

# GERMAN TOWNSHIP FIRE-RESCUE

## PROFESSIONAL VOLUNTEERS FAITHFULLY SERVING

8400 St. Wendel Road  
Voice 812-963-9077

Fax 812-963-5622

Email [germanfdhq@insightbb.com](mailto:germanfdhq@insightbb.com)

Evansville, IN 47720  
Internet [www.germanfiredept.org](http://www.germanfiredept.org)

To: All Daytime Staff  
From: Chief John M. Buckman III  
Re: Daily Work Activity  
Date: 08/23/08

All activity assigned to be completed each day shall be completed. The only exception to this expectation is if you were on an emergency response for an extended period of time or multiple responses in a single day. Should emergency responses prohibit you from completing the assignments for a specific day the next shift is expected to complete those assignments.

If you are unable to complete a task on a given day for a specific reason such as the vehicle was out of service for repairs I expect that you will note on the daily log.

Daily task list provided shall be completed each day by full time and part time employee.

Time sheet – the sign in log located on the wooden cabinet in the computer room is your time sheet. Failure to sign in on the day you worked will result in your not being compensated. You are to log in only the hours you work on assignment approved by the Fire Chief. If you are assigned to do something out of the township you should verify if this is compensated time.

Part time employee working between 4:00pm and 5:00pm is expected perform the clean up / trash can emptying as outlined in the daily activity between that time.

Cleaning of apparatus/equipment/compartments/interiors/exterior – I expect that equipment/apparatus should be in like new condition. Equipment shall be cleaned and all foreign materials including straw, oil, dirt, mud, etc. shall be removed. There shall be no dirt foreign matter or debris in compartments or compartment floors. Cab floors are to be clean of all foreign materials. Dashboards are to be cleaned of all foreign matter. Items not supposed to be in/around/under/over shall be removed. The department provides all necessary cleaning supplies and equipment.

All full time and part time employees shall sign and date below.

Your signature/date below indicates that you have read and understand the document.

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To: All Daytime Staff / Members  
From: Chief John M. Buckman III  
Re: Personal Phone Numbers  
Date: 07/18/08

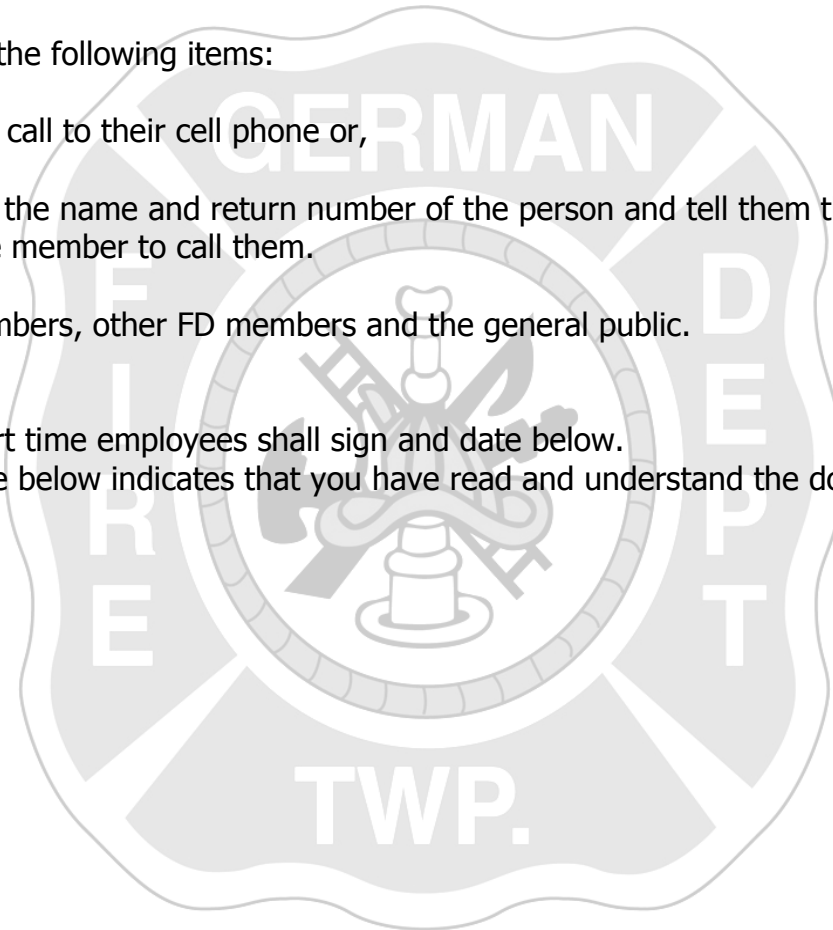
When someone calls the FD and requests a personal address, home or cell phone number for any member you are not to provide any of the numbers.

You can do one of the following items:

- Transfer the call to their cell phone or,
- Politely take the name and return number of the person and tell them that you will be notifying the member to call them.

This applies to members, other FD members and the general public.

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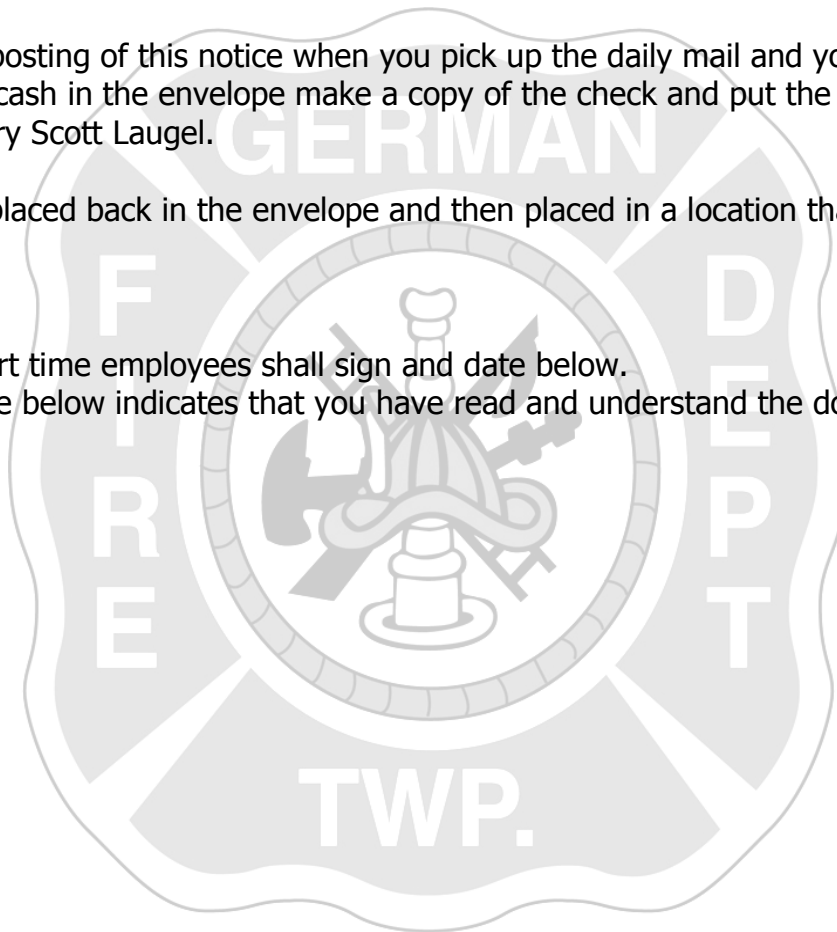
Evansville, IN 47720  
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To: Daytime Staff  
From: Chief John M. Buckman III  
Date: 07/17/08  
Re: Mail / Fund Drive  
Effective Immediate

Effective with the posting of this notice when you pick up the daily mail and you have a donation check or cash in the envelope make a copy of the check and put the copy in the HQ's mailbox of Secretary Scott Laugel.

The check will be placed back in the envelope and then placed in a location that I will tell you verbally.

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### **Staff (initial beside this policy statement that you have read)**

#### **Response between stations**

Daytime staff is to make their work plans during the first ½ hour of the work day. Review the duty assignments and plan accordingly. The plans should include the minimization of trips between the stations. I have scheduled Wednesday as a day in which you spend the entire day at Kasson Drive. Other trips between the stations should be done during other activities that can be combined. Take the Dodge on special trips to the other station. Use inspections to stop at the other station. Reduce the number of trips just because.

#### **Lunch Time / Breaks**

You are allowed a reasonable time for lunch and breaks. You are self-supervised and this means you can take as long as you need and as often as you need. Remember you are being paid for lunch and break time. How much is enough? Based upon weather conditions and responses you should make sure that you have adequate energy and reserve to respond to emergency calls.

#### **Part Time Computer Access**

All computers are now password protected. In order to receive access to computers you must receive a password from Chief Buckman. Call 8124804339 for access. You need access to log in to complete your daily calendar and to have access to the time sheet. At the time this is written you can only access the computer in the computer room on the left for print capability.

#### **Where are my files?**

All files are stored in a shared account under the mydocuments tab.

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### **Assigned Work Activity**

There is a specific schedule developed by the Fire Chief for functions to be completed on a daily basis. This is the focus of your work day. If you deviate from the established schedule there should be some justification on the schedule noted (rain-snow-emergency responses). If you can't accomplish the work assigned for the specific day the task goes to the next day. Special assignments given by the Fire Chief are additional work that requires your immediate attention.

### **4:00pm – 5:00pm Specific activity assignment – persons working between these hours**

Empty all trash cans - daily  
Vacuum Carpeting in hallway / computer office - daily  
Clean bathrooms – as scheduled  
Clean kitchen – as scheduled

This is your specific assignment to be accomplished between the assigned hour. If you have any questions about these functions give me a call – don't ask anyone else as you do not work for them. You must report to the full time staff member that this has been accomplished so the activity log can be completed.

### **Time Reporting (initial beside this policy statement that you have read)**

A person who is employed full time or part time by German Township Fire Department shall complete this timesheet. Information must be provided and the person who is being compensated is the one who fills this out. If you fill this out for anyone other than yourself you are committing a fraudulent act. This timesheet will be posted in the computer room of the Fire Department HQ's. An employee receives their start and finish time from the Fire Chief. No individual is allowed to be compensated for more than 9 hours in any single day. This time reporting is effective beginning on June 30, 2008. If you have questions please call Chief John M. Buckman III at 812-480-4339.

### **All Daytime Staff – (initial beside this policy statement that you have read)**

When an emergency response is received you should answer to dispatch with the vehicle that you intend to respond in. The daytime staff does not automatically assume the function of 8A80. The daytime staff or first arriving vehicle will function at the company level and upon arrival will act as a firefighter and go to work to handle the incident presented. If the person on the apparatus is responding as 8A80 implement the transfer of command procedure. If the incident is escalating/de-escalating and there is a need for Command functions (requesting additional resources, disregarding responding personnel or apparatus, tactical assignment then

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you should establish Command). You should expect that upon arrival of an officer that command will be transferred.



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To: All Members

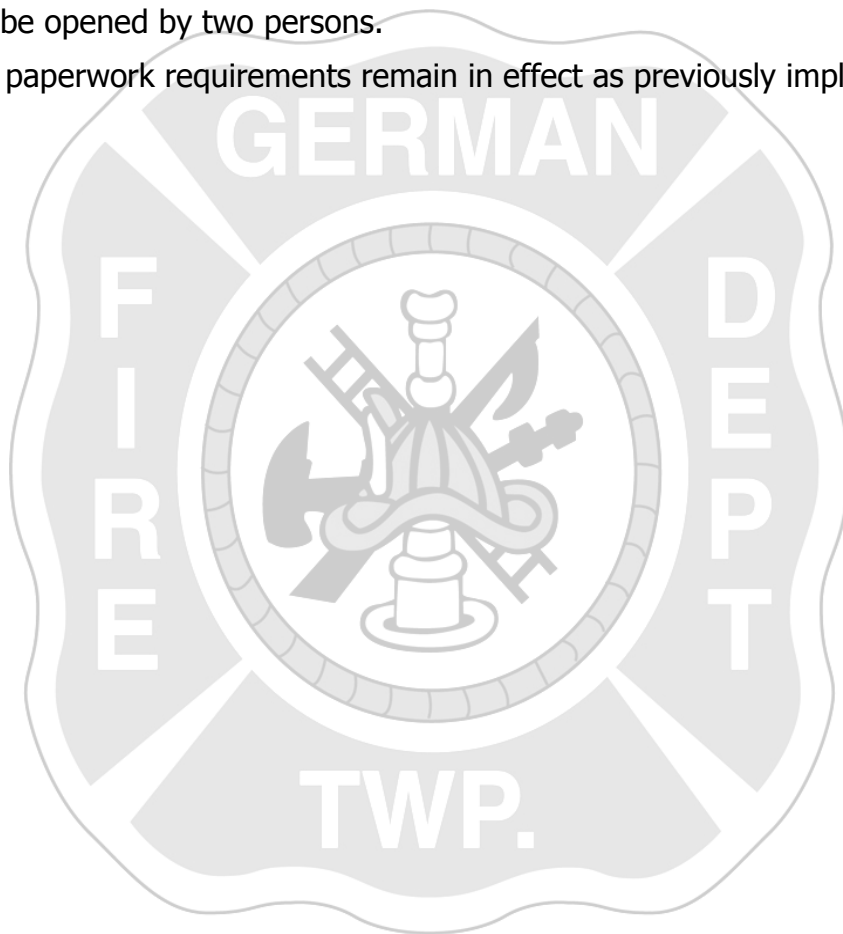
From: Chief John M. Buckman III

RE: Mail

Date: 06/01/09

US postal mail will be opened by two persons.

All procedures and paperwork requirements remain in effect as previously implemented.



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