



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
<b>Subject:</b>	Transferring Quarters
<b>Reference Number:</b>	ADM 10-006
<b>Effective Date:</b>	25-Mar-05
<b>Last Revision Date:</b>	N/A
<b>Signature of Approval</b>	Curtis Sheets, Chief

**Purpose:**

To provide a clear and concise understanding of the response procedures for transferring quarters.

**Policy:**

When a request is made for Wintergreen Fire and/or Rescue to fill quarters, one career provider and volunteers will respond in the appropriate apparatus non-emergency.

If the request is from Augusta County, the apparatus will respond immediately and make an effort to pick up as many volunteers as possible en-route.

If the request is from Nelson County, the apparatus shall wait for volunteers before responding.

Minimum staffing does apply to these calls. If at minimum staffing, the shift captain will notify the appropriate EOC on the assigned operational frequency. The agency will be toned for “any available volunteer”.