FIRE DEPARTMENT
WASHINGTON TWP
DISTRICT
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GLOUCESTER
COUNTY
N.J.

WASHINGTON TOWNSHIP FIRE DISTRICT
TOWNSHIP OF WASHINGTON
GLOUCESTER COUNTY, NEW JERSEY

Board of Fire Commissioners
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EMERGENCY
9-1-1

FIRE DEPARTMENT POLICY # 40-11

CONTROL AND USE OF FIRE DEPARTMENT FACILITIES

The purpose of this policy is to ensure that the facilities owned and leased by the fire district are primarily maintained for the purposes meeting the mission of the Washington Township Fire District. As a matter of public policy, district facilities may also be used from time to time to serve the needs of other public entities so long as the use is not in conflict with the mission of the fire department. This policy assures a diverse use of fire district facilities and an effort on behalf of the fire district to be cooperative with various government and civic entities within our area.

Other non public entities that are civic in nature and have a relationship with the fire department such as the Girl Scouts of America or the Boy Scouts of America, may be authorized to use district facilities so long as there is prior approval, an insurance certificate is provided, and it is not in conflict with the primary mission of the fire department.

All entities, public or non public, must complete a "Facility Request Form" prior to the actual use of the facility, except in the case of an emergency event in which case the authorized representative shall complete the form at the time of the use and shall receive verbal confirmation from the District Fire Chief of the facility availability and non conflict. An example of such use would be a request by the SWAT team to conduct an emergency briefing at one of our facilities for an emergency assignment.

Prohibited from use of district facilities shall include private for profit activity that is not to the benefit of related government or civic entities. This does not preclude a "for profit" company utilizing district facilities for the purpose of training or education of firefighters from the Washington Township Fire Department and other firefighters.

For use requests by public entities (such as the Washington Township Police Department or the Washington Township School District) approval must be obtained from the District Fire Chief after confirming no mission conflict exists. For requests by non public civic entities (such as the GSA or BSA) approval must be obtained from the District Fire Chief after confirming no mission conflict exists and by the Board of Fire Commissioners.

The District Business Administrator shall maintain a file of all requests of facility use including those requests not approved. This policy is not intended to restrict or inhibit regular use of fire department facilities by the fire department itself.

This policy was adopted at a regularly scheduled meeting of the Board of Fire Commissioners on 12-1, 2011 and takes effect on 12-1, 2011.

BY:

Sam Micklus, Chairman

ATTEST:

Frank Stella, Secretary