



**City of Winchester
Fire & Rescue Department
GENERAL ORDER**



Section: General Order	GO: 16001
Subject: Department Meeting Schedules	Executed: December 16, 2015 Revised:
Approved:  Allen W. Baldwin, Fire Chief	

The following meeting schedule has been developed to provide scheduling guidance for all volunteer and career personnel. This schedule may be modified as necessary to meet department goals and objectives. All meeting dates will be posted on the department internal website calendar.

Volunteer Administrative Meeting

Bi-yearly business meetings will be held on the third Wednesday in June and December. Meeting locations will be rotated between the stations. Special meetings may be requested from time to time to address issues that cannot wait for one of the scheduled meetings.

Dates	Times and Locations
June 15, 2016	1800 hours @ Shawnee
December 14, 2016	1800 hours @ Rouss

Volunteer Chief's Workgroup

The Volunteer Chief's workgroup will be comprised of the Volunteer Fire Chiefs and their line officers to discuss operational issues affecting WFRD. This group will meet on even numbered months on the third Wednesday of the month.

Dates	Times and Locations
February 17, 2016	1800 hours @ Friendship
April 13, 2016	1800 hours @ Rouss
June 15, 2016	1800 hours @ Shawnee
August 17, 2016	1800 hours @ South End
October 19, 2016	1800 hours @ Friendship
December 14, 2016	1800 hours @ Rouss

Career Battalion Chiefs

Mandatory bi-monthly meetings will be conducted with the career Battalion Chiefs and Administration Officers. This group will meet on even numbered months on the third Wednesday of the month.

Dates	Times and Locations
February 17, 2016	0800 hours @ TPSC
April 13, 2016	0800 hours @ TPSC
June 15, 2016	0800 hours @ TPSC
August 17, 2016	0800 hours @ TPSC
October 19, 2016	0800 hours @ TPSC
December 14, 2016	0800 hours @ TPSC

Department All-Call Meetings

NON-Mandatory All-Call meetings will be conducted for all volunteer and career personnel to attend.

Dates	Times and Locations
January 28, 2016	(Career and Volunteer @ Shawnee, 0800 and 1800 hours)
June 22, 2016	(Career and Volunteer @ Shawnee, 0800 and 1800 hours)
September 28, 2016	(Career and Volunteer @ Shawnee, 0800 and 1800 hours)