

# ***SOUTH DAKOTA FIREFIGHTERS ASSOCIATION***

## ***STATE FIRE SCHOOL GUIDEBOOK***

***BROWN COUNTY FIRE CHIEF'S ASSN.  
JUNE 9, 10, 11, 2011***



***LEROY KOOPMAN - PAST PRESIDENT***

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# ***STATUTORY AUTHORITY***

The overall responsibility for the operation of the South Dakota State Fire School is governed by state statute:

*SDCL 9-17-7. SCHOOLS AND PROMOTIONAL ACTIVITIES OF THE STATE FIREFIGHTERS ASSOCIATION. The State Firefighters Association shall hold annual schools for the purpose of instruction and drilling, as well as testing out of modern methods and fire extinguishing apparatus and, in general, shall encourage and promote the protection of property from loss and destruction by fire.*

*The State Firefighters Association, under such rules and regulations shall fix the time and place of such annual school as it may establish.*

In meeting this mandated responsibility, the SDFFA may delegate certain functions to other groups or individuals, but the final responsibility and authority for the school, shall remain with the Association. The SDFFA Board of Directors is the governing body for the school, and shall retain final approval authority for all school activities.

## ***GUIDEBOOK PURPOSE***

The purpose of this guidebook is to assist the Host Department in planning and coordination of the Fire School. It is intended as a **Guidebook**. Any person who desires clarification on any issues may consult the guidebook or contact the SDFFA Board member listed.

## ***FIRE SCHOOL HOST***

Any Fire Department, or group of Fire Departments, may request to host the State Fire School. Any Department wishing to do so, may submit such request in writing to the SDFFA Board of Directors, or may state their request during the appropriate time at the annual SDFFA business meeting at the State Fire School.

In the event that more than one host request is received for a given year, the Host Department shall be selected through a majority vote of the membership present at the annual business meeting. In the event that no requests are received for a given year, the SDFFA Board of Directors shall have the responsibility of securing a host and site for the school.

The SDFFA Board of Directors shall attempt to determine school locations and Host Departments at least three (3) years in advance. Host to guarantee a minimum of 450 hotel/motel rooms. ***The SDFFA Board will be responsible for reserving 30 rooms for the instructors and 16 rooms for the SDFFA Board unless the Board Member requests in writing, 90 days prior to Fire School, that they have their own room. The SDFFA will reserve an adequate number of rooms for the State Fire Marshal's staff.***

## ***SCHOOL DATES***

At the time that the school location is chosen, the SDFFA Board of Directors, in conjunction with the Host Department and the State Fire Marshal Office, shall establish the school dates

# ***SCHOOL SCHEDULE***

The SFFFA Board of Directors at the Annual State Fire School Planning Meeting shall determine the school schedule. The Host Department shall present a suggested schedule at this meeting for the board's consideration. Functions to be scheduled for each school are:

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| -Registration                     | -Parade                              |
| -Opening Ceremonies               | -Dear Old Timer's (DOT'S) Reunion    |
| -Memorial Service                 | -Voting                              |
| -Trade Show                       | -Banquet (optional)                  |
| -Business Meetings                | -Dance (optional)                    |
| -Awards Presentation              | -Children's Program (optional)       |
| -Evolution Team Captain's Meeting | -SFFFA Auxiliary Program             |
| -Evolutions                       | -SFFFA Auxiliary Luncheon (optional) |
| -Outside Demonstrations           | -SFFFA Auxiliary Business Meeting    |
| -Class's                          | -Other optional functions            |
| -Meals & Breaks                   |                                      |

Prior to all Fire School openings, the Host Department and the SFFFA President shall meet to establish agendas and responsibilities for specific scheduled functions.

## ***ANNUAL PLANNING MEETING***

An Annual State Fire School Planning Meeting shall be held in the Host City at a date prior to September 15, and specified by the SFFFA Board of Directors. Attendees shall include:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| -SFFFA Board of Directors        | -Host Department Representatives |
| -State Fire Marshal, or designee | -SFFFA Auxiliary Officers/Board  |
| -Host Auxiliary Representatives  |                                  |

The primary purpose for this meeting is to finalize plans for the State Fire School. At this meeting the school schedule shall be determined, classes will be decided on, and, in general, all major functions of the school will be discussed and acted on. The Host Department should attend this meeting prepared to present the results of their local planning process, and should ensure that any necessary local committees and planning groups will be in attendance.

The SFFFA Auxiliary will be conducting their annual planning meeting at the same time in the Host City. The Host Department shall ensure that the local Auxiliary, or Auxiliary Program Committee, is present for the SFFFA Auxiliary meeting.

Host Department attendees shall be prepared to present any specific suggestions they may have for any segment of the school. It is the objective of the planning meeting to settle all policy-level questions, and to formalize the school's schedule, content and functions. The Host Department shall conduct a tour of all facilities to be used for the school.

It is the Host Department's responsibility to provide meeting facilities for the SFFFA Board of Directors and the SFFFA Auxiliary Board of Directors. It is also the Host Department's responsibility to secure lodging accommodations for all out-of-town attendees. Accommodations shall be made, whenever possible, at hotels or motels offering state rates. Lodging expenses shall be the responsibility of the SFFFA, the SFFFA Auxiliary, or other applicable attending agency, per the established reimbursement and payment policies of the respective boards. The State Association and Host will have a final meeting during the month of February or March prior to Fire School.

At the fall planning meeting the host department will provide a list of committees, chairpersons, and contact phone numbers and/or email address's to the SFFFA Board of Directors.

# ***TRANSPORTATION - INSTRUCTORS***

Transportation of any kind, port-to-port must be brought before the SFFFA Board of Directors for approval by the Spring Meeting. Special request can be handled at the time of the emergency request.

## ***SCHOOL FACILITIES***

It is the responsibility of the Host Department to provide all facilities necessary to conduct the school. **The cost of providing these facilities is the responsibility of the Host Department.**

## ***OPENING CEREMONIES***

*-Glenn Sealey-*

Planning and conducting the opening ceremonies for the school shall be the responsibility of the Host Department. The ceremonies shall be coordinated with the SFFFA President and shall include:

- Opening remarks – SFFFA President
- Opening remarks – SFFFA Auxiliary
- Opening remarks – Host Department
- Fire Marshal's message
- Chaplain's message
- Memorial Service
- Optional additional inclusions
- Color Guard
- Candle Lighting
- bagpiper(s)

## ***MEMORIAL SERVICE***

*-Duane Hofer & Dennis Gorton-*

Each school shall include, as a part of the Opening Ceremonies, a Memorial Service to honor Firefighters and Auxiliary Members who have passed away since the previous school. The Memorial service is the responsibility of the Host Department and it is the intention of the SFFFA Board of Directors to allow a high degree of local creativity in conducting the service. There are, however, some traditional portions of the service, which shall be retained.

Appendix 1 details the role of the host department and participation of the SFFFA and the Order of the Service.

The SFFFA shall be responsible for the cost of providing roses. It is the responsibility of the SFFFA Board of Directors to secure the services of the SFFFA Chaplain. In the event that the SFFFA Chaplain is unavailable, the SFFFA Board of Directors may request the Host Department to provide a local minister or Chaplain.

the Host Department is free to plan and conduct the remainder of the service. The Host Department shall be prepared to outline Memorial Service plans at the Annual Fall Planning Meeting.

## ***REGISTRATION***

*-Host Department and Rick Gustad-*

School registration is a joint effort between the SFFFA, the Host Department, and the State Fire Marshal's office. At the annual planning meeting, the SFFFA Board of Directors, and the Host Department, shall negotiate the division of registration fee proceeds. The amount to be returned

to the Host Department shall be by agreement between the two parties. The Host Department shall come to the fall Planning Meeting with an estimated cost of school and the SDFFA board shall propose the division of fees. **The maximum registration fee shall be set by the SDFFA Board no later than the fall planning meeting.**

The Host Department shall provide registration facilities and personnel. Facilities shall include provisions for the SDFFA computer to be placed at the registration site. Collection of the school registration fee maybe the responsibility of the SDFFA or Host Department. In addition, the Host Department shall be responsible for the collections of any charges for banquets, meals, dances, etc.

The Host Department shall be responsible for providing a means for attendees to register for specific classes at the time of school registration. The Host Department shall coordinate this function with State Fire Marshals Office.

At the close of registration, the following reports will be presented to the SDFFA: #1 number of students attending class each day; #2 number of paid registrations; #3 number of SDFFA Board members attending; #4 number of Lifetime Members attending; #5 number of Host Department members attending; #6 number of vendors attending;

Prior to conclusion of the school, the Host Department shall meet with the SDFFA Board of Directors to make provisions for the division of registration proceeds.

Pre-registration shall be included in the April issue of the *South Dakota Firefighter* newspaper. This issue shall be mailed to all association members, all South Dakota Fire Departments, South Dakota Firefighters Auxiliary, SD Emergency Management Offices, SD County Sheriff's, SD Fire Instructors and SD Ambulance Services. This mailing shall include pre-registration information, class descriptions, school schedules, local evolution information (water pressure, hydrant opening direction, direction races are to be run, etc.), and any other information pertinent to the school. The Host Department shall be responsible to provide this information to the SDFFA no later than **March 1**.

Registration shall be open at any time, except during opening ceremonies and memorial service, that the school is in session and shall remain so until it is reasonably certain that all attendees have had the opportunity to register. **Payment must accompany the registration to be considered registered in the class.**

***Pre-registration will not be refunded, but another person can be substituted for the party that is unable to attend. This person must report the change to the registration table when registering. Firefighter Auxiliary registration shall be sent out with the firefighter registration. No booths or displays will be in the registration area.***

The SDFFA will pay for any fire-related classes put on by the Firefighters Auxiliary up to \$500. The class shall be approved by the SDFFA board prior to payment.

Fire School instructors shall not be subject to the school registration fee, but may be subject to fees or charges for special events at the discretion of the Host Department. The Host Department should attempt to have all students, vendors, instructors, Fire Marshal Staff, SDFFA Board members, Lifetime Members, Host Department members, register to obtain a total number attending fire school. Trade Show vendors and participants will be subject to the school registration, at the discretion of the Host Department. The Host Department will have the registration fee waived for up to 50 people. This would include any or all Departments helping with the school.

## ***CLASSES***

*-Entire Board-*

A minimum of 12 hours shall be set aside for fire training classes. Class content shall be the decision of the SFFFA Board of Directors after consideration of suggestions and input from the Host Department, State Fire Marshal's Office and other interested parties. The Host Department and other parties having class suggestions are encouraged and invited to present class content suggestions to the SFFFA Board of Directors at the annual Planning Meeting.

Funding of instructor fees, travel, meals and lodging shall be the responsibility of the SFFFA Board of Directors. State Fire Marshal's Office may be requested to assist in acquiring instructors for each of the approved classes, issuing instructor contracts, making instructor travel and lodging accommodations, and providing general instructor support. The State Fire Marshal's office may be requested to assist in acquiring instructors for each of the approved classes and to provide general instructor support. State Fire Marshal's Office and SFFFA shall exchange copies of all correspondence, contracts, etc.

The State Fire Marshal's Office shall determine, prior to the Fire School, any service or equipment required by instructors, including printing of handout materials, and shall make arrangements to meet these needs.

It shall be the Host Department's responsibility to provide suitable classroom facilities. Any additional required facilities, such as drill areas or other specialized needs, shall also be the responsibility of the Host Department. For any off-site classes the Host Department shall make arrangements for all necessary facilities, such as, port-a-potty's, firefighter rehab, drinking water, etc. The Host Department may request reimbursement for above items for off site classes if included during the spring meeting. The Host Department shall provide any apparatus, including fuel and miscellaneous expenses, or equipment required by instructors. State Fire Marshal's Office shall provide the Host Department with a complete list of all instructor needs to be supplied by the Host Department as far in advance as possible.

Coordination of classes, instructors, instructor requirements, lodging and expenses will be processed with the SD Fire Marshal's office and SFFFA Board. Final decision and acceptance of all classes will be the responsibility of the SFFFA.

## ***MEALS***

*-Chad Baumgarten-*

Planning for meals and providing any required meal facilities shall be the responsibility of the Host Department. Meals may be entirely "on your own", may be provided by the Host Department, or may be a combination of both. Noon time meals will be available at the school for both Friday and Saturday class days.

Traditionally, most schools include two (2) meals provided by the Host Department. These usually include a lunch-type (BBQ) meal on the first evening of the school, and a picnic type lunch at the end of the school. Host Departments may provide these meals, or others, at their discretion. If any charge is to be applied for meals provided by the Host Department, the Host Department shall retain all proceeds. The school schedule shall clearly indicate any meals to be charged for. No meal will be served prior to the end of opening ceremonies and until an invocation has been given.

## ***BANQUET AND DANCE***

*-Chad Baumgarten-*

Social event, such as banquets, dances or other optional events are the responsibility of the Host Department. Any costs incurred because of these events are the responsibility of the Host Department.

The Host Department may establish charges for these functions and shall retain all proceeds. Banquet content and speakers shall be at the discretion of the Host Department.

The SFFFA and SFFFA Auxiliary Boards of Directors may wish to make awards or presentations at the banquet. If so, these boards shall coordinate such presentations with the Host Department.

## ***EVOLUTIONS***

*-Craig Oberle-*

The SFFFA Board of Directors shall schedule evolutions, based on the input of the Host Department. The Host Department shall provide a suitable location for evolutions, based on the requirements of the official SFFFA evolution rules. The SFFFA Board of Directors, during the spring Planning Meeting, shall inspect the proposed evolution site, and shall have final approval on the suitability of the site.

It may be necessary for the Host Department to supply some evolution equipment not included in the evolution trailer. Any equipment to be supplied by the Host Department shall be determined at the spring Planning Meeting. The Host Department is to provide 5" hose and appropriate adapters as needed to supply the SFFFA hydrants. The Host Department shall provide two trucks suitable for the 3 and 5 firefighter ladder evolutions. These tractor-trailer units shall be delivered to the evolution site at least one and one-half hours prior to the start of the evolutions. The SFFFA shall provide marking paint to mark the evolution grounds and. Marking will be the responsibility of the SFFFA Board of Directors and shall be marked 1 day in advance.

The SFFFA Board of Directors shall act as evolution judges. The Host Department shall provide suitable spectator accommodations. For safety reasons, the spectator area shall be separated from the evolution area by a suitable means, supplied by the Host Department. The Host Department shall make reasonable accommodations available, such as portable toilets, and wash stations.

***There will be no beer or alcoholic beverages allowed on the evolution grounds. The \$25.00 evolution registration fee and enrollment form must be paid directly to the Secretary of the SFFFA approximately 10 days in advance of Fire School. Checks should be made payable to the SFFFA and sent to the SFFFA mailing address. Members of the Host Department helping with the Fire School shall attend classes or be disqualified from trophies. The SFFFA portable hydrants will be available for use at all SD State Fire Schools if needed or desired.***

During the school, at a time and place chosen by the SFFFA Board of Directors, and prior to the start of evolutions, an evolution Team Captain's meeting shall be conducted. At this meeting, evolution rules shall be discussed and any changes to be made to the rules or to the evolutions shall be discussed and made public at this meeting.

## ***INSURANCE REQUIREMENTS***

Any injury sustained by any fire school attendee during any event must be reported to the SFFFA Board immediately.

### **EVENT POLICY**

Any Fire Department or other organization that will host the Annual State Fire School shall provide a "Special Events Insurance Policy" to the SFFFA that provides a minimum of \$1,000,000 of general liability coverage. This policy will include coverage for all classes and events including those classes with "hands-on training". Further the "Special Events Insurance Policy" shall include coverage for spectators and participants during evolutions and other

competitive events. Named as insured shall be the facility owner (generally the public school), the SFFFA Board of Directors, and the Host Department or organization. The "Special Events Insurance Policy" must be delivered to the SFFFA Board, twenty-four (24) hours prior to opening ceremonies. Activities WILL NOT commence until the "Special Events Insurance Policy" is delivered and in effect. The Host Department or organization must notify their insurance carrier or officials within three (3) days of any incident that may result in a claim or loss.

### **EVOLUTION POLICY**

If a member Department of the SFFFA elects to participate in any evolution event at State Fire School, the member Department shall first submit to the governing body proof of insurance. This insurance may be workers compensation insurance, a declaration page, or other that will provide coverage for the participant's in the event of an injury to the participant. No one will be allowed to compete in evolutions until this proof of insurance is provided. This proof of insurance must be presented at the time of registration. The Host Department or organization must notify their insurance carrier or officials within three (3) days of any incident that may result in a claim or loss.

### **AUXILIARY INSURANCE**

If any auxiliary unit participates in any evolution event at State Fire School, each unit must provide proof of individual or group health insurance, workers compensation, general liability or other accident insurance before they will be allowed to participate. **The proof of insurance must identify the name of the individual participating.** The Host Department or organization must notify their insurance carrier or officials within three (3) days of any incident that may result in a claim or loss.

## ***TRADE SHOW***

*-Duane Hofer & Phil Oeschle-*

A Trade Show for fire equipment manufacturers and vendors shall be a part of the school.

***Vendors of the trade show shall be required to be on the floor until noon on Saturday.*** It is the responsibility of the Host Department to secure the facilities for the trade show, solicit participation and fund the necessary support costs. Refreshments (coffee, donuts, rolls, pop, water, etc.) shall be in the vendor area and shall be paid for by the Host Department.

Any products, door prizes, drawings or similar "give aways" by the vendors will be presented in the trade show area, not at the General Business meetings.

The Host Department may charge booth or space rental fees to exhibitors. The amount of such rental fees shall be the decision of the Host Department and the Host Department shall retain all proceeds generated. It shall be the responsibility of the Host Department to insure that all vendors have the required South Dakota Sales Tax License, SD Automobile Dealers License or any state or local license's or permits as required. Vendor registration forms should include need for these licenses.

All booths will be in the trade show area. One booth shall be provided free of charge for the following, location to be determined at the spring meeting:

- SFFFA and SD Fire Chief's Association
- Host Department
- The following year's Host
- SD Fire Instructors / Red Book Fund
- SFFFA Auxiliary will be provided space near registration

## ***PARADE***

*-Charlie Kludt-*

A parade shall be conducted at the school. At the annual Planning Meeting the Host Department shall provide the SDFFA Board of Directors with parade scheduling and routing information to include a map of the parade route. At this meeting, the Host Department shall advise the SDFFA Board of Directors of local ordinances governing the conduct of the parade. The Host Department shall be responsible for conducting the parade and for providing line-up assistance. The Host Department shall provide the following:

- Color guard to lead the parade,
- Security along the route for all parade participants,
- Route maps.

The SDFFA and SDFFA Auxiliary Boards of Directors shall be placed at the front of the parade line up unless decided that the Host Department be first in the event of a call. All other groups shall be placed at the discretion and direction of the Host Department. **All teams running in evolutions must march past the SDFFA Board of Directors at the end of the parade route.**

The Host Department shall provide parade judges, **which must be in place near the end of the parade route.** These judges shall determine winners in each of the following categories:

- Percentage of members in line of march (Fire Departments)
- Percentage of members in line of march (Auxiliary, if requested)

If the SDFFA Auxiliary wishes the Host Department judges to judge Auxiliary entries, the Auxiliary Board of Directors shall make a specific request of the Host Department at the Annual Planning Meeting.

Plaques and awards for the above categories shall be the responsibility of the SDFFA and SDFFA Auxiliary Board of Directors. Following the parade, the judges will communicate the category winners to the appropriate boards.

The Host Department may establish and judge other parade categories at their discretion. Costs for any awards or plaques for these optional categories shall be the responsibility of the Host Department. The parade shall be conducted in accordance with all local ordinances and with the rules adopted by the SDFFA. No discharge of water is permitted during the parade. Parade participants are prohibited from the consumption of alcoholic beverages. **No candy, prizes or other objects shall be thrown to parade spectators from moving vehicles.**

Specific requirements exist for the participation of evolution teams in the parade. Verification of these requirements shall be the responsibility of the SDFFA and SDFFA Auxiliary Board of Directors.

## ***DEAR OLD TIMER'S REUNION***

*-LeRoy Koopman-*

The Dear Old Timer's (DOT's) are a group of Fire Service people meeting length of service requirement of 10 years of service, who traditionally meet one evening during fire school for a social function. **It is the responsibility of the Host Department to secure meeting facilities for this group.**

The location of the DOT reunion shall be in an enclosed building and handicap accessible and capable of 75-100 attendees. The location shall be conducive to a business meeting and photographs. It is best if located as close to any Friday evening meal provided.

At the annual Planning Meeting, the SDFFA Board of Directors shall identify the person in charge of the DOT function and shall require that person to contact the Host Department for planning purposes. Traditionally, the DOT function includes refreshments, such as snack trays, etc. It is

the responsibility of the Host Department to provide and fund these refreshments. Overall financial responsibility for the DOT reunion lies with the Host Department.

## ***BUSINESS MEETINGS***

*-Dennis Gorton-*

It shall be the responsibility of the Host Department to provide facilities for association business meetings. The SFFFA Board of Directors at the annual Planning Meeting shall determine the number and scheduling of the business meetings. The facility provided shall be large enough to accommodate the entire expected attendance and shall be equipped with a sound system. The Host Department shall attempt to place the business meeting area in such a place as to reduce congestion and interference from other activities, such as the Trade Show. Not less than one (1) hour shall be allowed for each business meeting.

Equipment needed for the business meetings: table(s) capable of accommodating at least 15 persons; appropriate number of chairs; adequate public address sound system; podium with microphone; and at least 1 portable microphone.

Any groups or persons wishing to make any sort of appearance or presentation at any business meeting shall make a formal request of the SFFFA Board of Directors, prior to the start of the school. The presentation of awards, trophies, plaques, special recognition, and door prizes will take place at the final business meeting, with the exception of the evolution awards.

## ***SFFFA BOARD MEETINGS***

*-Glenn Sealey-*

The Host Department shall provide a Board Room for use by the SFFFA Board of Directors. This Board Room shall be made available for use by the SFFFA Board of Directors at all times that the school is in session.

Board Room facilities shall include provisions for the SFFFA computer, access to a 15 copies per minute copier, and shall be of sufficient size to accommodate the board and the several groups that the board will be required to meet with. The Board Room shall be capable of being fully secured at times when the room is unoccupied.

## ***FINANCIAL REIMBURSEMENT AND HOST RESPONSIBILITY***

*-Entire Board-*

At the last SFFFA Board of Directors meeting prior to the closing of the school, the Host Department shall meet with the Board and shall present any and all bills, which are the responsibilities of the SFFFA. Any bills submitted after the 25<sup>th</sup> of June will not be accepted or paid unless approved by the SFFFA Board of Directors. At this meeting all bills will be reviewed and payment issued to the Host Department. Other than those items specified in this guide, or agreed upon at the annual Planning Meeting, the Host Department shall not incur expenses to the SFFFA without prior approval by the SFFFA Board of Directors. The SFFFA will provide the Host Department, no later than the start of fire school, form(s) to assist in the close out process. A copy of this form may be included as an addendum to the guidebook.

***The Host Department will be required to have a one million dollar (\$1,000,000) liability insurance policy in effect during the length of Fire School. A copy of this policy is to be in the hands of the Secretary not less than two weeks before Fire School starts.***

# ***ELECTIONS***

*-Rick Gustad & Reuben Vollmer-*

It shall be the Host Department's responsibility to provide suitable polling facilities for association elections. All election equipment and manpower shall be the responsibility of the SDFFA Board of Directors.

At the time of school registration, the SDFFA Board of Directors shall appoint a Nominating Committee, and at the business meeting on the first class day, the floor will be opened for nominations. The election polls shall open and close on the second-class day, at times determined by the SDFFA Board of Directors. In the event of a tie, a second election will be conducted for that position or ballot question. Elections shall be held the last day of Fire School as determined by the SDFFA Board of Directors.

# ***FIRE SCHOOL BOOK***

*-Dennis Gorton-*

**The Board of Directors shall produce the Fire School Book. The Book shall contain the following:**

1. Front cover to read in big print: South Dakota State Fire School 20--  
In small print: Sponsored by the South Dakota Firefighters Association,  
South Dakota Fire Marshal's office,  
and the Host Department(s).
2. Welcoming messages from the following: (these shall all originals, no copies  
PDF or DOC format) letters
  - a. Governor
  - b. SDFFA President
  - c. SDFFA Auxiliary President
  - d. State Fire Marshal
  - e. Host Department Fire Chief
  - f. Host Department Town's Mayor
  - g. Secretary of Public Safety
3. Photos of SDFFA and SDFFA Auxiliary Boards
4. SDFFA convention and tournament history
5. SDFFA Officer/Director history
6. SDFFA Life Membership List
7. SDFFA membership application
8. List of current SDFFA Officers/Directors
9. SDFFA Auxiliary Officer/Director history
10. List of current SDFFA Auxiliary Officers/Directors
11. SDFFA Auxiliary evolution history
12. Complete Fire School schedule
13. Complete Auxiliary program schedule
14. Complete children's program schedule
15. Listing of all classes
16. Synopsis of each class
17. SDFFA Fire School rules
18. Location and dates of future school

The book shall be made available for distribution at the opening of the school.

The SDFFA Board shall retain the rights to sell advertising to vendors of their choice for the; inside front cover, inside back cover and back cover. The SDFFA Board has contracted with the following vendors for multi year advertising contracts, Fischer Rounds, Crimson Fire and Rosenbauer, starting in 2007 through 2009 fire school.

The Host Department may sell advertising for the book as a method of raising funds. It is the Host Department's responsibility to manage the entire advertising project and to fund the printing of all ads. The Host Department shall retain proceeds from all ad sales. The Host Department may provide advertising to the Board of Directors for inclusion in SDFA Fire School Book. Inclusion of Host Department items will be on a timetable determined by the SDFA Board of Directors.

Any additional inclusions to the book not specifically identified as SDFFA responsibility, shall be at the discretion of the SDFFA.

## ***SCHOOL PHOTOGRAPHER***

*-Entire Board-*

The Host Department shall provide, on a volunteer basis, a person to act as School Photographer. It shall be the responsibility of this person to photographically record all activities of the school. The School Photographer shall be reimbursed for costs by the SDFFA for up to 120 digital photos provided to the SDFFA on CD or DVD format. The SDFFA shall have the responsibility for processing all photographs shall become property of the SDFFA.

## ***LOTTERIES AND RAFFLES***

The SDFFA, the SDFFA Auxiliary, the Host Department, and the Host Department for the following year's school, shall be the only groups or individuals authorized to conduct lotteries, raffles, ticket sales, or other fund raising activities at the school.

## ***LIFE MEMBERSHIP***

*-Entire Board-*

Those members with life membership to the SDFFA shall receive free registration and free admission to all SDFFA sponsored functions.

### History of Guidebook:

Drafted - 1988

Revised - 6/91, 3/92, 8/96, 4/97, 6/99, 6/00, 6/01, 6/02, 6/03, 8/03, 1/04, 9/04, 9/05, 6/06, 1/07, 6/07, 6/08, 6/09, 5/10

## **South Dakota Fire Fighters Memorial Service Guide**

Following is a guide for preparing the Memorial service. The Memorial service is the conclusion of the opening ceremony generally held Thursday afternoon.

The items required for this program are the following:

- 1) Enough red roses, generally 3-dozen, for those that are submitted during pre-registration and registration, be prepared to have additional roses for those names that are submitted late.
- 2) Three white roses or carnations, for only those firefighters known to God.
- 3) Two firefighter boots, knee-high length.
- 4) Chrome fire truck bell, will be supplied by the SDFFA.
- 5) Such greenery as the host department may want to use to enhance the stage area.
  - a) This could include a display of an old fire truck, handcart, or other appropriate items.
- 6) Two sturdy tables at least 6 feet in length.
  - a) One table for the alter
    - i) The South Dakota Fire Chaplain will bring the table covering and items to be used on the alter.
  - b) One for the bell.
    - i) The host department shall provide an appropriate covering for the table with the bell.
- 7) The SDFFA Board may provide flags for the stage, including
  - a) United State's Flag
  - b) State of South Dakota Flag
  - c) South Dakota Firefighters Assn. Flag
  - d) South Dakota Memorial Flag

### Order of Memorial Service At State Fire School

#### **Participants:**

President and the Past President of the Fire Fighters Association, or a designee of the President.  
President and Vice President of the South Dakota Fire Fighters Auxiliary.

Bell Ringer

Bag-pipers, if available

Fire Chaplain

Local Fire Department Chaplain

The Memorial Service will be at the end of opening ceremonies. It should be the last item on the program.

Depending upon the design of the Host department, those participating in the Memorial Service may be seated near the stage or may walk in and take their places on the stage.

If the participants are to walk in or move from the general assembly and pipers are available, the appropriate bagpipe music is: "Going Home or Coming Home."

- 1) Participants enter stage from either generally assembly area or off stage
  - a) If music is to be played at this time it would be "Going Home or Coming Home."
  - b) Participants stand at the appropriate tables

- 2) Opening prayer by either Chaplain. (Suggestion)
- 3) Scripture reading from the Old Testament by either chaplain. (May have music if available here after the reading.)
- 4) Psalm scripture, by either Chaplain.
- 5) If the host department desires inclusion of any video presentations, this is the location after conferring with the SDFFA President and Chaplain.
- 6) Reading from the New Testament, by either Chaplain
- 7) Reading of the names of those departed, by State Firefighters Association Chaplain
- 8) As each name is read:
  - a) A red rose held by the Past President of the South Dakota Firefighters Assn. or Vice-president of the South Dakota Firefighters Auxiliary is handed to either the President of either organization.
  - b) A red rose will be placed in the one of the boots.
  - c) As the red rose is being finished being placed in the boot, the bell ringer will give a sharp ring on the bell and lets it fade.
  - d) Then another name is read, etc until all names have been read.
- 9) After all names have been read, the Chaplain will read:
  - a) "This white rose is in remembrance for those family members that have been called home".
  - b) A white rose will be handed to the President and placed in a boot.
  - c) After the white rose has been placed in the boot, the bell ringer will give a sharp ring on the bell and lets it fade.
  - d) The Chaplain will then read: "This white rose is in remembrance for all those fire fighters who made the supreme sacrifice".
  - e) A white rose will be handed to the President and placed in a boot.
  - f) After the white rose has been placed in the boot, the bell ringer will give a sharp ring on the bell and lets it fade.
  - g) The Chaplain will then read: "This white rose is placed in remembrance for only those known to God".
  - h) After the white rose has been placed in the boot, the bell ringer will give a sharp ring on the bell and lets it fade.
- 10) After the last white rose is placed in the boot, then after a "notable" pause, the bell ringer will ring the bell five (5) times, allowing it to fade between each ring.
- 11) At the end of the five (5) rings the bagpipers or whoever plays "Amazing Grace".
- 12) The South Dakota Firefighters Assn. Chaplain offers a closing prayer.
- 13) Closing of Memorial Service, those assembled will stand and with Chaplain read the Fire Fighters Prayer, which will be printed on the back of the Memorial Service Program.
- 14) An announcement that this concludes the Memorial Service for this year and please join us lunch located\_\_\_\_\_.

### ***Fire Fighters Prayer***

When I am called to duty God,  
wherever flames may rage;

Give me the strength to save some life,  
whatever be their age;

Help me embrace a little child before it is too late,  
or save an older person from the horror of that fate.

Enable me to be alert and hear the weakest shout,  
and quickly and efficiently to put the fire out.

I want to fill my calling and to give the best in me,  
to guard my every neighbor and protect their property.

And if according to my fate, I lose my life this day,  
Please bless with your protecting hand, my family, this I pray.

Amen

## **South Dakota Firefighters Auxiliary Guidelines For Hosting State Fire School**

The following is a list of guidelines that are to be utilized when planning to host a State Fire School. It is not intended that these guidelines cover all aspects or questions posed by the host communities, but rather that it will provide a basis for planning. Any specific questions should be directed to a member of the South Dakota Firefighters Auxiliary Board. We will meet with you at the fall board meeting, which will be held in the host community.

The members of the South Dakota Firefighters Auxiliary Board will hold their fall board meeting at the same time the South Dakota Firefighters Association holds their meeting with the host town/communities. This meeting date is determined by the South Dakota Firefighters Association and not by the State Auxiliary. The Auxiliary Board members will establish a time for meeting with representatives of the host town/communities during the fall meeting. At the time of the meeting, the host town/communities should be prepared to provide a schedule of classes and activities for the auxiliary members for the forthcoming State Fire School.

Pre-registration information will need to be sent to the president of the Auxiliary Board by March 1, 2010.

At the time of the State Fire School, the host town/communities are responsible for the following:

1. A sufficient number of tables for the registration of auxiliary members. These tables should be placed in the same area as the men's registration tables with a separation if possible.
2. A sufficient number of women from the host town/ communities will be available during the registration hours to answer questions regarding the classes (location and contents) and questions about the community, etc.
3. If the State Auxiliary Board is not able to provide its own lap top computer and printer the host town/communities are responsible for providing a lap top computer and printer for use during registration. This question should be answered at the time of the fall board meeting. It is suggested to have the area Chamber help with nametags with the town/ community name on them.
4. Sufficient electrical outlets at the site of the registration tables.
5. Signs indicating the location of the women's registration area.
6. List of classes and any additional fee being charges by the host town/communities for a specific class. Sign up sheets with pre-registrations will be done by the State Auxiliary Board.

7. A room that can be locked for the State Auxiliary Board members, close to the registration area if at all possible.
8. A children's program is the option of the host town/communities. Any registration fees or sign-up for participation must be handled exclusively by the town/community.

The South Dakota Firefighters Auxiliary Board will be responsible for all the fire school registration/membership fees for the women attending state fire school. Pre-registration will not be refunded, but another person can be substituted for the party that is unable to attend. This person must report the change to a State Auxiliary Board Member at the registration table when registering.

### Classes

At a minimum, one class must be fire-related. Financial assistance, up to \$100.00, is available from the state auxiliary for the presentation of a fire-related class. Application for financial assistance must be made to the South Dakota Firefighters Auxiliary board by the conclusion of fire school.

Product related classes where a profit can be made by the presenter, the State Auxiliary Board requests that no product be sold during on site classes. However contact information can be distributed.

The host town/community should provide adequate signs indicating the location of each class. A sheet should also be circulated in each class for those attending to sign. The completed sheets should be turned in to a member of the Auxiliary Board. Only those persons who have paid the total \$30.00 registration fee are entitled to attend classes.

### Luncheon

According to the State Auxiliary By-Laws, it is not mandatory for the host town/communities to host a luncheon. The host town/community must, however, provide a location suitable in which the annual business meeting be held. Should the host town/communities elect the host a luncheon, they will be reimbursed \$10.00 for each registered auxiliary member attending the luncheon.

There should be a head table for the State Auxiliary Board, Chaplain and any specific person(s) from the host town/communities as desired. A podium should be available to conduct the business meeting.

The American flag should be available in the room. Any other flags are at the discretion of the host town/communities.

Only those persons having paid the entire \$30.00 registration fee will be in attendance at the luncheon. Those persons having paid Auxiliary membership dues only may participate in the business meeting. Membership cards will be checked prior to the call to order for the business meeting by the host town/communities or auxiliary board member.

Each year, members in attendance at the luncheon and business meeting, may determine a theme for the following year's luncheon.

The host town/communities may elect to give door prizes during the luncheon, classes or at any other time. The Auxiliary Board will be happy to assist with donating door prizes if needed.

### Evolutions

To qualify for evolutions, team members must be 18 years of age, pay the South Dakota Firefighters Association a \$25.00 team registration fee and provide proof of insurance by the dates set by the South Dakota Firefighters Association, attend a full schedule of classes on Friday and Saturday classes are optional with a minimum combined total of 6 class hours, walk in the parade and attend the annual Auxiliary business meeting. If you are attending men's classes you will be excused from the Auxiliary business meeting if you are in class at the time of said meeting. If you are on a break during this time you will be required to be at the auxiliary business meeting.

### Parade

A Most Walking in the Parade Award will be presented. To be eligible for Most Walking Award only women having paid the full \$25.00 registration fee will be included in the count. Members of the host town/communities are not eligible to win.

The South Dakota Firefighters Auxiliary Board will assume the responsibility for the counting of those eligible. A cash award will be presented by the South Dakota Firefighters Auxiliary at the auxiliary luncheon.

### Fund Raising

The South Dakota Firefighters Auxiliary, the host town/communities, and the host town/communities for the next year are the only groups or individuals to conduct lotteries, raffles, ticket sales or any other fund raising activities at State Fire School.

### Financial Reimbursement

A meeting will be held immediately following the luncheon and the host town/communities shall present any and all bills which are the responsibility of the South Dakota Firefighters Auxiliary. At this meeting all bills will be reviewed and payment will be issued to the host town/communities for only those items specified in this guide.

The host town/communities will be reimbursed up to a total of 5 - \$20.00 fees - \$10.00 each will be retained for state dues.

### Questions

If a host town/communities has any specific questions about these guidelines, they should be directed to any member of the South Dakota Firefighters Auxiliary Board. Board members also welcome any suggestions for improving these guidelines from year to year. Those suggestions and/or comments should be also directed to an auxiliary board member. Names addresses and phone numbers of the current board will also be attached to these guidelines.