

FREWSBURG FIRE DISTRICT OPERATIONAL POLICY	Section 1	ADMINISTRATIVE	
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I. PURPOSE

The purpose of this policy is to eliminate or greatly reduce misunderstanding of terminology within this S.O.P. The definitions listed below are the intent of the Chief Officers or certain legal definitions.

II. DEFINITIONS

1. **Administrative Order** - An order issued by the Fire Chief establishing a principle, policy, or procedure concerning a given subject.
2. **FFD or F.F.D.** - Abbreviation for Frewsburg Fire District.
3. **Apparatus** - Fire District owned vehicle.
4. **Chain of Command** - The unbroken line of authority extending from the Fire Chief through a single subordinate at each level of command down to the level of execution.
5. **Conform** - Comply with laws, rules, standards, policies, guidelines, or by-laws
6. **Chief Officer** - Fire Chief, 1st Assistant Fire Chief, 2nd Assistant Fire Chief, 3rd Assistant Fire Chief
7. **District** - Frewsburg Fire District area of operation
8. **Department** - The Frewsburg Fire Company
9. **Designee** - A person who has been designated.
10. **Due regard** - Acting with the proper care or concern for the safety and well-being of all Frewsburg Fire District members and the general public.
11. **Duty** - Task that a subordinate shall perform when assigned to do so by a superior.
12. **Order** - Direction or instruction to do something.
13. **Insubordination** - The refusal to obey or comply with a lawful order from a higher rank or position within the department.
14. **Member** - an individual belonging to the Fire District.
15. **Procedure** - The official method for dealing with any given situation.
16. **Responsibility** - A designated task or obligation which is established and can only be transferred through the chain of command. Responsibility cannot be transferred on one's own initiative.
17. **Rule** - A prescribed guide for conduct or action. A regulation, controlling conduct, issued by the Fire Chief or Assistant Fire Chief's

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18. **Shall** - “Shall” means mandatory or will.

19. **Subordinate** - a person under the authority or control of another within an organization.

20. **Suspension** - The act of temporarily denying a member the rights and privileges of performing duties as an employee of the Frewsburg Fire District.

21. **True Emergency** - Any situation in which there is a high probability of death or serious injury to an individual or significant property loss, and actions by an emergency vehicle driver may reduce the seriousness of the situation.