

DUTIES OF A STATION-KEEPER.

13. (1) To take charge of the motors, reels, escapes, and all gear the property of the Board in or upon its station.
 (2) To keep the premises and all appliances in thorough working-order, and to see that the reels, motors, and escapes are in position and ready in every particular to turn out immediately on a call being received.
 (3) To take charge of all men resident on the station, and to maintain a strict system of discipline at all times in the absence of the Superintendent or Deputy Superintendent.
 (4) To see that all electrical and other communicating appliances are maintained in proper working-order, and report.
 (5) To obey implicitly all orders of his superior, and to exact the same implicit obedience from those serving under him.
 (6) 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.
 (7) To set an example to his men by his sobriety, cleanliness, promptitude, civility, and general attention to his duties.
 (8) Under no circumstances must the purchase of tools, stores, fodder, or materials of any description be made by any station-keeper without first obtaining an order in writing from the Board on the requisition forms provided. Accounts for gas, water, electric light, and all other supplies must be duly certified as correct, and forwarded to the Secretary monthly.
 (9) No station-keeper or other member of a brigade shall permit or allow any stranger to go or remain upon any part of the Board's premises without permission from the officer in charge.
 (10) No station-keeper shall permit or allow any female under the age of twenty-one (21) years to go or remain upon his station unless such female is related to a member of the brigade or accompanied by an older person.
 (11) Finally, in regard to these matters and all others not above specified, the officer in charge shall be responsible for the efficient working of the station in every particular.

GENERAL DUTIES OF A FIREMAN.

14. (1) To be always available for duty except with the special permission of the Superintendent or senior acting officer.
 (2) To be civil and respectful in demeanour and clean in appearance.
 (3) To perform all duties entrusted to him in a prompt and efficient manner.
 (4) To study and otherwise endeavour to be able to perform the duties of his superiors should he be called upon to do so.
 15. Every fireman appointed as a resident member is to reside on the station in such quarters as the Superintendent may allot to him.

WATCH-ROOM DUTY.

16. Upon receiving a call to a fire, whether by telephone or other means, the fireman on duty must immediately record the time and sound the alarm.

Upon a receipt of a call to a fire the man on station duty must see that the officers are informed of the locality of the occurrence.

When a call is received at night, and the lights of the station have been turned up for the occasion, the man on station duty must turn them down as soon as the appliances have left the station.

The police must be informed as soon as possible of a call to a fire.

The station-duty man must promptly inform the water-works on a call being received, being careful to name the exact locality of the fire.

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

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

The man on duty must be at all times acquainted with the whereabouts of all the officers attached to the station.

UNIFORM.

17. Members of the brigade shall be mustered once a month and their uniform and accoutrements inspected.

GENERAL BEHAVIOUR.

18. Any member of the 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 the Board's premises.

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

Members of brigades shall at all times salute all superior officers when addressing or being addressed by the latter on a point of duty.

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

No member of the brigade provided with married quarters shall on any account allow any person except his wife and children to sleep on such quarters without the written permission of the Superintendent.

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

No person shall supply any intoxicating liquors to any officer or member of the brigade while such officer or member shall be on duty unless he shall first have received from the officer in charge of the brigade at the time permission to do so.

No person other than the members of the Fire Board and its Secretary or members of the brigade shall enter any station unless they shall first receive permission to do so from the officer in charge.

MEMBERS OF THE BRIGADE NOT TO WRITE TO THE PRESS ON FIRE BRIGADE MATTERS.

19. No member of the brigade shall under any circumstances write any letters or furnish information to the Press on matters connected with the Board or brigade, save that in the event of no superior officer being present the senior on duty may give particulars regarding any fire which has been attended.

GENERAL STATION DUTY.

20. The officer 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 at the first opportunity.

Promotion will be awarded on the recommendation of the Superintendent, and must be approved by the Board.

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

No man dismissed from the brigade shall 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.

GENERAL INSTRUCTIONS: ORDERS MUST BE GIVEN CLEARLY AND DISTINCTLY.

21. 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 members of the brigade.

FIREMEN SHOULD KEEP TO THE LEFT WHEN MEETING IN NARROW PLACES.

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

SENIOR OFFICER'S APPLIANCE MUST NOT BE PASSED.

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

PERFORMANCE OF PARTICULAR SERVICE AT FIRE MUST BE REPORTED IMMEDIATELY.

24. When working at a fire any officer or fireman instructed by the Superintendent or officer in charge to perform any particular service must at the earliest moment report that he has executed the same or why he has failed.

DRILL CALLS TO BE VARIED AS REGARD TIME.

25. In the practice of turning out the motors or reels for drill an officer should vary the time of call as much as possible so that it may be unexpected by the men, and thus prove a true test of their readiness and general efficiency.

EXCESSIVE ROUTINE TO BE AVOIDED.

26. Officers must use discretion so as to avoid excessive routine and constantly worrying the men.

PROMPTNESS AT THE BEGINNING OF A FIRE ALL-IMPORTANT.

27. Officers must remember that at the beginning of a fire avoidance of loss of time is all-important, and that quickness and judgment are therefore the qualifications most required