Clayton Fire Company, No.1, Inc.

Committee List with Committee Responsibilities, Association Representatives, and Appointed Positions

Each committee of the Clayton Fire Company has a specific purpose and responsibilities to perform. This details some of those and is provided to the chairperson of the committee to assist them with their committee assignments. This is not the only details and responsibilities, the committee chair can add to the list and that list can be passed onto the next committee chairperson.

Each committee will have a member of the BOD assigned to the committee to assist with questions and the direction of the committee. The member assigned should have some BOD responsibility to ensure proper direction.

The Clayton Fire Company also has appointed positions that assist various officers, those are also listed below.

The Clayton Fire Company appoints persons to attend the meetings of the various associations that conduct business on a county and state level, those positions are listed below.

This list begins with the 2019 committees and will be upgraded each year. Below is a list of the committees of the Clayton Fire Company.

Apparatus Replacement Nominations

Archives/Historian Public Relations

Awards/Citations Points

Banquet Hall Rental Probationary Members Review

Bar Retention

Budget/Auditing Scholarship

Building Maintenance Website

Capital Fundraising Training Room Rental

Constitution and By-Laws

Contracted Services

Drivers Training

Explorer/Cadet Program

Entertainment

Fund Drive

Fire Prevention

Fund Raising

Investigative

Health and Safety

Information Technology

Investments

Marquee

July 4th

Personnel

Appointed Positions:

Assistant Secretary

Assistant Treasurer

Recording Secretary

Personnel Officer

Assistant Personnel Officer

Parliamentarians

Bar Manager

Company Chaplain

Company Photographers

Association Representatives:

Delaware Volunteer Firefighters Association

DelMarVa Association

Kent County Volunteer Firefighters Association

Liaison to the Clayton Fire Company Ladies Auxiliary

Others as Needed

Below listed are the duties of the above listed positions.

**Apparatus Replacement**

1. The committee chairperson will meet with the board member assigned to determine the direction for the year.
2. Look at the equipment of the Clayton Fire Company to determine needs and make recommendations to the board.
3. Design the designated replacement or new piece of equipment and present that to the company with all cost and needed information to consider purchase.
4. Develop bids for the purchase of a new or replacement piece of equipment.
5. If approved work with treasurer for funding needs.
6. Order the piece of equipment and follow through with the process.
7. Keep company updated on the progress of the piece of equipment.
8. Accept the piece of equipment making sure it meets the design specifications of the contract.
9. Follow through with issues if any related, to the contract, bids, or other related to the purchase, placing in service, or warranty.

**Appreciation Banquet**

1. Meet with the board member designated and discuss the end of the year banquet.
2. Set the date for the banquet and put it on the schedule. (3rd Saturday in December)
3. Contact the janitor.
4. Prepare the menu.
5. Determine the cater.
6. Coordinate with the ladies for pre-dinner snacks.
7. Coordinate with the bar manager for bartenders and making sure the bar is stocked.
8. Determine the guest list, check with the president and chief.
9. Send out invitations.
10. Prepare the program.
11. Determine if an end of the year video will be completed and have it done.
12. Set up the hall.
13. Decorate the hall.

**Archives and Historian**

1. Take care of the museum, ensuring various displays of company equipment.
2. Log and protect company historical property.
3. Set up displays when requested for various company sponsored events such as the fire prevention open house and others.
4. Determine and make recommendations for what items to keep and place into inventory.
5. Each year update the company’s history and maintain this on the web site.

**Awards and Citations**

1. Work with the board to determine the proper awards to be presented to members.
2. Prepare and maintain a list of awards to be presented to members.
3. Submit a list of award winners to the personnel committee to be entered into the member’s personnel file.
4. Suggest new awards and the proper citation bars to be awarded
5. Ensure that the member receiving an award has bene notified to attend the meeting to receive the award.

**Banquet Hall Rental**

1. Coordinate the rental of the hall for events with the ladies auxiliary and the fund raising committee.
2. Set up meetings with potential hall renters.
3. Prepare contracts and collect any fees involved.
4. Submit any fees to the treasurer as soon as possible, however within 10 Days.
5. Suggest changes to the board for the use and rental of the hall.
6. Maintain and update a calendar of hall rentals.

**Bar**

1. Coordinate the rental of the bar with the ladies, hall rental committee, and the fund raising committee.
2. Prepare contracts for the rental of the bar.
3. Collect any rental fees and turn them over to the treasurer as soon as possible, but within 10 days.
4. Ensure the bar is stocked with the needed items for the event.
5. Ensure the bar is staffed by trained bartenders.
6. Prepare and keep an inventory of the bar.
7. Keep and maintain any and all paperwork associated with the bar.
8. Schedule and conduct training for the bartenders.
9. Ensure compliance with ABC rules and regulations.

**Budget and Auditing**

1. Prepare and budget for the upcoming year by working with the various budget lines.
2. Ensure compliance with the budget for the year.
3. Distribute the budget to the board for review and approval at the January BOD meeting.
4. Advise the board of any budget issues during the year.
5. At the end of the year prepare the company records for review by the company auditor.
6. Make any changes suggested by the auditor.

**Building Maintenance**

1. Prepare and budget for the coming year for building upkeep and scheduled maintenance items.
2. Ensure the building is in good working order.
3. Repair any issues with the building or make recommendations on how to correct any issues with the building.
4. Prepare any bids for needed repairs or replacement of the building or interior components.
5. Bring bids to the board for awarding and make sure the work performed is in compliance with the bids.
6. Keep the board advised of any issues with the building.
7. Work with the various committees informing them of any building issues that could impact rentals or other uses of the building.

**Capital Fundraising**

Details pending

**Constitution and By-Laws**

1. Keep and maintain an updated master set of by-laws by working with the secretary to maintain an approved working copy. The master copy should be approved by the company, signed and dated by the president and secretary who shall keep a paper document as well as an electronic version. The committee that prepared the document shall be listed on the front page of the document.
2. Receive from the membership or board suggestions for updates to the document.
3. Review and suggest updates to the Constitution and By-Laws to the board for presentation to the company for consideration. This should be done once a year, not in a piece meal format.
4. If any changes are made ensure the document is updated and placed on the web site for member’s use.
5. If a member wishes to have a copy and does not have access to a computer, the committee can prepare a copy for that member. If the member has an email address a copy can be sent to them via email.

**Contracted Services**

1. If the company needs to enter into a contract for services such as janitorial services, this committee shall negotiate the contract with input from the board.
2. Once the contract is approved by the committee and the board, they shall maintain a copy as well as providing the secretary a copy. If possible an electronic copy shall be maintained.
3. All contracts should be reviewed by the company attorney prior to any approval by the board. Prior to any contact with the attorney the committee should have approval from the board to make contact with the attorney.

**Drivers Training**

1. Develop training standards for driver operators of the company’s equipment.
2. Conduct training for new driver operators.
3. Conduct in-service training for experience drivers.
4. Maintain a list of approved driver operators for the company of all the equipment.
5. Remove any driver from the list for cause, by making a recommendation to the fire chief.

**Explorer/Cadet Program**

1. Interview any candidate for entry into the program and recommend approval to the chief.
2. Develop and maintain standards for the members to meet and maintain.
3. Monitor the program for improvements and upgrades.
4. Mentor the members involved.
5. Develop a list of activities for the members to perform.
6. Act as the liaison between the members and the company.

**Entertainment**

1. Plan events for the members
   1. Picnic
   2. Other events as determined
2. Work with other committees to make sure the hall and or bar if needed is available.

**Fund Drive**

1. Plan the fund drive activity for the year.
2. Determine if the company will do the fund drive or contract the event out to another.
3. If contracted, ensure the contracted services committee is involved in the negations.
4. Work with the contracted company to ensure the company needs are met.
5. Prepare a report for the board and company.
6. Coordinate with the PIO for media releases related to the fund drive.
7. Ensure thank you’ s are sent out.
8. Work with the treasurer to ensure the proper deposits are completed in a timely manner.
9. Prepare an end of the year report for the company and the board.

**Fire Prevention**

1. Plan the annual fire prevention open house, this event is held the first Monday in October. Hours are scheduled from 1800-2000 hours.
2. Plan local school visits for fire prevention week.
3. Plan fire station visits for fire prevention week.
4. Distribute and collect the yearly state fire prevention poster and essay packets to the schools
5. Collect and judge the posters and essays and submit them to the county for judging.
6. Maintain a library of fire prevention handout materials.
7. If possible set up fire prevention displays at events at the fire station such as Clayton RR Days and others.
8. Hand out smoke detectors as the inventory will allow.
9. Develop and maintain a yearlong fire prevention presence in the community.
   1. Letters in the Town of Claytons Electric bill.
   2. Media releases
   3. Seek to display fire prevention materials at our commercial and retail business located in the fire district.

**Fund Raising**

1. Plan fund raising events during the year to supplement the company’s income.
2. Coordinate with other committees to ensure open dates for the events.
3. Advertise and sell tickets to these events.
4. Ensure all funds are submitted to the treasurer as quick as possible, but within 10 days.
5. Look for new ways to fund raise

**Health and Safety**

1. Ensure that proper safety standards are met with on the fire or emergency scene.
2. Ensure that safety in and around the fire station is maintained.
3. Display safety posters in the fire station.
4. Deliver safety messages to the members at company meetings or other means.
5. Promote a healthy lifestyle to the members.
6. Investigate any injury to determine the cause and possible ways to eliminate the hazard in the future.

**Investments**

1. Maintain the company investment portfolio.
2. Recommend new investment opportunities.
3. Work with the investment company’s money manager to ensure the best return for our investment.

**Investigative**

1. Conduct any complaints made against a member of the company are report back to the board.

**Information Technology**

1. Maintain the company computer equipment.
2. Replace computer’s and other equipment as needed.
3. Maintain the records stored on the company’s servers and ensure those records are backed up.
4. Suggest new programs and equipment.
5. Fix any broken equipment as needed.
6. Train members as needed.
7. Approve all computer program and equipment purchases.

**July 4th**

1. Act as the liaison between the Clayton Fire Company and the Smyrna Clayton July 4th committee.
2. Keep the company informed of July 4th activities.
3. Let the company know what assistance is needed to ensure the events are staffed.
4. Coordinate with the proper company officers if company facilities are needed.

**Marquee**

1. Ensure the marquee is updated as needed.
2. Ensure the marquee is in working conditions.
3. If issues arise with the marquee, make sure they are fixed.
4. Suggest any improvements needed to the marquee.

**Nominations**

1. Accept nominations from any member wishing to run for an office.
2. Report nominations at the October and November meeting.
3. Ensure that a member running for an office is qualified to run for that office and report those findings to the company.
4. Inform members at the September meeting and by electronic means that nominations will be accepted for all elected positions of the Clayton Fire Company.

**Personnel**

1. Act as the human resources committee of the Clayton Fire Company.
2. Maintain and update all records of members in confidential files both paper and in electronic form.
3. Ensure that personnel records are maintained as needed.
4. Working with the IT committee provide each member with a photo ID card.
5. Maintain the company photo ID file of pictures.
6. Maintain a list of deceased members by year.

This information will be update after a meeting January 29, 2019.

**Public Relations**

1. Ensure the activities of the company are reported to the various media outlets.
2. Coordinate with the photographers to get photos of incidents and produce media releases.
3. Handle any inquiries from the media about incidents or events.
4. Act as the company spokesperson.
5. Try to handle company issues prior to them being reported to the media.

**Points**

1. Gather and input all points into the company computer system.
2. Work with officers, committee chairpersons, and others that give points to ensure a timely input of points so a monthly report can be produced.
3. Provide the assistant secretary with the points so the monthly report can be produced.

**Probationary Members Review**

1. Ensure that a list of probationary members is maintained.
2. Review the list to ensure that the member is on track to make their points while on probation.
3. Ensure that at the proper time, that the member’s status is brought before the board to upgrade to regular membership.

**Recruitment**

1. Develop or search for programs that can bring new members to the Clayton Fire Company.
2. Meet with prospective members to provide information about membership in the Clayton Fire Company.
3. Hand out materials at company events about membership in the Clayton Fire Company.
4. Search and apply for grants that can assist in recruiting new members.
5. Update any recruitment information the company maintains.

**Retention**

1. Develop or search for new programs and maintain old ones that assists with retention of current members of the Clayton Fire Company.
2. Conduct surveys of members to learn what is important about membership in the fire company.
3. Search and apply for any grants that address retention of members.

**Sunshine and Memorial**

1. Once informed of a member being sick or in the hospital send an appropriate item to that member.
2. Once informed of a death in a member’s family send and appropriate to the member.
3. Once informed of a death of a member send and appropriate to the member’s family.

**Website**

1. Maintain the company’s web site by updating the stories, new members, officers, and other areas of the site.
2. Suggest improvements to the site.

**Training Room Rental**

1. Meet with person interested in renting the training room.
2. Obtain a signed contract and schedule the room, first checking the schedule.
3. Coordinate with the bar manager if the bar is needed.
4. Make sure the room is clean and set up as requested.
5. Make sure the room is staffed with a company member while the rental is going on.

**Appointed Positions**

**Assistant Secretary**

1. Assist the secretary as needed.
2. Maintain the master points list for the month and year
3. Maintain the years of service list
4. Maintain the fire attended list
5. Post a copy of the points each month
6. At the end of the year submit a master list of yearly points, years of service, and the total number of fire to the president, chief, and secretary

**Assistant Treasurer**

1. Assist the treasurer as needed
2. Reconcile the accounts at the end of the month

**Recording Secretary**

1. Enter and maintain the points for members.
2. Provide the numbers to the assistant secretary

**Personnel Officer**

1. Oversee the personnel committee
2. Maintain the pension list and report that to the treasurer in time for mailing to the DVFA
3. Assist the secretary with personnel issues

**Assistant Personnel Officer**

1. Assist the personnel officer as needed

**Parliamentarians**

1. Rule on matters of parliamentary procedures at meetings or wen requested by a member of the board or company

**Bar Manager**

1. Meet with person who will be using the bar at functions and sign the contract
2. Schedule bartenders to work the event
3. Work with the bar committee for training of new bartenders
4. Keep the bar stocked as needed
5. Ensure that all monies from the bar are properly submitted to the treasurer for deposit as soon as possible, however within 10 days
6. Maintain an inventory of bar supplies
7. Maintain and keep all records

**Company Chaplain**

1. Maintain the spiritual wellbeing of company members

**Company Photographers**

1. Take photos of various company events and send those to the proper persons such as the secretary, personnel officer, PIO, or others
2. Take photos of incidents and send them to the PIO or secretary for the file
3. Take photos at the Breakfast with Santa event
4. Take photos of members to maintain a photo ID file
5. Other duties as requested

**Association Representatives**

**Delaware Volunteer Firefighter’s Association**

1. Attend the various meetings for the association and report back to the company
2. Vote the companies wishes at the various meetings
3. Attend the annual conference and bring forth any company concerns or issues
4. Maintain a dialog with the officers of the DVFA

**DelMarVa Association**

1. Attend the meetings of the association and report back to the company
2. Attend the annual conference of the association and report back any issues or concerns

**Kent County Volunteer Firefighter’s Association**

1. Attend the monthly meetings of the association and report back to the company
2. Attend the monthly meetings and vote the companies wishes on issues
3. Maintain a dialog with the officers of the association

**Liaison to the Ladies Auxiliary of the Clayton Fire Company**

1. Work with the ladies to resolve any issues that may arise
2. Address any issues before they become bigger issues