

9. THE FOREMAN.

He shall receive orders from the officer in charge, and see that they are all properly carried out. In the absence of the Superintendent and Deputy Superintendent he will take command of the Brigade.

10. DUTIES OF RESIDENT MEMBERS IN CHARGE OF A STATION.

To be at station from 10.30 p.m. till 6 a.m., or a substitute in the absence of one or both.

To keep the premises and all appliances in thorough working order, and to see that the reels, engines, and escapes are in position, and ready in every particular to turn out immediately on a call being received.

To see that all electrical and other communicating appliances are maintained in proper working order.

To see that the watch-room clock is set at 9 o'clock every night.

Upon receiving a call to a fire the resident men will immediately communicate with the Superintendent, and, if knowing the locality of the fire, to inform him and then ring the bell to warn the members of the Brigade.

Upon the alarm of fire all members will immediately repair to the Station and bring reels, gear, &c., to the fire. The Superintendent and Deputy go direct to the fire.

On arriving at a fire and finding that other engines or appliances are already on the spot, to ascertain as soon as possible who is the senior officer present and to report himself to, and place himself under, the direction of such officer. If he himself is the senior officer, to take immediate command over all Brigade men and appliances present.

To implicitly obey all orders of his superior, and to exact the same implicit obedience from those serving under him.

To see that all orders of his superior, as far as they refer to matters under his control, are carried out in the most effective manner.

To make himself acquainted, as far as possible, with the exact position of all hydrants and fire plugs in his district.

Under no circumstances must any purchase of tools, stores, fodder, or materials of any description be made without first obtaining an order of the Board in writing on the requisition forms provided. Accounts for gas, water, and all other supplies or repairs must be duly certified as correct, and forwarded to the Superintendent monthly.

11. GENERAL RULES OF A FOREMAN.

To be always available for duty unless booked otherwise.

To be civil and respectful in demeanour, and clean in appearance.

To perform all duties entrusted to him in a prompt and efficient manner.

To study and otherwise endeavour to be able to perform the duties of his superiors should he be called upon to do so.

12. WATCH-ROOM DUTY.

Upon receiving a call from outside the town limits the man on station duty must at once inform the Superintendent or officer in charge, but must not ring the bell unless ordered to do so.

The watch-room at all stations is to be used for brigade business only.

The telephone in the watch-room is to be used for brigade business only.

Firemen on duty at night must remain partly dressed, except as to boots.

13. UNIFORM.

Officers and men of the Brigade shall at all times wear the regular uniform when on duty.

Members of the Brigade shall be mustered once a month, and their uniforms inspected.

14. GENERAL BEHAVIOUR.

A fine of 5s. is inflicted for absence from fires, and a fine of 2s. 6d. for absence at inspection parades unless the member is ill, incapacitated, out of town, or can satisfy the Superintendent of the cause of his absence.

A fine of 2s. 6d. is inflicted on any member who fails to return to the fire-station after working at a fire or fires, to clean up the gear and wash the hose and attend to his duties, unless leave is granted by the officer present.

A fine of 2s. 6d. is inflicted on any member who neglects orderly duties. These duties are: Keeping the plant, gear, &c., clean and in order, putting away hose left out to dry, and performing any services the Superintendent may require. Substitutes may be made, but the member first appointed will be held responsible for the work to be done. The men in charge of out-stations are exempt from the above, but are responsible for the care of the gear in their charge.

The Board shall have power to waive any fines so incurred if recommended by the Superintendent.

Any member of a brigade guilty of intoxication, disobedience of orders, insubordination, abusive or obscene language, shall thereby render himself liable, under the conditions of service, to instant suspension or dismissal.

Gambling is strictly forbidden on any part of Brigade premises.

Any member or members of a brigade who shall wilfully damage the property of the Fire Board must make the same good at his or their own cost.

No member of a brigade shall enter or in any way use the Board room except on business.

Persons calling to see members of brigades may be taken inside the station; but on no account shall any fireman invite a number of persons to visit a fire-station.

No noisy recreation shall be indulged in on brigade premises on Sundays.

15. GENERAL OUT-STATION DUTY.

The firemen in charge of a station must be promptly informed of all messages or other business requiring the attention of the Superintendent, and shall give or send the same to the Superintendent on the first opportunity.

No member of a brigade shall, under any circumstances, write any letters or furnish any information to the newspaper Press, except the foreman in charge of a station, who may give particulars respecting a fire which has been attended, provided a superior officer is not present.

Foreman or fireman in charge of a station shall, upon return from a fire, at once advise the Superintendent of all particulars within their knowledge, regarding the occurrence.

Members of the Brigade, after the Superintendent, shall be classed as follows: Deputy Superintendent, first branchman, foreman; and they shall rank according to numbers or rotation of service in their respective station. Promotion will be awarded at the discretion of the Superintendent.

In the absence of all officers, the senior fireman present shall assume command of the Brigade.

No man dismissed from the Brigade will be reinstated, except upon recommendation of the Superintendent.

Any member or members of the Brigade wishing to make a statement to the Superintendent may do so on request.

16. PROCEDURE AT ROLL CALL.

The men shall fall in single rank, and the officer in charge shall order the right-hand man of the front rank to take a pace and a half to the front.

At the command "DRESS UP," the whole of the rank except the right-hand man will take a pace to the front with their left feet, glance their eyes to the right, with a slight turn of the head in the same direction, and, commencing from the right, will shuffle up with short quick steps until each man can see the lower part of the face of the second man from him.

The officer will place himself about two paces from the right flank. The faces of the men, not their breasts or feet, are to form the line of dressing.

When the officer is satisfied that the line is correct, he will give the words "EYES FRONT," on which the men will turn their eyes and heads to the front.

The officer will then call the roll and enter in the "occurrence-book" the number of men available for duty or out-duty; also the numbers and names of all on leave, or sick, or suspended.

17. GENERAL INSTRUCTIONS.

Orders must be given clearly and distinctly.

At fires and drills and at all other times orders must be given in a clear and distinct manner, and continual shouting must be avoided as much as possible. Every officer should cultivate his manner and tone of voice in giving orders, and no officer shall use violent language to the members of the Brigade.

Firemen should keep to the left when meeting in narrow places.

When men are approaching one another on a stairway, in a passage, or in a narrow place, each should keep to his left if possible.

Senior Officer's Appliance must not be passed.

When the senior officer is in charge of an appliance, none other moving in the same direction may pass him without permission.

How to stop vehicles approaching one another.

When two engines or reels are approaching each other from different directions, the officer in charge of either can stop the other by raising or lowering his lamp. The lamp on the off-side of the vehicle should be used.