
- Unfinished business

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- New business
- Adjournment

4.1.3. Department training shall follow the meeting as deemed by the Fire Chief.

#### 4.2. Special Meetings and Drills

4.2.1. It shall be the duty of the Fire Chief to call special meetings and drills at the written request of three members stating the object of such meeting/drill and/or at any other time that the Fire Chief deems advisable.

#### 4.3. Regular Meetings and Drills

4.3.1. Regular meetings and drills are scheduled throughout the year on each Tuesday night of each month. All members are to take advantage of this scheduled time for training as required to meet state and department guidelines.

### 5.0 Conduct at Meetings and Drills

- 5.1. No member shall leave a meeting or drill unless released by the Fire Chief and/or officer in charge of the fire department.
- 5.2. Members will conduct themselves in a respectable manner observing each other's rights, privileges, opinions, ideas and suggestions.
- 5.3. Any conduct, deemed by the Officer's Board as being unbecoming and/or detrimental to the Taylors Bridge Fire Department shall be grounds for suspension or even dismissal.
- 5.4. No member shall be under the influence of alcohol and/or any illegal substance at any time on fire department property and have any alcoholic container in obvious view to the public.

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## 6.0 Attendance

- 6.1. All members shall attend a minimum of 75% of the scheduled business meetings held each year. No one shall fail to attend three consecutive business meetings without contacting the Fire Chief. Failure to do so shall be considered neglect of duty.