Brigade Standard Operating Procedures

1. Introduction

1.1. Reference Documents

These operating procedures are to be read in conjunction with the CFA Act, the Chief Officer’s Standing Orders and Standard Operating Procedures, and any Region and Group Standing Orders and Standard Operating Procedures.

Where any conflict exists, the Chief Officer’s Standing Orders and Standard Operating Procedures shall take precedence.

1.2. Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>BA</td>
<td>Breathing Apparatus. Also referred to as CABA (compressed air breathing apparatus)</td>
</tr>
<tr>
<td>BA Checklist</td>
<td>Checklist used for regular check of BA equipment. Kept with the tally board in the BA cupboard of Tanker 1</td>
</tr>
<tr>
<td>BMT</td>
<td>Brigade Management Team. This comprises the Captain, 4 Lieutenants, Communications Officer, Secretary and Treasurer</td>
</tr>
<tr>
<td>Brigade</td>
<td>Arthurs Creek &amp; Strathewen Rural Fire Brigade</td>
</tr>
<tr>
<td>Group</td>
<td>Whittlesea/Diamond Valley Group</td>
</tr>
<tr>
<td>OIC</td>
<td>Officer in Charge</td>
</tr>
<tr>
<td>Station Diary</td>
<td>Diary kept on the communications desk recording key Brigade activities</td>
</tr>
<tr>
<td>Tanker Operational Checklist</td>
<td>Checklist for confirming operational readiness of Tankers on their return to station. Kept on the communication desk in the station</td>
</tr>
<tr>
<td>Tanker Manifest</td>
<td>Equipment list for Tankers used to check everything is there and in its place</td>
</tr>
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</table>

2. Turn-outs

2.1. Minimum Crew Levels

Minimum crew levels:
Tanker 1 3
Tanker 2 3
Tanker 3 2

Tankers are not to turn-out with less than minimum crew levels, unless directed to do so by an officer or crew leader.

Wherever possible, inexperienced members shall not comprise the majority of the crew. Inexperienced members are defined as those with less than 2 years operational experience.
2.2. **Tanker Turn-out Preference**

When responding from Arthurs Creek station, the preference for the first vehicle to turn-out is based on incident type as follows:

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Tanker 1</th>
<th>Tanker 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grass &amp; Scrub</td>
<td>2WD, BA, Fuse Pulling Kit</td>
<td>4WD, Class A Foam</td>
</tr>
<tr>
<td>All other types</td>
<td>Tanker 1</td>
<td>Tanker 2</td>
</tr>
</tbody>
</table>

2.3. **Support Calls**

Only one Tanker is to attend support calls, unless otherwise advised by an officer. In the case where two tankers turn-out, only the closest Tanker to the incident will proceed. The other Tanker will return to station.

Example scenario: There is an incident in Kinglake. Tanker 1 (in Arthurs Creek) is the first to turn-out and proceeds to the incident. Tanker 3 (in Strathewen) then turns out. As Tanker 3 is closer (assuming Tanker 1 has not yet reached Strathewen), it will proceed to the incident and Tanker 1 will return to station.

2.4. **Radios**

On turning out, Crew Leaders shall ensure that they have one radio on channel 61 (Vicfire) and one radio on channel 63 (fireground).

For support calls to Region 13, care is required to confirm the correct operating channels.

2.5. **Arthurs Creek Car**

Arthurs Creek Car shall not be the primary response vehicle, unless otherwise instructed by an officer.

2.6. **Crew Leader**

The most senior/experienced member of a crew shall take on the role of crew leader.

On return from callouts, Crew Leaders are to enter details of the turn-out into the station diary, including who attended, roles undertaken, use of BA and any other relevant items of note. Crew Leaders shall ensure that appliances are operationally ready after any use.

Crew leaders shall de-brief crews on return from incidents.

2.7. **Driver Responsibilities**

Drivers can only drive under Code 1 if s/he has successfully completed the accredited CFA operational driving course.

Drivers shall take directions from the Crew Leader if requested to reduce speed, or to downgrade from Code 1 to Code 3. Drivers shall comply with any Crew Leader request to change roles with another driver.

Drivers have the ultimate responsibility for the safe return of the vehicle.
On return to the station, drivers shall complete a Tanker Operational Checklist. Any damage sustained shall be recorded on the checklist and in the station diary. The driver shall ensure that the Apparatus Officer is informed of any damage.

### 2.8. Driver Selection
The Crew Leader shall select the driver. Selection is based on the nature of the call, including conditions of the day and destination, while giving regard to providing experience to drivers who are developing their skills.

### 2.9. Restricted Roads
The following roads are considered off limits for all Brigade activities – operational and non-operational:
- Pine Ridge Rd from the National Park boundary, due to its impassable condition

### 3. Training

#### 3.1. Annual Training Plan
The BMT shall maintain an annual training plan which shall be published to all members and displayed prominently at the station.

#### 3.2. Rosters
Members are allocated to one of the Sunday or the mid-week rosters. Each month the rosters shall focus on a training topic, in accordance with the annual training plan. Rosters commence at 9am at Arthurs Creek station.

Where there is a 5th Sunday in a month, all members shall attend the station for general station and equipment maintenance.

A Strathewen-based member is expected to bring Tanker 3 to the Arthurs Creek station.

#### 3.3. Skills Maintenance Nights
Skills maintenance training shall be conducted on the first Monday of each odd numbered month, and the third Monday of every month (ie, three training sessions every two months).

### 4. Minimum Attendance
Members are encouraged to attend as many training sessions as possible. However, to maintain operational status, members are required to attend annually a minimum of:

1. 6 training sessions – either rosters or skills maintenance nights
2. 3 general meetings

Members shall record their attendance at all Brigade engagements in the station diary.
Members who do not maintain minimum attendance may lose their operational status, be required to hand in their pager and asked to explain their ongoing commitment to the Brigade.

Non-operational members are still valuable members of the Brigade and are encouraged to participate to their best of their ability.

5. Equipment and Station Maintenance

The Apparatus Officer is responsible for ensuring equipment is maintained in good repair, and for rectifying any identified defects or damage. ALL members are responsible for reporting damage and defects to the Apparatus Officer.

Regular maintenance checks include:

- Breathing Apparatus (BA) – every 3rd Sunday Roster, as marked in the station diary
- Tanker equipment manifest – every 5th Sunday Roster, as marked in the station diary

All members are responsible for keeping all equipment, appliances and the stations cleaned and maintained.

6. Meetings

6.1. General Meetings

The Brigade shall hold a General Meeting for all Brigade members on the first Monday of each even numbered month (ie, every 2 months). Meetings commence 7.30pm and are held at Arthurs Creek station, unless notified otherwise.

6.2. Biennial Meetings

The Brigade shall hold a Biennial Meeting in April of every odd-numbered year (ie, every 2 years). The purpose of the meeting is to elect the BMT and other office bearers for the next two year period.

6.3. BMT Meetings

The BMT shall meet monthly as required. BMT meetings are held on the second Monday of each month commencing 7.30pm at Arthurs Creek station.

7. Financial Management

The elected Treasurer is responsible for managing the Brigade’s finances in accordance with CFA policies and procedures.

Signatories to the Brigade accounts include the Treasurer, Captain, 1st Lieutenant and Secretary. All payments require authorisation of two signatories.
Any major purchases shall be approved at a Brigade general meeting and minuted as such.

8. Uniform Policy

On successful completion of minimum skills and acceptance of the Brigade as a firefighter, the Brigade shall purchase for members a blue uniform shirt, blue cap and name badge. Epaulettes shall be purchased for BMT members. Any further uniform items desired by members shall be paid for by the member.

The Brigade shall provide members with a CFA volunteer cap and CFA volunteer car window decals.

9. Behaviour

When participating in Brigade activities, members’ behaviour is on display to the public. Members shall behave in a manner that does not bring the Brigade or the CFA into disrepute.

The use of foul, offensive, derogatory language or behaviour which includes racial, religious or sexual context is not acceptable and use of such language or behaviour may subject the member to disciplinary action.

10. Dispute Resolution

Any issues or disputes by members shall be resolved by the members concerned in the first instance.

If the issue or dispute remains unresolved, then it can be escalated to the Captain. If the matter is not resolved to the satisfaction of the member, then the Captain and the member shall raise the issue with Region, typically via the Operations Officer.

Change Register

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>27 Nov 10</td>
<td>s2.3 – reverted to original 1 tanker response</td>
</tr>
<tr>
<td>2</td>
<td>17 Oct 10</td>
<td>s2.3 – 2 tanker support response to structure fires in non-reticulated water areas</td>
</tr>
<tr>
<td>1</td>
<td>27 Jun 10</td>
<td>Original release</td>
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</tbody>
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