

# Standard Operating Guidelines

## TERMINOLGY

Guideline # 110.01

Date: 1/09 R

### PURPOSE

To provide members with a list of basic District terms and their working definitions in order to facilitate better written and verbal communication within the Fire District.

### POLICY

- A. A list of basic Fire District terms and their working definitions shall be provided in the Operations Manual.
- B. Although not totally inclusive, those terms and definitions contained within said list shall be officially recognized by all members of the Fire District.

### DEFINITIONS

As per Fire District Policy, the following list of terms and definitions is included in the Operations Manual.

**Active Duty:** That period of time during which a member shall be at a designated place of assignment.

**Acting Position:** A temporary position at a higher classification occupied for a specific period of time by any member so designated.

**Aerial Apparatus:** A piece of automotive fire equipment meeting NFPA #1901 Standards and equipped with either an aerial ladder or an elevating platform.

**Alarm:** A notification to Fire District units to initiate a response.

**Radio room:** Dispatching center.

**Apparatus:** Any motorized vehicle carrying fire fighting tools, equipment or personnel.

**Board:** Governing body of elected officials for fire district.

**Chain of Command:** Relationship of responsibility and authority, as shown on organizational chart.

**Channels Through:** The transmission of communications through chain of command, in ascending or descending order.

**Chief:** The Fire Chief; the chief administrative officer of the Fire Company.

**Chief Officers:** Those members holding the rank of Fire Chief, Deputy Fire Chief, Assistant Chief

**Commanding Officer:** "Member's" immediate supervisor in chain of command.

**Communications:** Interchange of correspondence or message; verbal or written.

**Company:** Members under the command of a Company Officer, assigned to a station with apparatus.

**Company Fire Prevention District:** The area in which a company Has specific responsibilities for the fire prevention inspection of assigned occupancies.

**Company Inspection:** An inspection by fire company(ies) of an

occupancy or premises for the purpose of code enforcement.

**Company Officer:** Any officer in command of a company and their assigned quarters.

**Department:** Jackson Fire Department.

**Deputy Fire Chief:** Classification of rank. Officer in charge and performs as the chief administrative officer to the department.

**Detail:** One or more members given a routine or special assignment.

**Division:** A major subdivision of the District with specific responsibilities.

**Division Commander:** Classification of rank. A Chief Officer assigned as administrative head over a division of the Fire Department.

**Drill:** A training session.

**Emergency Order:** Order of a temporary nature pertaining to a particular emergency and valid until emergency no longer exists. May be written or oral.

**Emergency Vehicle:** Any vehicle owned or operated by the Fire Department and defined as such by the NJ D.M.V.

**Equipment:** All articles used by the department, other than apparatus, quarters, and expendable supplies.

**Evolution:** Practical drill simulating an actual fire fighting situation.

**False Alarm:** An alarm given with malicious intent or without reasonable cause.

**Fire Apparatus:** Automotive vehicles with a specific fire fighting function, designed in accordance with NFPA #1901 Standards, used to carry fire fighting personnel and equipment.

**Fire Chief:** Classification of rank. Chief administrative/fire officer of the company.

**Fire Company:** A crew of members under the command of a Company Officer or acting officer assigned to a Fire Station with apparatus.

**Fire District Staff:** Fire Chief, and the Assistant to the Fire Chief.

**Fire Fighter:** Classification of rank. First level safety member who performs general Fire District duties under the supervision of a Company Officer.

**Fire Investigator:** A department member assigned the collateral duties of fire investigation.

**Fire Ground:** Operational area at a fire under command of an incident commander; the place where fire fighting operations are being conducted.

**Fire Prevention Specialist:** A department member assigned the duties and responsibilities of fire prevention.

**First Alarm District:** Same as First In District.

**First Due:** The company that is normally to arrive first on an alarm.

**First In District:** The area in which a company is normally the first to arrive at the scene of an emergency.

**First In Officer:** The first District officer to arrive at the scene of an emergency.

**General Orders:** Any order of permanent character which requires the attention of the entire department personnel.

**Goal:** A general statement of aim and direction which establishes the overall mission for an organization.

**Immediate Family:** The immediate family means spouse, Parent(s), child (ran), brother(s), sister(s), grand-parent(s), spouse's parent's and grandparent's.,

**Incident Commander:** The member who is in charge and has the responsibilities of an emergency incident that the fire department is involved in.

**Interdepartmental Memorandum:** A notice issued by the Fire Chief or other authoritative source.

**Leave of Absence:** A granted leave from the Fire Department (with or without pay) within the guidelines of the department.

**Line Officer:** Officers holding rank of Captain, Lieutenant, second Lieutenant.

**Manual of Operations:** An administrative directive by the Fire Chief establishing the practices and procedures of the department. Same as the Operations Manual.

**Member:** Any employee, volunteer or career, regularly or temporarily appointed to the Fire District to perform the duties of a regular Fire Fighter. The term "member" includes officers.

**Memo:** A method of written communication utilizing a transitory notice issued for the guidance and information of members of the department.

**Memorandum of Understanding (M.O.U.):** Agreement between representatives of executive management of the Board and the representatives of appropriate employee organizations concerning hours, wages, and working conditions of members of the Jackson Fire Department

**Meritorious Act:** One that is worthy of commendation or possesses merit and is deserving of reward or recognition.

**National Incident Management System:** is a standardized organization and management system utilized in the handling of emergency incidents.

**Objective:** A specific statement of desired achievement and/or performance which is directly measurable in scope and time factor.

**Officer-In-Charge:** An individual in charge of the fire suppression forces assigned to a particular fire station.

**Officers:** Officers of the Fire District. Order of rank: Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Fire Captain Lieutenant, Second Lieutenant.

**On-Duty:** A condition of employment wherein a member is actively engaged in a function of the department.

**Operations Manual:** Same as Manual of Operations.

**Oral Reprimand:** An official oral notification by the department supervisor to the employee that there is cause for dissatisfaction with his/her performance, and that further disciplinary measures may be taken, if not corrected.

**Personnel:** Same as "Member."

**Pre-Fire Plan:** A plan of operations containing current strategic information and procedures for fire suppression operations in a given occupancy or complex.

**Pre-Fire Plan Inspection:** An inspection made by Fire Department members to study potential fire fighting and rescue problems at a given occupancy and to formulate a pre-fire plan.

**Pumper:** A piece of fire apparatus meeting NFPA #1901 Standards and equipped with a pump, water tank, and a compliment of hose, tools, and equipment (same as engine).

**Quarters:** Any department building or place wherein members or companies are assigned.

**Radio room:** Dispatching center.

**Regular Response Assignment:** Pre-determined assignment of companies relative to alarm responses.

**Relief Person:** One who is asked to act in the official

capacity of another who is on a day-off or otherwise absent.

**Senior:** Rank (first), length of service in rank (second), length of service in district (third).

**Seniority:** Measured by continuous length of service in the department.

**Senior Officer:** One who has served longer in the same office position than another, or one who has achieved a higher rank.

**Shift:** A period of pre-designated time indicating working hours.

**Special Drill:** A special training assignment for district service.

**Special Duty:** When a member is assigned to perform a particular service of a non-routine nature, when regularly on-duty.

**Special Notice:** A transitory notice issued by the Fire Chief or other authoritative source for the guidance and information of members of the department.

**Special Order:** An administrative directive of temporary nature affecting practices and procedures of the department and shall be effective until canceled or included in the Operations Manual.

**Still Alarm:** Generally, an alarm for a less severe incident initially requiring only a single engine response.

**Subordinates:** A member who stands in order of rank below another.

**Superior:** A member who stands in rank above another.

**Superior Officer:** An officer who stands in order of rank above another officer.

**The Company:** Members of Jackson Volunteer Fire Company No. 1

**The Department:** The sworn employees of the Board engaged in fire fighting/inspection receiving compensation for their service.

**The District:** The combination of the company and the department.

**Truck:** A piece of aerial apparatus equipped with ground ladders and standard ladder company equipment.

**Uniform Members:** Those members of the district authorized to wear the Fire District Uniform as defined by the uniform guidelines.

**Unit:** One piece of apparatus or one company.

**Written Reprimand:** An official notification in writing by the Department Supervisor to the employee that there is cause for dissatisfaction with his/her performance, and that further disciplinary measures may be taken, if not corrected.

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Approved:

Date:

Date:

Chief:

Chief