

***SOUTH DAKOTA FIREFIGHTERS
ASSOCIATION***

***STATE FIRE SCHOOL
GUIDEBOOK***

***BROWN COUNTY FIRE CHIEFS ASSN.
APRIL 3, 4, 5 - 2014***



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 SDFB may delegate certain functions to other groups or individuals, but the final responsibility and authority for the school, shall remain with the Association. The SDFB 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 SDFB 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 SDFB Board of Directors, or may state their request during the appropriate time at the annual SDFB 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 SDFB Board of Directors shall have the responsibility of securing a host and site for the school.

The SDFB 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 SDFB Board will be responsible for reserving 30 rooms for the instructors and 16 rooms for the SDFB Board unless the Board Member requests in writing, 90 days prior to Fire School, that they have their own room, and 4 rooms for the auxiliary. The State Fire Marshall's office will reserve an adequate number of rooms for their staff to obtain rooms at state rates.***

SCHOOL DATES

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

SCHOOL SCHEDULE

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

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

FALL 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 SDFA Board of Directors. Attendees shall include:

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

The agenda for the fall meeting will include but is not limited to the following:

- o Tour school
- o Class ideas
- o Set registration amount
- o Rooms, Board, SDFMO, Instructors
- o Proposed schedule of actives, meeting, classes
- o All guidebook items
- o Parade
- o Evolution site
- o Fire School booklet

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 SDFA 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 SDFA 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 SDFA Board of Directors and the SDFA 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 SDFA, the SDFA 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 SDFA Board of Directors. The SDFA Board and next year host department will try to combine the fall planning meeting and South Dakota Fallen Firefighters Memorial Service for the same weekend in Pierre.

WINTER PLANNING MEETING

The SDFA Board will have a winter Board meeting, generally in late January or early February. At this meeting the next host department could present questions, comments or any items that might pertain to the upcoming fire school.

SPRING PLANNING MEETING

There will be a spring planning meeting between the host department, South Dakota Fire Marshal's office, SDFA Executive Board and the District Representative. At this meeting the host department will present their final plans for the following:

- Classes – finalized list of instructors, contracts, costs, class descriptions,
- Schedule of events – proposed times, for opening ceremonies, business meetings, DOT's,

TRANSPORTATION – INSTRUCTORS

-Fire Marshal's Office-

Transportation of any kind, port-to-port must be brought before the SDFA 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. Invitations to attend opening ceremonies and school will be extended to; Governor, Secretary of Public Safety, US Senator's and Congressperson, State Senators and Representatives of the general area of the school. The ceremonies shall be coordinated with the SDFA President and shall include:

- Opening remarks – SDFA President
- Opening remarks – SDFA Auxiliary
- Opening remarks – Host Department
- Governor –
- Secretary of Public Safety

- Any congressional delegates
- 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 SDFa 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 SDFa and the Order of the Service. The host department will purchase not less than 36 red roses and 6 white roses. The SDFa shall be responsible for the cost of providing roses.

It is the responsibility of the SDFa Board of Directors to secure the services of the SDFa Chaplain. In the event that the SDFa Chaplain is unavailable, the SDFa 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 SDFa, the Host Department, and the State Fire Marshal's office. At the annual planning meeting, the SDFa 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 SDFa board shall propose the division of fees. **The maximum registration fee shall be set by the SDFa Board no later than the fall planning meeting.**

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

The Host Department shall be responsible for accepting registrations from attendees. The SDFa will provide a computer/software program for attendees to register for specific classes at the time of school registration. The Host Department, SDFa and State Fire Marshal's Office will coordinate the "registration program".

At the close of registration, the following reports will be created: #1 number of students attending class each day; #2 number of paid registrations; #3 number of SDFa 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 SDFa 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 SDFA 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. Booths or displays maybe in the registration area but will not interfere with registration.

The SDFA will pay for any fire-related classes put on by the Firefighters Auxiliary up to \$500 total. The class shall be approved by the SDFA 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, SDFA 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 16 hours shall be set aside for fire training classes. Class content shall be the decision of the SDFA 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 SDFA Board of Directors at the annual Planning Meeting.

Funding of instructor fees, travel, meals and lodging shall be the responsibility of the SDFA 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 SDFA 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, instructor requirement for medical standby, NFPA 1403 or other requirements, 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, transportation, 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 SDFA Board. Final decision and acceptance of all classes will be the responsibility of the SDFA.

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 an optional 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 SDFA and SDFA 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 COMMITTEE

-Craig Oberle-

The SDFA Board of Directors has appointed a standing "Evolution Committee" to be responsible for all activities relating to evolutions. This would include, but is not limited to: rules, rule book(s), updating rules, getting updates to the SDFA for inclusion on their webpage, site or location, equipment including hose, nozzles, adapters, surge tanks, pavement marking, judging, registration fee amount, insurance for participants and facilities, safety of participants and spectators, accommodations such as portable toilets, wash stations, captains meeting, participation requirements, disputes, trophies and/or awards, 110 volt power at judges table for public address system.

Evolutions will not conflict with opening ceremonies, scheduled classes or business meetings and no beer or alcoholic beverages will be allowed during evolutions. The Evolution Committee will collaborate with the host department.

The SDFA Board may provide some equipment as they have to assist in evolutions and a trailer suitable for storage of equipment. The current host department or upcoming host department will

make arrangements for indoor storage and transporting the trailer from one school to the next. The SDFA Board may act as judges if requested by the Evolution Committee at least one week prior to school and provided a current rule book at that time.

INSURANCE REQUIREMENTS

Any injury sustained by any fire school attendee during any event must be reported to the SDFA 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 SDFA 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 SDFA Board of Directors, and the Host Department or organization. The "Special Events Insurance Policy" must be delivered to the SDFA 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 SDFA 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 & Ron Hines -

A Trade Show for fire equipment manufacturers and vendors shall be a part of the school. The Host Department will set the vendor trade show hours after seeking the input and advice of most vendors. 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:

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

PARADE

-Charlie Kludt-

A parade maybe conducted at the school but is not required. At the annual Planning Meeting the Host Department shall provide the SDFA 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 SDFA 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 SDFA and SDFA 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. The Host Department shall provide parade judges, ***which must be in place near the end of the parade route.*** These judges may 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 SDFA 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 SDFA and SDFA 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 SDFA. 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 Evolution Committee.

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 SDFa 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 SDFa 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 SDFa 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.

SDFa BOARD MEETINGS

-Glenn Sealey-

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

Board Room facilities shall include provisions for the SDFa 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. The Host Department will have internet capabilities in the Board room.

FINANCIAL REIMBURSEMENT AND HOST RESPONSIBILITY

-Entire Board-

At the last SDFB 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 SDFB. Any bills submitted after the 25th of June will not be accepted or paid unless approved by the SDFB 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 SDFB without prior approval by the SDFB Board of Directors. The SDFB 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 & Jack Diez-

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 SDFB Board of Directors.

At the time of school registration, the SDFB 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 SDFB 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 SDFB 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 20xx.
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, shall be received by SDFB President no later than March 1.
 - a. Governor
 - b. SDFB President
 - c. SDFB 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 SDFB and SDFB Auxiliary Boards
4. SDFB convention and tournament history
5. SDFB Officer/Director history

6. SDFa Life Membership List
7. SDFa membership application
8. List of current SDFa Officers/Directors
9. SDFa Auxiliary Officer/Director history
10. List of current SDFa Auxiliary Officers/Directors
11. SDFa 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. SDFa 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 SDFa 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 SDFa Board has contracted with the following vendors for multi year advertising contracts, Fischer Rounds, Spartan ERV, and Rosenbauer, 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 SDFa responsibility, shall be at the discretion of the SDFa.

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 provide up to 120 digital photos provided to the SDFa on CD or DVD format. The SDFa shall have the responsibility for processing all photographs shall become property of the SDFa.

LOTTERIES AND RAFFLES

The SDFa, the SDFa 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 SDFa shall receive free registration and free admission to all SDFa 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, 6/11, 6/12, 6/13

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 SDFA.
- 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 SDFA 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 SDFA 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 let 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 let 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 let 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 let 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

Items needed by specific dates:

Deadline of March 5 for the April SD Firefighter newspaper

- Class description – basic info, instructor, short description, special requirements, hours
- Vendor registration form – host department
- Hotels/motels/ other accommodations - Host department
- Financial reports for past year – SDFA Tres.
- Minutes of business meetings for June last year – SDFA Sec.
- Registration form – registration to open May 1 – Host department & SDFA

Deadline of April 5 for the May SD Firefighter newspaper

- Class description – full description with all info
- Registration form – registration to be open on May 1
- Evolution form, with specific data on direction of running, hydrant pressure, etc. – Host department
- Parade form, with route/starting place – Host department
- Memorial form – Host department
- Vendor registration form – Host department
- Schedule of activities, Thur, Fri, Sat. – SDFA & Host department -
- Map of City and/or School – Host department

Deadline of May 5 for June SD Firefighter newspaper

- Class description – full description with all info
- Registration form – Host department & SDFA
- Evolution form, with specific data on direction of running, hydrant pressure, etc. - Host department
- Parade form, with route/starting place – Host department
- Memorial form – Host department
- Vendor registration form – Host department
- Schedule of activities, Thur, Fri, Sat. Done
- Map of City and/or School - Host department

Deadline of April 1 for the Fire School Book – these are sent to Charlie Kludt (please have all letters in a Word Doc and/or PDF format) (please have pictures in a JPG format)

- Letter from Governor – SD Fire Marshal
- Letter from Fire Marshall – SD Fire Marshal
- Letter from Sec. of Public Safety – SD Fire Marshal
- Letter from SDFA President –
- Letter from SDFA Auxiliary President – SDFA Auxiliary –
- Letter from Mayor – Host department
- Letter from Fire Chief – Host department
- Letter from County Commissioner? – Host department
- Letter from ?????
- Picture of SDFA Auxiliary Board–
- Picture of Host department Fire Department members (if you want in the book) – Host department
- Class descriptions – Fire Marshal - State Fire Training
- Map of City – Host department

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.

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 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 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 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 team registration fee and provide proof of insurance by the dates set by the Evolutions Committee, 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 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 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.

S DFA Board Members

NAME	DEPT	ADDR	CITY	ZIP	HOME	WORK	CELL	FAX	Email
Reuben Vollmer	Badlands Director	PO Box 124	Midland, SD	57552	843-2802		685-8620		thevollmerfam00@hotmail.com
Duane Hofer	Black Hills Director	4525 Dolpin Ln.	Rapid City, SD	57701	348-4395	390-7752	390-7752	348-4395	hoferfirestuff@hotmail.com
Phil Oechsle	Central Director	39033 SD Hiway 28	Hitchcock, SD	57348	266-2101		350-6050		pjoechsle@venturecomm.net
Craig Oberle	Northeast Director	PO Box 76	Mellette, SD	57461	887-3523	887-3471	380-2535	887-3231	coberle@nvc.net
Chad Baumgarten	Northwest Director	PO Box 599	Lemmon, SD	57638		374-5868	222-9702	374-3965	bummys@sdplains.com
LeRoy Koopman	Past President	PO Box 122	Colton, SD	57018	446-3249	446-3265	360-8827	446-3459	chiefkoopgas@hotmail.com
Dennis Gorton	President	PO Box 1884	Rapid City, SD	57709	343-3295	394-5367	484-0806	394-2179	denny.gorton@co.pennington.sd.us
John Neihaus	SD Fire Chiefs Assn.	10 Main St.	Rapid City, SD	57701			394-4180		
Jason Dallagrana	SD Fire Training	118 W. Capitol Ave.	Pierre, SD	57501			773-3562		jason.dallagrana@state.sd.us
Dail Mollard, President	SD Firefighter Auxiliary	28738 Bad River Rd.	Ft. Pierre, SD	57532			773-3682	295-2392	dail.mollard@state.sd.us
Deedra Gesinger	Secretary	PO Box 626	Pierre, SD	57501	224-6372	773-6934	280-2009		deedra.gesinger@state.sd.us
Rick Gustad	South Central Director	PO Box 33	Platte, SD	57369	337-9629	337-3377	680-2637		chief@plattevfd.com
Charlie Kludt	Southeast Director	PO Box 606	Viborg, sd	57070	326-5072	988-5968	940-1087		cdkludt@iw.net
Paul Merrimann, Fire Mars	State Fire Marshal's Office	118 W. Capitol Ave.	Pierre, SD	57501			773-3562	280-4118	773-6631 paul.merrimann@state.sd.us
Paul Smith	Treasurer	13676 Neck Yoke Rd.	Rapid City, SD	57702	341-2209	388-7406	390-2782		paul.smith@mascobg.com
Glenn Sealey	Vice President	PO Box 174	Colome, SD	57528	842-2819	842-3424	840-2250		sealfam@gwtc.net
Steve Willard, Lobbyist	Willard & Assc.	PO Box 1037	Pierre, SD	57501			224-1591	280-1591	224-7426