

K NEW BUSINESS

In accordance with RI Gen. Laws § 42-46-6 (b) the Board of Directors may Review, Discuss and/or take Action on the following items:

1. [Approval](#) of Operating Budget for FY2025
2. [Approval](#) of SOP x.x – SCBA revision 03/27/2024
3. [Approval](#) of SOP x.x – Uniform revision 03/27/2024

L PUBLIC FORUM

During the public forum, Board of Directors members may respond to a comment made by a member of the public if that matter is not on the agenda, but Board of Directors members may not initiate discussion of a matter not posted, and the Board of Directors may not vote on a matter not posted except: To refer the matter to another body or official, or when a vote is necessary to address an unanticipated situation that requires immediate action to protect the public health, safety or welfare.

M ADJOURNMENT

Pursuant to RI Gen. Laws § 42-46-6(c) Notice of this meeting was posted on the Secretary of State's website, Richmond Town Hall, Richmond-Carolina Fire District Station 1, and Richmond-Caroline Fire District Website on Sunday, April 21, 2024.

Owen Sweetland
District Clerk

The public is welcome to any open meeting of the Board of Directors. If communication assistance (readers/interpreters/captions) is needed or any other accommodation to ensure equal participation, please contact the Richmond Caroline Fire District Clerk's Office at least three (3) business days prior to the meeting at (401) 213-6595.

“In accordance with Federal law and U.S. Department of Agriculture policy, the Town of Richmond is prohibited from discrimination based on race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).” For those people needing auxiliary aid please call 711 for assistance.

RICHMOND-CAROLINA FIRE DISTRICT
H. L. Arnold Fire & Safety Complex
208 Richmond Townhouse Road, Carolina, Rhode Island 02812
Phone: (401) 213-6595 Fax: (401) 213-6495 TTY: 1-800-745-5555

Regular Monthly Meeting
Tuesday, March 26, 2024 at 7:00 pm

Minutes

A CALL TO ORDER

Chairman Groth called the meeting to order at 7:03 pm.

B PLEDGE OF ALLEGIANCE TO THE FLAG

C ROLL CALL

Present:

- Chairman Groth
- Vice Chairman Kenyon
- 1st Deputy Chief Barber
- Treasurer Rosso
- Clerk Sweetland

Absent:

- Chief Barber
- 2nd Deputy Chief Brown
- Tax Collector Monty

D COMMUNICATIONS

None

E APPROVAL OF MEETING MINUTES

1. Minutes for the Tuesday, February 27, 2024 Meeting (Budget Meeting)

Motion to approve the minutes as presented made by 1st Deputy Chief Barber, seconded by Chairman Groth

Votes:

- | | | | |
|------------------------|------------|---------------------------------------|---------------|
| - Chairman Groth | Yea | - Chief Barber | Absent |
| - Vice Chairman Kenyon | Yea | - 1 st Deputy Chief Barber | Yea |
| | | - 2 nd Deputy Chief Brown | Absent |

3 yeas, 0 nays; SO VOTED

2. Minutes for the Tuesday, February 27, 2024 Meeting (Monthly Meeting)

Motion to approve the minutes as presented made by 1st Deputy Chief Barber, seconded by Chairman Groth

Votes:

- | | | | |
|------------------------|------------|---------------------------------------|---------------|
| - Chairman Groth | Yea | - Chief Barber | Absent |
| - Vice Chairman Kenyon | Yea | - 1 st Deputy Chief Barber | Yea |
| | | - 2 nd Deputy Chief Brown | Absent |

3 yeas, 0 nays; SO VOTED

F APPROVAL OF TAX COLLECTOR’S REPORT

1. Tax Collector’s Report dated Friday, March 22, 2024

FY2024 – Since the last meeting, we have taken in \$33,206.89. \$21,339.18 was for FY24 giving a total income for FY24 of \$597,077 or 85%.

FY2023 – Of the above amount collected since last month, \$9,686 was for FY23. Thus far we have collected \$631,654 or 95% to total levy for the FY2023 of \$641,369.

FY2022 – Of the above amount collected since last month, \$1,461 was collected on FY22 receivables, giving a collected amount of \$621,533 or 97%, as the total levy was \$641,369.

Motion to approve the tax collector’s report as presented made by **Chairman Groth**, seconded by **1st Deputy Chief Barber**

Votes:

-	Chairman Groth	Yea	-	Chief Barber	Absent
-	Vice Chairman Kenyon	Yea	-	1 st Deputy Chief Barber	Yea
			-	2 nd Deputy Chief Brown	Absent

3 yeas, 0 nays; **SO VOTED**

G APPROVAL OF TREASURER’S REPORT

1. Treasurer’s Report dated Wednesday, March 20, 2024

For the current fiscal year, we have currently \$447,643.69 spent of the total \$737,048.00 budget for 60.73% collected at 66% through the fiscal year.

For the next year’s budget, Treasurer Rosso updated the actual numbers for electricity, telephone, internet, cable, heat, and insurance. For the insurance the amount from the Auto Insurance moved to the Property & Casualty Insurance since it’s a combined policy.

For the Computers, the yearly charge for the ESO software is \$12,523.78 so with a \$5,000 budget for computers brings the line item to \$17,524.

The total budget is coming out to \$743,898 for an increase of \$6,850 over the previous fiscal year for an increase of 0.9%. Fire Tax income would be \$711,798 and to account for a 97% collection rate we have to budget for \$733,812 for the tax rate calculation.

Motion to approve the treasurer’s report as presented made by **1st Deputy Chief Barber**, seconded by **Chairman Groth**

Votes:

-	Chairman Groth	Yea	-	Chief Barber	Absent
-	Vice Chairman Kenyon	Yea	-	1 st Deputy Chief Barber	Yea
			-	2 nd Deputy Chief Brown	Absent

3 yeas, 0 nays; **SO VOTED**

H CHIEF’S REPORT

- The funeral for former Chief Sherman went well, Deputy Chief Barber thanking everyone for their assistance while Chief Barber and Deputy Chief Barber were out of town.
- All the air packs have been serviced. Bottles need to be sent out to be hydro tested.
- Tanker 615 is back in service after the leak has been fixed.

I FIREFIGHTER APPLICATIONS

- 1. Approval of recommendation by the Richmond Carolina Fire District to appoint the following persons as firefighters:
 - a. None

- 2. Presentation of applications by the Richmond Carolina Fire District for the following persons:
 - a. None

J OLD BUSINESS

None

K NEW BUSINESS

- 1. Tax abatement for 256 Shannock Hill Road

The current owners were left with unpaid fire district taxes when they purchased the home without them being aware of it. The total outstanding taxes before their ownership is \$599.75

Motion to approve the tax abatement for 256 Shannock Hill Road in the amount of \$599.75 made by 1st Deputy Chief Barber, seconded by Vice Chairman Kenyon

Votes:

-	Chairman Groth	Yea	-	Chief Barber	Absent
-	Vice Chairman Kenyon	Yea	-	1 st Deputy Chief Barber	Yea
			-	2 nd Deputy Chief Brown	Absent

3 yeas, 0 nays; **SO VOTED**

- 2. Discussion of bylaws revision

We'll plan a workshop before next month's meeting on April 23rd at 6pm.

L PUBLIC FORUM

None

M ADJOURNMENT

Motion to adjourn the meeting made by 1st Deputy Chief Barber, seconded by Vice Chairman Kenyon

Votes:

-	Chairman Groth	Yea	-	Chief Barber	Absent
-	Vice Chairman Kenyon	Yea	-	1 st Deputy Chief Barber	Yea
			-	2 nd Deputy Chief Brown	Absent

3 yeas, 0 nays; **SO VOTED**

Meeting adjourned at 8:13 pm.



Owen Sweetland
District Clerk

DRAFT

Tax Collector's Report:

District Meeting, April 25, 2024

**** The current trial balance report is attached *****

FISCAL 2024 TAX BILLS/Calendar year 2023: Tax bills were mailed August 16, 2023. Bills were due September 30, 2023. 2023 Tax Bill levy is \$705,356, with a tax rate of \$0.851 per thousand of valuation. We collected \$22,447 in taxes and \$4,035 in tax sale fees since the last meeting. \$9,718 was for this new calendar year 2023. This year's tax is 86% collected at \$608,410.

FISCAL 2023 TAX BILLS/Calendar year 2022: Tax bills were mailed September 21, 2022. Bills were due October 31, 2022. 2022 Tax Bill levy is \$670,224, with a tax rate of \$1.136 per thousand of valuation. We collected \$7,864 since the last meeting for the tax year of 2022. This year's tax is 96% collected at \$640,989.

FISCAL 2022 TAX BILLS/Calendar year 2021: Tax bills were mailed August 13, 2021. Bills were due September 30, 2021. 2021 Tax Bill levy is \$641,369, with a tax rate of \$1.09 per thousand of valuation. We collected \$3,803 since the last meeting. This tax is 98% collected at \$626,200.

FISCAL 2021 TAX BILLS/Calendar year 2020: Tax bills were mailed August 14, 2020. Bills were due October 31, 2020. 2020 Tax Bill levy was \$615,645, (plus supplemental amount \$358.07, collected 100%) with a tax rate of \$1.055 per thousand of valuation. We collected \$1,062 since the last meeting. This tax is 99.4% collected at \$612,069.

FISCAL 2020 TAX BILLS/Calendar year 2019: Tax bills were mailed August 1, 2019. Bills were due September 30, 2019. 2019 Tax Bill levy was \$597,231, with a tax rate of \$1.121 per thousand of valuation. \$113 was collected. This tax is 99.3% collected at \$593,581.

FISCAL 2019 TAX BILLS/Calendar year 2018: Tax bills were mailed August 8, 2018. Bills were due September 30, 2018. 2018 Tax Bill levy was \$573,538, with a tax rate of \$1.076 per thousand of valuation. \$109 was collected. This Tax is 99.6% collected at \$571,457.

FISCAL 2018 TAX BILLS/Calendar year 2017: Tax bills were mailed August 12, 2017. Bills were due September 30, 2017. 2017 Tax Bill levy was \$544,167, with a tax rate of \$1.030 per thousand of valuation. This Tax is 100.0% collected at \$544,233.

New receivable(s)/Abatements: none

Announcements: Tax Sale is scheduled for Friday June 14th at 11:00 am at Station #1. We began with 165 properties and are down to 44 now. All have been kind thus far in attempts to pay their balances.

Other news: Liz will be away from Tuesday April 23, 2024 to Tuesday April 30, 2024. Please post on the website. I will try my best to come in or work from home before or after these dates to keep up with tax sale progress. Otherwise Tax Collections office will be closed during this time.

Respectfully submitted,

Elizabeth Monty, RCFD Tax Collector

Trial Balance Combined Report

Richmond Carolina FD

Start Date

End Date

Group(s): TAX_ROLLS_ONLY

03/26/2024

04/16/2024

Billed Amounts and Transactions

Interest Transactions

Description	Billed Amounts and Transactions								Interest Transactions			
	Starting Balance	New Receivables	Payments	Abatements	Refunds	Payment Adjustments	Payment Transfers	Uncollected Balance	Interest Paid	Interest Adjustments	Interest Transfers	Total Interest
2005 Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006 RP/Tng Sup Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006 Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007 RP/Tng Sup Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007 Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008 RP/Tng Sup Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008 Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2009 RP/Tng Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2010 RP/Tng Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2011 RP/Tng Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012 RP Tng Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012 RPTNG SUP ROLL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2013 RP Tng Sup Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2013 RP Tng Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2014 RP Tng Tax Roll	289.18	0.00	0.00	0.00	0.00	0.00	0.00	289.18	0.00	0.00	0.00	0.00
2015 RP Tng Tax Roll	-246.31	0.00	0.00	0.00	0.00	0.00	0.00	-246.31	0.00	0.00	0.00	0.00
2016 RP Tng Tax Roll	106.49	0.00	0.00	0.00	0.00	0.00	0.00	106.49	0.00	0.00	0.00	0.00
2017 RP Tng Sup Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2017 RP Tng Tax Roll	638.80	0.00	0.00	0.00	0.00	0.00	0.00	638.80	0.00	0.00	0.00	0.00
2018 RP Tng Sup Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2018 RP Tng Tax Roll	1,478.73	0.00	0.00	0.00	0.00	0.00	0.00	1,478.73	0.00	0.00	0.00	0.00
2019 RP Tng Sup Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019 RP Tng Tax Roll	3,169.95	0.00	0.00	0.00	0.00	0.00	0.00	3,169.95	0.00	0.00	0.00	0.00
2020 RP Tng Sup Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2020 RP Tng Tax Roll	4,504.16	0.00	1,061.73	0.00	0.00	0.00	0.00	3,442.43	351.41	0.00	0.00	351.41
2021 RP Tng Sup Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2021 RP Tng Tax Roll	18,440.80	0.00	3,802.70	0.00	0.00	0.00	178.41	14,459.69	868.87	0.00	-178.41	690.46
2022 RP Tax Roll	35,649.17	0.00	7,863.80	0.00	0.00	0.00	0.00	27,785.37	890.34	0.00	0.00	890.34
2022 Tng Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2023 RP Sup Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2023 RP Tax Roll	106,376.67	0.00	9,718.35	170.00	0.00	170.00	105.10	96,213.22	454.58	0.00	-105.10	349.48
2023 TNG Sup Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2023 TNG Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	170,407.64	0.00	22,446.58	170.00	0.00	170.00	283.51	147,337.55	2,565.20	0.00	-283.51	2,281.69






RICHMOND-CAROLINA FIRE DISTRICT- FY25 OPERATING BUDGET

Expenses	FY25 Proposed		Budget change
	FY24 Budget	Budget	
100 - Electricity	\$ 17,045	\$ 14,007	\$ (3,038)
110 - Telephone/Cell Phones	\$ 7,300	\$ 6,637	\$ (663)
111 - Internet/Cable	\$ 3,462	\$ 5,184	\$ 1,722
120 - Heat	\$ 16,800	\$ 18,800	\$ 2,000
130 - Insurance Expenses	\$ -	\$ -	\$ -
130-01 - Property & Casualty Insurance	\$ 31,200	\$ 49,268	\$ 18,068
130-02 - Workers' Comp Insurance	\$ 850	\$ 891	\$ 41
130-03 - Accident & Sickness Insurance	\$ 17,898	\$ 17,898	\$ -
130-04 - Auto Insurance	\$ 17,800	\$ -	\$ (17,800)
Total 130 - Insurance Expenses	\$ 67,748	\$ 68,057	\$ 309
140 - Truck Fuel	\$ 17,500	\$ 17,500	\$ -
150 - Building Maintenance	\$ 7,000	\$ 9,500	\$ 2,500
150-01 - Janitorial	\$ 5,200	\$ 5,200	\$ -
150-02 - Dumpster	\$ 2,536	\$ 2,536	\$ -
150-03 - Supplies	\$ 2,500	\$ -	\$ (2,500)
Total 150 - Building Maintenance	\$ 17,236	\$ 17,236	\$ -
154 - Building Fire Suppression	\$ 2,200	\$ 2,263	\$ 63
155 - Dispatch	\$ 18,000	\$ 17,496	\$ (504)
160 - Fire Equipment	\$ 50,000	\$ 55,000	\$ 5,000
190 Fire Training	\$ 5,500	\$ 5,500	\$ -
200 - Fire Prevention	\$ 1,800	\$ 1,800	\$ -
210 - Communication Equip. Purchase	\$ 12,000	\$ 12,000	\$ -
211 Communication- Fire Alarm	\$ 3,100	\$ 2,200	\$ (900)
215 - Computers	\$ 17,000	\$ 17,524	\$ 524
220 - Truck Maintenance	\$ 35,000	\$ 35,000	\$ -
260 - District Operations & Admin	\$ 1,500	\$ 1,500	\$ -
260-01 - Accountant Fees	\$ -	\$ -	\$ -
260-02 - Attorney Fees	\$ 1,000	\$ 1,000	\$ -
260-03 - Auditor Fees	\$ 10,500	\$ 10,750	\$ 250
260-04 - Tax Collection Expenses	\$ 7,391	\$ 7,572	\$ 181
260-05 - Payroll Services	\$ 2,536	\$ 2,263	\$ (273)
Total 260 - District Operations & Admin	\$ 22,927	\$ 23,085	\$ 158
261 Tax Sale Expenses	\$ 500	\$ 500	\$ -
275 - Smoke & Plan Review Expenses	\$ -	\$ -	\$ -
280 EMS Equipment & Training	\$ -	\$ -	\$ -
340 - Personnel Expense	\$ -	\$ -	\$ -
340-01 - Stipends	\$ 98,000	\$ 98,000	\$ -
340-02 - Per Diem Pay	\$ 4,320	\$ 4,320	\$ -
340-03 VMO Full-Time Employee	\$ 49,920	\$ 49,920	\$ -
340-04 Payroll Taxes	\$ 15,863	\$ 16,042	\$ 179
340-05 VMO Full-Time Employee Benefits	\$ 20,924	\$ 20,924	\$ -
Total 340 - Personnel Expense	\$ 189,027	\$ 189,206	\$ 179
350 - Member Incentive	\$ -	\$ -	\$ -
350-01 - Call Pay	\$ 25,000	\$ 27,000	\$ 2,000
Total 350 - Member Incentive	\$ 25,000	\$ 27,000	\$ 2,000
355 - Membership Subscriptions	\$ 250	\$ 250	\$ -
360 - Debt Services	\$ -	\$ -	\$ -
360-01 - Chief's Truck Loan	\$ 7,224	\$ 7,224	\$ -
360-02 - Truck Debt Expense (SMEAL)	\$ 51,557	\$ 51,557	\$ -
360-03 Special Hazard 600 Lease	\$ -	\$ -	\$ -
360-04 SCBAs Lease	\$ -	\$ -	\$ -
360-05 Station 61 Loan	\$ 66,121	\$ 66,121	\$ -
360-08 Tonye Pumper	\$ 47,750	\$ 47,750	\$ -
Total 360 - Debt Services	\$ 172,652	\$ 172,652	\$ -
400 - Capital Improvements Expense	\$ 15,000	\$ 15,000	\$ -
400-01 Truck Fund Reserve	\$ 5,000	\$ 5,000	\$ -
400-07 Tax Software (Vision 2.0)	\$ 15,000	\$ 15,000	\$ -
Total 400 - Capital Improvements Expense	\$ 35,000	\$ 35,000	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total Expense	\$ 737,048	\$ 743,898	\$ 6,850




Revenue	FY24 Budget	FY25 Proposed Budget	
4000 - Fire Tax Income- Current Year	\$ 704,948	\$ 711,798	\$ 6,850
4000-01 - Penalty Paid	\$ 5,000	\$ 5,000	\$ -
<u>4001 - Fire Tax Income- Prior Years</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ -</u>
Total 4000 - Fire Tax Income	\$ 734,948	\$ 741,798	\$ 6,850
4010 Smoke & Plan Review Income	\$ 2,100	\$ 2,100	\$ -
4020 - Hall Rental	\$ -	\$ -	\$ -
4030 Tax Sale Revenue	\$ -	\$ -	\$ -
4050 Soda Machine	\$ -	\$ -	\$ -
4070 Grant Revenue	\$ -	\$ -	\$ -
4075 Interest Income	\$ -	\$ -	\$ -
4080 Miscellaneous Income	\$ -	\$ -	\$ -
4090 Other Income	\$ -	\$ -	\$ -
4095 Sale of Assets	\$ -	\$ -	\$ -
Total Revenue	\$ 737,048	\$ 743,898	\$ 6,850

	Richmond-Carolina Fire District		Standard Operating Procedure	
	<u>Title:</u>	SCBA	<u>Number:</u>	TBD
	<u>Prepared by:</u>	Deputy Chief Barber	<u>Date:</u>	03/27/2024
	<u>Approved by:</u>	Board of Directors	<u>Revision:</u>	[Date]

Members will have to complete the annual certification process determined by the training committee to be SCBA certified and stickers will be issued to those who complete the yearly certification. Members who do not meet the requirements shall not be entering building fires.

1. SCBA with face piece in place and operating shall be worn by all members whenever entering a hazardous condition
2. SCBA shall be worn in the following cases:
 - a. Oxygen deficient atmospheres (tanks, below grade)
 - b. Known toxic or hazardous materials incidents.
 - c. Vehicle fires.
 - d. Any time the status of available, breathable air is unknown or cannot be determined
 - e. Building fires
 - f. Anytime there is any reading above 0 ppm of CO
3. SCBA shall be checked weekly and shall be tested and checked after each use.
4. Each SCBA shall be identified with a number and a file kept on maintenance and repairs.
5. When SCBA is worn, a Nomex hood shall be worn. The hood will be worn over the outside of the mask straps.
6. No SCBA or spare bottle shall be placed in service with less than 4500 psi
7. Masks shall be cleaned in warm soapy water or mask wipes after each use and air-dried. Packs and bottles will be wiped Clean.
8. At an incident, the determination of when it is safe to remove the SCBA is made by the Officer-in-Charge after the area has been metered with multiple meters. In no case shall a firefighter be ordered to remove his SCBA against their own better judgment or be ordered not to wear a SCBA. The SCBA shall only be removed when the area has been cleared by multiple gas meters.
9. SCBA packs shall have batteries replaced and tested every 3 months and be flow tested yearly by the department service provider

	Richmond-Carolina Fire District		Standard Operating Procedure	
	<u>Title:</u>	Uniform	<u>Number:</u>	TBD
	<u>Prepared by:</u>	Deputy Chief Barber	<u>Date:</u>	03/27/2024
	<u>Approved by:</u>	Board of Directors	<u>Revision:</u>	[Date]

(a) Class A Uniforms

1. The uniform of the Richmond/Carolina Fire District shall consist of the following:
 - a. Light blue dress shirt
 - b. Navy blue dress trousers
 - c. Black belt
 - d. Navy or black socks
 - e. Black shoes (plain toe)
 - f. Dress jacket
 - g. Navy dress hat (Firemen)
White dress hat (Officers)
 - h. Badges
 - i. Collar devices
 - j. Black neck ties
 - k. Name tags
2. Shirts, trousers, jackets, dress hats, badges, collar devices, and neck ties will be supplied by the Department. All other items will be procured by the member.
3. Each Department patch will be worn on the sleeve of the jacket with the association patch on the left and the district on the right.
4. Uniforms shall be worn any time the member is representing the Department at a specific function (i.e. town hearings, fire prevention, school appearances, funerals, etc.).
5. The cost of original alterations will be paid by the Department. Future alterations will be the responsibility of the member.
6. Lost, damaged, or destroyed items will be replaced within (30) days at the member’s expense.
7. Cleaning and maintenance of the uniform shall be the responsibility of the member.
8. Uniforms will be issued after the members probationary period and shall be surrendered whenever a member becomes inactive in the Department for any reason or whenever determined by the officers.

Richmond-Carolina Fire District		Standard Operating Procedure	
<u>Title:</u> Uniform	<u>Number:</u> TBD	<u>Revision:</u> [Date]	

(b) Department Class A Uniforms Guide

1. Chief: 5 gold stripes on jacket sleeves. At their discretion they can add artwork to their hat brim.
2. Assistant Chief and Deputy Chiefs: 4 gold stripes on jacket sleeves.
3. All chiefs will get a short-sleeved navy shirt with both department patches on the sleeves and a white cap with a gold band.
4. Captains: 2 silver stripes on jacket sleeves, navy short-sleeve shirt, and white cap with silver band
5. Lieutenants: 1 silver stripe on jacket sleeves, navy short-sleeve, and white cap with silver band
6. Firefighter: No stripes on jacket, blue short-sleeve shirt, blue cap with black band.
7. All members will get Class A pants with no piping.
8. Years of service hashes can be added to a uniform of officers and members who have 20 years of service.
 - a. 1 hash = 3 years
 - b. Members that hit 20 years or more will have the Maltese cross hash marking 10 years of service per mark.
9. Any other ranks and uniform options will be decided upon by the chief.
10. No member is to make any alterations or request unless approved by Chief Barber or Deputy Chief Barber on any class A uniform or any other department issued apparel.

Richmond-Carolina Fire District		Standard Operating Procedure	
<u>Title:</u>	Uniform	<u>Number:</u>	TBD
		<u>Revision:</u>	[Date]

(c) Class B Uniforms

1. Members shall represent the department with pride and honor. For public events, the class B uniform will be defined as the following:
 - a. Department issued polo shirt
 - Chief officers will be issued a navy button-down shirt with their rank displayed along with color pins sewn on and may wear these or their grey polos at their discretion.
 - Grey for officers with correct collar pins for the appropriate rank
 - Black for firefighters
 - b. Navy/black pants or shorts or clean jeans
 - c. Appropriate shoes
 - d. Department issued black baseball cap or beanie (winter)
 - e. Department issued job shirt (winter)
2. The class B uniform is to be worn when members are on details, working per diem shifts, public events, large scale trainings, etc.
3. Members may only purchase clothing with the department logos with permission from a chief officer. The use of the department name/logo without authorization may result in disciplinary action.