



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
Subject:	Transferring Quarters
Reference Number:	ADM 05-017
Effective Date:	25-Mar-05
Last Revision Date:	22-Mar-22
Signature of Approval	Curtis Sheets, Chief

**Purpose:**

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

**Policy:**

When a call is received for service crews should follow the policies ADM 05-016 Nelson County Mutual Aid and ADM 05-013 Augusta County Mutual Aid.

Minimum staffing does apply to these calls. If at minimum staffing, the shift Captain will notify the appropriate ECC on the assigned operational frequency.

If staffing is at three or four, two career staff shall respond and tone for any available volunteer to meet you at the scene. If necessary, one person shall transfer to the opposite station to maintain one career staff at each station.

It is acceptable for off-duty staff and volunteers to report to a fill-in station or mutual aid scene to assist with the assignment, especially when doing so will allow Wintergreen to leave resources in place within our territory.