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46. MOTOR VEHICLE FUEL SPILLS
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49. PROTECTIVE CLOTHING CARE PROCEDURES
50. HAZARDOUS MATERIAL INCIDENTS
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52. HOSE TESTING PROCEDURE
53. SUPPRESSION/SUPPORT POLICY
54. DEFINITION OF A FIREFIGHTER
55. SPILL PREVENTION CONTROL AND COUNTERMEASURES PLAN
56. CARBON MONOXIDE ALARM INVESTIGATION AND RESPONSE PROCEDURES
57. RESERVE MEMBER POLICY
58. ACCOUNTABILITY
59. TERRORISM ACTS POLICY
60. FIREFIGHTER RELIEF FUND
61. ACCIDENT INVESTIGATION POLICY
62. CONDOLENCES AND GIFTS FOR DEATH, BIRTH, ILLNESS AND WEDDINGS GUIDELINES
63. EXPENSE POLICY GUIDELINES
64. **USE OF FACILITIES GUIDELINES**

65. **HOW TO BE A GREAT XXXX VOLUNTEER FIRE DEPARTMENT MEMBER**

66. **EMERGENCY TRAFFIC ONLY**

67. **LONGEVITY AWARDS**

68. **OPEN PUBLIC RECORDS ACT**

69. **GUIDELINES FOR XXXX VFD STUDENTS ATTENDING THE NATIONAL FIRE ACADEMY**

70. **EXPLANATION OF CLASS A AND B FOAMS AND EMULSIFIERS IN USE AT THE XVFD**

71. **XXXX REHAB 60**

72. **GUIDELINE FOR RODEO TICKETS DRAWING**
MISSION STATEMENT

The XXXX VOLUNTEER FIRE Department’s mission is to be a leading emergency service organization by:

• Meeting the needs of our community in fire prevention, fire suppression and rescue

• Utilizing and improving the dedication and skills of our people

• Constantly improving all of our services and operations

In carrying out this mission, The XXXX VOLUNTEER FIRE DEPARTMENT will:

• Give top priority to firefighter safety and environmental concerns

• Encourage the professional and personal development of our members

• Work as teams to take full advantage of our skills, knowledge and creativity

• Communicate openly and honestly to our members and community to inspire trust and confidence

KEY SAFETY BEHAVIORS
• Think
• Drive Defensively
• Drive Slower Rather Than Faster
• Intersections: If You Can’t See, Stop
• Always Wear Your Seat Belt
• Wear Full Gear And SCBA
• Don’t Ever Breathe Smoke
• Attack With A Sensible Level Of Aggression
• Always Work Under Sector Command-No Freelancing
• Keep Your Crew Intact
• Maintain A Communications Link With Command
• Always Have An Escape Route (Hose Line/Life Line)
• Never Go Beyond Your Air Supply
• Use A Big Enough And Long Enough Line
• Evaluate The Hazard—Know The Risk You’re Taking
• Follow Standard Fireground Procedures
• Know And Be Part Of The Plan
• Vent Early And Vent Often
• Provide Lights For The Work Area
• If It’s Heavy, Get Help
• Always Watch Your Fireground Position
• Look And Listen For Signs Of Collapse
• Rehab Fatigued Firefighters
• Pay Attention All The Time
• Everybody Takes Care of Everybody Else

GENERAL SAFETY RULES
1. Whenever you are involved in any accident that results in personal injury or damage to property, no matter how minor, the accident must be reported immediately. First aid treatment must be sought promptly.

2. Report immediately any condition or practice you believe has the potential to cause injury or damage to personnel or equipment.

3. Do not operate any equipment, which, in your opinion, is not safe.

4. All prescribed safety and personal protective equipment must be used, when appropriate. All personal protective equipment must be maintained in safe working condition.

5. Obey all department rules, governmental regulations, signs, markings and instructions. Be particularly familiar with those that apply directly to you.

6. When involved in any lifting procedures, use the approved lifting technique, i.e., bend your knees, grasp the load firmly, and then raise the load, keeping your back as straight as possible. Obtain help from another member when lifting heavy loads.

7. Do not engage in horseplay. Do not distract others from performing their tasks.

8. Always use the right tools and equipment for the job. Use only those tools with which you are thoroughly familiar and have been trained to use.

9. Good housekeeping should always be practiced. Return all tools, equipment, materials, etc., to their proper places.

10. I have read and understand the XVFD Policies and Operations Manual.

I have received my copy of the General Safety Rules. The rules have been explained to me, I am thoroughly familiar with them, and I will abide by them. I understand that violation of any of these rules can lead to dismissal.

Signed ____________________________  Date________________________

Print Name __________________________

Note: This will remain in your personal file.
It is Xxxx Volunteer Fire Department's policy to provide a safe and healthy environment for every member and employee, and to abide by the accident prevention regulations set forth by Federal, State and Local Governments. We are sincerely interested in the safety and welfare of our members and believe that accident prevention is essential in maintaining an efficient operation.

It is this organization's requirement that all safety rules be strictly observed at all times, although it is impossible to publish a rule to cover every circumstance. If a safety rule has been omitted or overlooked, it does not excuse carelessness or lack of common sense in the performance of job duties.

You are urged to cooperate fully. Abuse of, or a disregard for, rules is a violation of XVFD policy and will be treated accordingly. Your help in preventing accidents benefits not only yourself, but also your fellow members and the public, and we should all strive to make this organization accident free.

____________________________________
President
Xxxx Volunteer Fire Assn., Inc.
THOUGHTS TO PONDER

Please help me ..... 
To accept others as they are --- 
Not wish for perfection always; 
To recognize ability --- 
And encourage it; 
To understand shortcomings --- 
And make allowances for them; 
To work patiently for improvement 
And not expect too much too quickly; 
To appreciate what people do right --- 
Not just criticize what they do wrong; 
To be slow to anger --- 
And hard to discourage; 
To have the hide of an elephant --- 
And the patience of Jobe; 
In short --- 
Help me to be a better firefighter

A FIREFIGHTER'S FIVE LEVELS OF SELF-MOTIVATION

Level One : Physiological 
The basic human needs like hunger and thirst

Level Two : Safety and Security 
Proper training and procedures

Level Three: Acceptance and Appreciation 
The desire to be accepted and appreciated

Level Four : Self-Esteem 
Being looked-up to by your peers

Level Five : Self Actualization 
Self-development
  Doing everything you're capable of doing
  Self-control
  Voluntary compliance
  State of readiness
  Meeting and achieving goals
  Judgement
  Internal values
  Self-sacrifice

PROCEDURES TO FOLLOW

If firefighters live with criticism 
they learn to condemn
  CONDEMNATION DISCOURAGES

If firefighters live with hostility 
they learn to fight
  FIGHTING SLOWS THE TASK

If firefighters live with tolerance 
they learn to be patient
  PATIENCE PROMOTES COOPERATION

If firefighters live with encouragement 
they learn confidence
  CONFIDENCE LEADS TO PERFECTION

If firefighters live with praise 
they learn to appreciate
  APPRECIATION NURTURES TEAMWORK

If firefighters live with acceptance and friendship 
they take pride in their work
Organizational Chart
ORGANIZATIONAL GUIDELINES
FOR THE XXXX VOL. FIRE DEPARTMENT

SECTION I
Purposes

The purposes for which the Xxxx Volunteer Fire Department, hereinafter referred to as (the Fire Department), is formed to implement the activities and operate the systems and facilities as established by the Xxxx Volunteer Fire Association, Inc., hereinafter referred to as (the Association), as outlined in Article I, paragraphs A and B of the Association By-Laws.

SECTION II
Membership

A. Firefighter Members - All such qualified persons who: are voting members of the Association: volunteer to man the equipment available: and pledge their service as firefighters to the Association shall be eligible for membership as Firefighters. In matters requiring a vote, each Firefighter member is privileged with one vote, all votes being equal.

1. Probationary Period - All prospective firefighter members shall be subject to a minimum probationary period of ninety (90) days. Subsequent probationary periods may be imposed at the discretion of the Departmental Officers, said extension to be verbally explained to the prospective member, with the total probationary period not to exceed one (1) year.

2. Any prospective Firefighter member who, in the opinion of the Departmental Officers, does not qualify for and is denied membership in the Fire Department as described herein must be informed of the reasons for his denial.

3. At the completion of the probationary period or nine (9) months, whichever comes last, said Firefighter shall become a full Firefighter member of the Department that will include voting privileges.

4. A Firefighter Member is not eligible to vote at the Annual Election if he has not met the requirements of participation in the Department as set forth. It is the responsibility of the Elected Officers to determine the voting status of those ineligible members. These individual(s) must be so notified by a list posted at the fire stations prior to the Annual Election.

5. A qualified prospective Firefighter member shall meet the requirements for acceptance into the Department as set forth below:
   a) 18 years or older - Firefighter Applicant
   b) 16-17 years old - Senior/Junior Firefighter Applicant
   c) 12-15 years old - Junior Firefighter Applicant: This individual must have a direct family relationship with a firefighter member in good standing in the Department. (e.g. Father, Mother, Sister, Brother, etc.).

6. The Elected Officers shall determine the final eligibility status of the Junior Firefighter Applicant and have the power to act according to circumstances.

7. Due to the physical requirements and the inherent dangers of the Firefighting and Rescue duties as a member of the Department, the Elected Officers may require that the applicant receive a complete physical examination by a qualified physician. All costs incurred may be borne by the applicant, dependent upon the discretion of the elected officers.

8. The Elected Officers may, at any time, limit the number of Firefighter Members.
B. Honorary Membership - Such membership may be bestowed upon any individual as recommended by any Firefighter Member and approved by the Elected Officers.

SECTION III

Duties of Members

It shall be the duty of all prospective Firefighter members and all Firefighter members to:

A. At all times assist in the work of the Association and the Fire Department and be bound by the requirements outlined in the Association By-Laws and the Fire Department Standard Operating Guidelines.

B. Attend meetings, drills and training sessions as required by the Fire Department Standard Operating Guidelines.

C. Obey all the commands of assigned officers while on duty. Full cooperation at the scene of an alarm is required. Duty is not complete until the apparatus and equipment is cleaned and returned to service status at the station, or until excused by their assigned officer or released by the Senior Officer present.

SECTION IV

Officers and Elections

The officers of the Fire Department shall consist of elected and appointed officers as described below:

A. Elected Officers - Fire Chief, Captain Station 1
   Assistant Fire Chief, Captain Station 2
   Deputy Chief, Captain Station 3
   Fire Marshal

B. Appointed – Lieutenants, Jr. Captain, Safety Officer

C. Optional - Training Officer, Medical Officer, Chaplain

These tasks may be assigned to either elected or appointed officers at the discretion of the elected officers.

D. The process of electing the officers is to:

   1) Have candidates announce the intended office(s) they wish to seek prior to the election.
   2) Provide an opportunity for as many as possible qualified voters to vote.
   3) Provide a meaningful vote for qualified candidates.

E. Appointed officers shall be appointed by the elected officers within thirty (30) days of the annual election.

F. Terms of all officers shall not exceed one (1) year. Terms of replacement officers shall be for the unexpired term of the officer being replaced.

G. The elected officers must compose a list of eligible voters by March 10 of each year which will be posted in all stations.

H. There will be no nominations from the floor for the election of officers. All candidates must declare which office(s) he/she intends to compete for and notify the Chief a minimum of 15 calendar days before the first Monday in April. A list of candidates will be prepared by the Chief and posted at each station at that time.
I. Absentee Balloting - There will be no absentee or proxy voting. Individual ballots and individual call-in voting will occur. If an eligible voter is unable to vote in person, he/she may telephone the President of the Association or the Administrative Assistant, and provide name, Social Security number and the desired vote for each position. The individual position time lines (described below) must be adhered to as in the normal voting process.

J. Voting Process -

1. 5 days prior to the first Monday in April, a ballot will be prepared with the names of the candidates(s) for Fire Chief. No write-in votes are allowed. A locked ballot box, ballots and envelopes will be placed appropriately in Fire Station #1. An eligible voter may vote on the appropriate ballot, and place it in sealed envelope #1, (no ID on this envelope). The voting member will then place sealed envelope #1 into envelope #2 and seal. The member will then sign, print his/her name, date and provide his/her SSN on the outside of envelope #2 and deposit it in the ballot box. The President of the Association will do the same for all positions. At 8 p.m. on the first Monday in April, the President of the Association, or his/her designated substitute, another association Board member, and the Administrative Secretary, or his/her designated substitute, will open the ballot box, verify all ballots are correct and determine who has been elected Fire Chief. In the event of a tie of only two candidates, the President of the Association's envelope will be opened and his/her vote will break the tie. In the event of a tie and there are more than two candidates, a runoff of the top two will be held by secret ballot the first Wednesday after the first Monday in April (as described above). Run-off elections may delay the process as needed.

2. Immediately after determining the results, (except for the runoff as described above), a ballot for Assistant Chief will be prepared with those candidates who have declared they are a candidate. The same process as described above will take place with the ballot box being opened at 8 p.m. on the Wednesday after the first Monday in April.

3. The same process will be followed for the election of Deputy Chief with the ballot box to be opened on the Friday at 8 p.m. following the voting Wednesday in April.

4. The same process will be followed for the election of Fire Marshal with the ballot box to be opened at 8 p.m. the Sunday following the voting Friday in April.

5. The same process will be followed for the election of Station Captains with the ballot box to be opened at 8 p.m. the Tuesday following the voting Sunday in April. The Captains will be elected by the members of their individual stations.

K. In the event there is only one (1) declared candidate for Fire Chief, no ballot will be made and the election process will move up appropriately. The same process will hold true for other uncontested positions.

L. All election results will be announced after each position's election and will be recorded in the minutes of the election.

M. Any member (including officers) may be removed from the department in accordance with the following procedure:

1. A written petition, signed by not fewer than one-third of the active, non-probationary members of the Fire Department stating the reason those signing the petition believe the member / officer should be removed from membership / office, may be presented to the membership at any regular meeting of the Department or at any special meeting of the Department called by the Fire Chief.

2. The petition shall be voted upon by secret ballot by the active, non-probationary members of the Fire Department at the next regularly scheduled or specially called meeting of the Department occurring at least seven (7) days following the presentation of the removal petition of the membership. If
two-thirds (2/3) or more of the available, eligible votes cast at the meeting are to remove the officer from office, the petition shall be deemed to be accepted by the membership, the officer will be immediately removed from office and the position declared vacant.

N. Special elections may be necessary in the event an elected officer resigns, is removed, or is unable to perform the functions of the office before the term has expired. A special election will be called following the normal processes of establishing eligible voters, declaring candidacy and secret balloting. A time line of events will be established upon receipt of the vacancy.

NOTE: In the normal course of events, Captains will be elected at the annual election following the completion of the construction of their station. In the interim period, the current elected officers will appoint an acting Captain for the station. If, in the elected officers opinion, there is no qualified individual for the rank of Station Captain, (at the time of the annual election following the completion of the station) the elected officers will appoint an acting Captain until such time as it is deemed there are qualified individuals to assume the position.

SECTION V
Qualifications and Duties of Officers

The privilege to vote for an office should be considered a matter of personal preference; however, the following qualification/traits should be paramount in the decision making process of the voting individual.

Training, Experience, Leadership, Decisiveness, Availability, Composure, Innovation, Dedication

The departmental officers shall have the responsibility, and must be able to devote the time necessary in operating and conducting the Fire Department. All elected and appointed officers shall have demonstrated proficiency in fire department administration, fire suppression, and emergency management.

Specific duties pertaining to each officer are as described below:

A. The Fire Chief (FC) is the chief officer of the Xxxx Volunteer Fire Department. The FC is answerable to the CORP, Inc. and the xxxx, and is the focal point of the elected officers. The FC is elected by vote per current guidelines and is expected to represent all XVFD members, the community, and emergency services in general. The FC is expected to provide full cooperation, a positive spirit, and motivation to all members and boards of directors.

FC's responsibilities include, but are not limited to:
- Achieving appropriate moral and ethical standards of performance.
- Assuring adequate training.
- Assuring all elected officers are meeting their requirements.
- Assuring staff personal development.
- Assuring adequate policies and procedures are in place.
- Delegating authority and the related responsibilities.
- Establishing achievable goals and verifying completions.
- Providing a safe, healthful, and environmentally sound organization.
- Providing leadership in all regards.
- Providing the process of continual improvement.
- Providing clear, open, and honest communications to all.
- Understanding and satisfying the community's needs of our services.
- Verifying compliance with all legal requirements.

The FC's duties include, but are not limited to:
- Assuring qualified command officers are in place at all responses.
- Assuring sufficient manpower is in place at all responses.
- Assuring assigned committees/task assignees are meeting requirements.
- Assigning staff work to the staff secretary and others as necessary.
- Being the XVFD focal point of mutual aid communication and agreements.
- Budget preparation, justification, and implementation.
- Presiding at, or acting as chairman of, all meetings deemed as necessary.
- Responding to all structural fires and rescues in district when available.
Representing the XVFD in the CORP, Inc. and XXX #xxx.
Representing the XVFD in professional organizations.
Verifying proper equipment is purchased and maintained.
Verifying XVFD policies and procedures are enforced.

B. **The Assistant Fire Chief** (AFC) is the second in-charge officer of the Xxxx VFD. The AFC is answerable to the Fire Chief, CORP, Inc. and XXX #xxx. The Assistant Chief is elected by vote per department guidelines and is expected to represent the members, boards and community. The AFC shall be responsible to fulfill the Fire Chiefs duties in the absence of the Fire Chief.

**The AFC’s responsibilities include but are not limited to:**
- Assuring and overseeing adequate training.
- Supervision of all lower ranking officers and members.
- Assisting the Fire Chief to carry out all activities to promote goals, policies and procedures, leadership, and continual improvement of XVFD.

**The AFC’s duties include, but are not limited to:**
- Assuring safe and proper activities on all responses.
- Coordinate and oversee all training activities
- Assigning duties to all staff personnel.
- Assist with all budget activities.
- Coordinate all equipment purchasing.
- Maintain knowledge of all up to date fire service equipment and technology.
- Assuring proper maintenance of vehicles.
- Membership training records assurance.

C. **Deputy Chief** (DC) - There will be one DC. It shall be the duty of the DC to perform all the duties and responsibilities of the Fire Chief and/or the Assistant Fire Chief during the absence of either or both.

**The DC’s responsibilities include, but are not limited to:**
- Supervision of lower ranking officers and members thru the respective Station Captain.
- Assisting the Fire Chief and Asst. Fire Chief to carry out all the duties and responsibilities of their respective offices.

**The DC's duties include, but are not limited to:**
- Assuring departmental safety standards are maintained at all activities.
- Assuring an adequate suppression/support policy is maintained within the department.
- Coordinate Volunteer Incentive Program statistics and arrange the budgeting and payment of dues and payments.
- Coordinate all preplan activities for the department.

D. **Captains** - There will be a Captain for each fire station in the district.

**Responsibilities:**
- To ensure the station is kept in good condition.
- To be notified of needed repairs to the station or apparatus.
- To be aware of all activities and training that goes on at or with the assigned station and equipment.
- To appoint a qualified Lieutenant to act in the position in the event of an extended absence.
- To ensure all equipment is recovered and properly cleaned after a response.

**Duties:**
- To act in the command position until properly relieved by any other qualified officer.
- To assist in the planning, directing and attacking all fires or emergencies.
- To secure a scene until the Fire Marshal or other agencies requested arrive.
- To lead or delegate projects deemed necessary.
To perform monthly station inspections as described in the Facility Maintenance and Safety Inspections policy.
All other items not listed deemed necessary by the Fire Chief or agreed to by the elected officers of the department.

E. Fire Marshal
Responsibilities:
To insure all fire investigations are conducted properly.
To insure all incidents are recorded properly.
To insure scene preservation when appropriate.
To insure proper documentation to appropriate boards and agencies.
To insure proper preparation of monthly and special reports to the xxxx County Fire Marshal's office.
To insure proper related training is performed as needed relating to fire cause determination.

Duties:
To gather all materials and preserve any evidence from suspicious fires.
To gather all information from major incidents or those incidents requiring special documentation.
To assure all technical data is entered into computer system.
To respond to all in district structure fires, when available.
To respond to all vehicle fires or situation of suspicious nature when the cause cannot be easily determined.
To prepare and submit all appropriate reports to the County Fire Marshal's office as required.
All other tasks as deemed necessary.

F. Lieutenants - The number of Lieutenants appointed and their specific assignments shall be decided by the elected officers.

The Company Lts., herein referred to as Lt., report to the Captain of their respective station. Lts. are appointed by the elected officers.

Lts. are required to be knowledgeable in matters of active fire fighting, equipment operation and application, and apparatus operation and application. The Lt. position is a "hands-on" position, the second highest level of operations following the captains, and the first level of administration. The Lt. may be required to function as the incident commander, or any role within the command system as deemed necessary by the incident commander.

Qualifications - Lts. must be able to work with all levels of management and members. Lts. should develop the ability and expertise to work with minimal supervision, gained through knowledge and experience, to become an elected officer. The elected officers SHALL consider training courses to enhance Lts. leadership capabilities. Lts are expected to lead by example which includes the commitment to attend any and all staff and training meetings, when available.

Duties and responsibilities - Lts. are to: organize and operate periodic company training sessions; lead training activities at regular training sessions; communicate with other Lts. their availability for their company responses; and, organize and operate their respective company station maintenance sessions. If they cannot attend, they must provide the leadership or replacement personnel to accomplish the task.

Lts. are assigned to the following tasks: Quarterly bunker gear inspections individual apparatus assignments, station maintenance sessions, company training, fireground safety, fire ground activities--leadership and actions, special projects as needed, and special committees as needed.
G. **Training Officer** - It shall be the duty of the Training officer to work with Departmental Officers in the establishment of training sessions and drills that will provide the best possible training to Firefighters. Programs established for this training must demonstrate proper methods of using all Departmental apparatus and equipment as well as the proper methods of fire suppression, insuring personal safety and meeting State of Xxx requirements for Firefighter Certifications.

H. **Medical Officer** - This office shall not be a mandatory office, but may be filled.

I. **Chaplain** - It shall not be a mandatory office. The Chaplain shall be responsible for the spiritual and divine requirements of the Fire Department, and shall, with other Departmental officers, console the family of any injured Firefighter.

### SECTION VI
**Vacancies/New Offices**

Any vacancy occurring in the elected Departmental Officers or if an increase in the number of officers occurs for any reason greater than 6 months before the annual election, the vacancy/new office shall be filled by a special Departmental election. Vacancies occurring less than 6 months before the annual election shall be appointed by the existing elected officers. An officer elected to fill a new office will hold that office until the next regular departmental election. Any portion of a term served shall count as one (1) full year for succession purposes (see Section IV, F).

### SECTION VII
**Amendment of Organizational Guidelines**

A. These organizational guidelines may be amended by a majority vote of the Firefighter members present at any regular meeting of the Department or any special meeting of the Department called by the Fire Chief.

B. The proposed amendment shall be submitted in writing and read at a special or regular meeting of the Department and shall be acted on at the next special (or) regular meeting of the Department at least seven calendar days following the reading of the proposed amendment provided for above.

### SECTION VIII
**Authorization**

The Fire Chief is authorized to execute these guidelines on behalf of the Department and to do all things proper and/or necessary to carry out the intent hereof.

Passed, adopted and approved the 29th day of October, 2001.

Fire Chief, Xxxx V.F.D.
POLICY FOR PUBLIC RELATIONS

1. Requests for any public relations or education events will be forwarded to the Public Education Coordinator or the Xxxx Volunteer Fire Department's (XVFD) Administrative Assistant.

2. Public relations and education should be confined to the XVFD district. The exception is if the XVFD is invited by another fire department or special permission is granted by that fire department to provide the public relations activity.

3. Any member who participates in these activities is to be active in helping to show and answer questions regarding the apparatus, fire department or safety information.

4. All personnel will consider safety first:
   a) Placement of apparatus: If the apparatus will be parked near or around moving vehicles, utilize one side of the apparatus so that children can be seen at all times and not have to go around the truck.
   b) Watch children at all times when they are around apparatus. Maintain a constant alertness to assure zero injuries.
   c) Do not place any helmet on a child's head.

5. Citizens are allowed to ride on the fire apparatus, with certain restrictions.
   a) Provided there is ample room.
   b) That proper supervision is provided.
1. The Fire Chief, or senior officer present, shall have complete charge of the department at the scene of any fire, other emergency situation, or drill. In the absence of an officer, the firefighter riding the right front seat of the apparatus shall assume command and be considered a senior officer until such time as the he/she is relieved by an officer or relinquishes that command to a more experienced firefighter.

2. The Fire Chief, or senior officer present, shall be empowered to relieve or suspend from active status any firefighter for disobedience, insubordination, violation of any rules, policies, by-laws of the Association or Organizational Guidelines of the department, or if the firefighter is deemed incapable of performing the required duties. The suspension will be reviewed at the next regularly scheduled officers meeting. The officers will then decide the length of suspension or renewing of membership status.

3. The Fire Chief, or senior officer present, shall have charge of all the department facilities, apparatus, and equipment. No firefighter shall remove any apparatus or equipment from the facilities, nor use the facilities for any outside activity without the permission of the Fire Chief, or senior officer present.

4. No apparatus or equipment shall be committed for mutual aid to another fire department's area unless specifically requested by that department, except in those cases where prior arrangements have been made for such mutual aid responses. (See Response Procedures for details of these arrangements.) Further, no firefighter shall respond to fires outside the Xxxx District unless so requested by the department involved or directed to do so by the Fire Chief, or senior officer present.

5. Firefighters shall only respond to a fire, or other emergency situation, when their company is called, or when they are so directed by the Fire Chief, or senior officer present. The only exception to this shall be the Fire Chief, and the Fire Marshal (or senior officer in residence in the Fire Chief's absence).

6. Each firefighter shall, when called, proceed to the scene of the emergency and report to the appropriate lieutenant or, in the case of that lieutenant's absence, to the staging officer or another lieutenant or captain for instructions. Exceptions to this will be those firefighters who will normally report to the station to man the apparatus.

7. Driving Policy
   7.1 Apparatus
   A. Only those firefighters specifically approved by the elected officers may drive apparatus. Drivers must obtain a minimum of a Class B license and may request reimbursement for the upgrade.
   B. The apparatus driver's sole responsibility will be the safe driving of the equipment. The front seat passenger shall operate all emergency equipment as well as continuous monitoring of traffic conditions and communicating with the driver.
   C. Seat belts are to be worn by all seated firefighters enroute and returning from all mobile apparatus assignments. All firefighters in the cab and jump seats shall remain seated with seat belts in use until the apparatus comes to a complete stop. Under no circumstances should personnel exit or mount the apparatus while in motion.
   D. The driver shall be primarily concerned with safely driving the apparatus. He is not to operate sirens, air horns, or radio. He is to continually monitor driving conditions and listen for instructions. The driver shall be the initial pump operator, if the apparatus is so equipped.
E. The center cab seat is normally reserved for the transportation of eligible junior firefighters. Upon the senior officer's discretion, he may reassign the junior fighter to any other position, including a no response.

F. The right side cab seat is reserved for the senior officer at the time of response. Those lower in rank shall vacate the seat, if requested.

G. Tailboard riding positions are prohibited.

H. Any time a Xxxx Fire Department apparatus is backing, a ground guide is required. The person in the right front seat will insure that a ground guide is provided. No other personnel shall exit the apparatus until the air brake has been applied. If there are no passengers on the apparatus, the driver should exercise due caution while backing. The ground guide must have a hand held radio on primary when performing duties as backup man/ground guide. Other frequencies may be used, but care must be taken to reset the radio to the proper channel. Radio contact is not necessary at fire stations during daylight hours.

Any XVFD personnel who are at a fire station and hear a backup alarm have the responsibility to check and see that any and all apparatus in reverse have a backup man/ground guide. If an apparatus is found to not have a backup man/ground guide, then he/she shall immediately assume the role of backup man/ground guide.

Backup alarm override switches will no longer be utilized. If a XVFD apparatus is in reverse it will have a backup alarm active. All backup alarm override switches shall be inactivated ASAP.

In areas with dim lighting a stream light or rear spot lights will be utilized for lighting the ground behind the apparatus.

In the event the driver is the only person on the apparatus, the operator will position the apparatus on the apron to provide a straight back-in, once the operator has positioned the apparatus he/she will exit the apparatus, check behind the apparatus for obstructions and to insure the apparatus is aligned properly with the bay. Once this is accomplished the operator may back the vehicle into the bay.

I. During hose packing operations, tailboard work positions are permissible if done under the direction of a ground guide in contact with the vehicle's operator.

J. If an apparatus is involved in any accident in which direct contact is made with another object, the driver is under immediate driving suspension until officers review. (see related Accident Investigation Policy)

7.2 Operation of Personal Vehicles

A. All firefighters (this includes firefighter candidates and junior members) driving their personal cars to the scene of an emergency shall obey all Xxx State Laws and Statutes, as outlined in the Digest of Xxx Motor Vehicle Laws and as they particularly apply to speed limits and the disregard of traffic control and flow signs.

B. Firefighters (this excludes firefighter candidates and junior members except as modified in 14-D) may install approved audible and visual warning devices on their personal cars if they so desire and at their own expense. These devices shall meet all the requirements of Vernon's Civil Statute 6701D, as it applies to warning devices on the emergency vehicles of volunteer firemen. The officers must approve the individual's use of personal warning devices on an individual basis. Those firefighters having audible and visual warning devices meeting these requirements shall drive their personal vehicles in a safe and prudent manner when making a response to the scene of an emergency and they shall follow all the
restrictions of Vernon’s Civil Statute 6701D. Further, any firefighter driving his personal vehicle as an emergency vehicle with approved audible and visual warning devices shall not exceed the posted Xxx speed limit by more than 10 miles per hour for any reason whatsoever.

C. Only those vehicles meeting the requirements of Vernon Civil Statute 6701D shall run “hot” under any circumstances. Both visual and audible devices must be used.

D. The use of audible and/or visual warning devices for other than sanctioned departmental emergencies will result in disciplinary action. Any firefighter running “hot” without approved equipment is subject to the full punishment under the civil law.

E. Departmental Driving Enforcement
(1) A driving standards committee consisting of the Chief, two (2) elected or appointed officers, and two (2) firefighters shall be the ruling authority for all driving grievances.
(2) The driving standards committee shall be an ad hoc committee selected as needed.
(3) The primary purpose of this committee is to be concerned with the manner in which members drive their personal vehicles to fires. This committee may be concerned with the type, number, or quality of the emergency equipment used.
(4) Action by the driving standards committee shall be in addition to any civil action taken by those empowered to uphold the civil laws. As a minimum:
   (a) A firefighter shall be verbally reprimanded for the first driving grievance, and a note to file provided.
   (b) A firefighter shall be suspended for a minimum of 30 days for a second grievance. A letter will be provided to the file.
   (c) A firefighter shall be suspended for not less than one (1) year for a third grievance. This must be fully documented and filed.

F. All personally owned and operated vehicles utilized for transporting XVFD personnel and/or equipment and used for authorized departmental functions shall meet or exceed any applicable local, state, or federal laws. This specifically relates to State of Xxx inspections, driver’s license, insurance, licensing of the vehicle, and any other item relating to the condition and safety of the vehicle.

Any member not complying with the above is subject to immediate suspension until satisfying all applicable standards. It is the elected officers discretion to reinstate the suspended member.

G. All personnel in POV’s must yield the right of way to all fire, EMS, and police units in emergency responses.

H. Firefighters are not to park their POV’s within the area used for apparatus use or staging. POV's are to only park on the right side of the roadway away from the scene. Utilize a driveway, parking lot or other open space away from the emergency.

I. All active members shall display a departmental supplied identification decal on their POV’s. The location is to be on driver’s side rear window. No other XVFD identification materials may be used without the consent of the Fire Chief. Upon the sale of the vehicle or membership termination the individual shall remove any and all XVFD markings.

J. Members dispatched to mutual aid responses shall make every attempt to minimize the use of personal vehicles. Areas immediately adjacent to the XVFD district are exempt from this policy.
8. Communications

8.1 The Fire Chief, Fire Marshal, or senior officer present shall be the only person to discuss the events leading to, possible causes of, or any other matters regarding a fire or other emergency situation, with members of the news media or any other person not a member of the Xxxx Volunteer Fire Department. The only exception to this shall be a person designated by the Fire Chief, or senior officer present.

8.2 While at the scene of an emergency, or in the company of non-Xxxx firefighters, XVFD personnel are not to discuss the events leading to, possible causes of, or any other matters regarding the fire or other emergency. It is highly recommended that **NO** discussions occur between members regarding an emergency until return to the respective stations.

8.3 There shall be no news releases made, nor letters written, concerning any aspects of Departmental activities without prior notification to the Fire Chief.

8.4 Members are to avoid unnecessary telephone calls and radio transmissions to the Dispatcher.

8.5 In the event the individual misunderstands an emergency dispatch the individual shall not telephone the Dispatcher. The individual should respond to their respective fire station, telephone another member for information (see 8.4), or listen to the pager for information.

8.6 Fire Reports – Anyone requesting an “NFIRS” fire report can obtain a copy from the xxxxxxxxxxxxxxxxx The XVFD "Truck Report" is considered confidential information of the department is not to be released to the public under most conditions.

   Items of a confidential nature recorded on a truck report, other forms or records may be forwarded to the xxx Fire Marshal office with the understanding this information is the confidential information of XVFD and is not to be released without the consent of XVFD.

8.7 Security and Confidentiality - it is the policy of the XVFD to maintain strict control over entrance to the premises; access to work locations and records; computer information; and cash or other items of monetary value. Members who are assigned keys, given special access, or assigned job responsibilities in connection with the safety, security, or confidentiality of records, material, equipment, or items of monetary or business value, shall use sound judgement and discretion in carrying out their duties, they will be held accountable for any wrongdoing or acts of indiscretion.

   Of particular concern is the subject of personal right to privacy. Documentation of incident reports and computer system access must be of a confidential nature to prevent invasion of privacy. We also consider the personal privacy of members.

   Information about the XVFD, its victims/patients, suppliers, or members should not be divulged to anyone other than persons who have a right to know, or are authorized to receive information. If you are in doubt as to whether certain information is or is not confidential, you should not disclose any information without clearing through the Fire Chief, or his designate. This basic policy of caution and discretion in handling confidential information applies to both internal and external disclosure.
Meeting, Fire, and Emergency Attendance

9.1 Each firefighter must attend a minimum 75 percent of the regular department meetings to be eligible for having turn-out gear and a pager checked out. This shall not include excused absences for the following reasons:

A. Personal or family illness.
B. Business or travel conflicts.
C. Vacations.
D. Other civic responsibilities.
E. Personal and family conflicts.

It is the responsibility of each firefighter to advise the administrative assistant or another department officer of an impending absence. The elected officers have the responsibility to determine a sufficient activity level.

9.2 Each firefighter is expected to respond to all emergencies on which said firefighter is notified. Exceptions to this policy are the responsibility of the Fire Chief and the elected officers. The elected officers shall determine the minimum response requirements on an individual basis. In certain instances, such as: extended illnesses, vacations, business commitments, there will be excused absences from responses made during the time period a firefighter was absent. These will be handled on an individual basis, with the responsibility of advising a Company Lieutenant resting with the firefighter.

9.3 Station Maintenance Sessions

It is imperative that each firefighter participate in 75 percent of the assigned station/apparatus clean-up/maintenance sessions to be eligible for having turn-out gear and a pager checked out. When a firefighter finds he will be unable to attend such a session on the assigned date and time, it shall be his/her responsibility to arrange a trade of duties with a member of another clean-up group or arrange with the clean-up leader to do certain tasks on another date, or at another time. IT IS THE RESPONSIBILITY OF THE CREW LEADER TO ACCOUNT AND ADVISE THOSE PERSONNEL ASSIGNED TO HIS/HER GROUP.

9.4 Accounting

The calculating of attendance percentages for all items in this section will be performed on a minimum of a semiannual basis. Firefighters not meeting the minimum criteria as established by the elected officers will be so advised and requested to check in their gear. Any such firefighter shall have the right to present their case to the elected officers in the event there have been legitimate reasons for the absences. Each case will be considered individually.

9.5 Two such failures to meet the minimum attendance criteria in any two (2) year period will result in expulsion.

9.6 Any member who fails to meet any of these minimum attendance criteria for the six-month period prior to the Annual Election shall not be eligible to vote during the election of Officers. Those ineligible shall be notified by a list posted at the fire stations by March 10 of each year.

10. Any Suspension resulting from the violation of Association By-Laws, Departmental Guidelines, or Departmental Policies and Procedures shall be for a minimum of seven (7) days.

11. A Grievance Committee consisting of an elected officer and four firefighter members shall be appointed by the elected officers to hear the grievance of any firefighter who feels unjustly relieved, suspended, reprimanded, or has any complaint regarding the Department or its policies. This shall not be a standing committee, but shall be appointed at such time as a grievance is brought to the attention of an elected officer by the firefighter concerned or an intermediary. If the
grievance involves a disciplinary matter, the officer making such suspension, reprimand, etc., shall submit a report of the detail of the offense to the Grievance Committee. The Grievance Committee has the power to modify the discipline as it so deems appropriate. In addition, the Association has established an OMBUDSMAN procedure that may be activated in the event any member still feels treated unjustly.

12. Fire and Emergency Response Procedures

12.1 All Alarms

A. All department apparatus initial responding to an emergency shall have both visual and audible warning devices in operation. Leaving and entering the destination subdivision, the audible warning device may be turned on or off at such time as deemed appropriate by the senior officer in the cab of the apparatus.

B. All responses are to be made in as expedient a manner as possible, but with the safety of the firefighters, department apparatus, other people, and their property as our primary concern.

C. All responses by department apparatus are to be considered an emergency call regardless of their types (grass, auto, trash, rescue, etc.) as it could be a major fire, or other emergency situation, in the making. It is the discretion of the senior officer to downgrade to non-emergency if the situation warrants.

D. At the scene of any structural and automotive fires, all firefighters directly involved in fire suppression activities, salvage operations, or overhaul shall be dressed in full protective turnout gear. The intensity of other types of fires shall determine this need, at the discretion of the senior officer present.

E. SCBA

1. SCBA shall be worn by all personnel involved in interior firefighting operations. The senior officer present shall dictate SCBA usage during other fireground operations.

2. SCBA shall be worn whenever any one of the following apply:
   - There is a hazard present
   - You suspect a possible hazard
   - There is a potential hazard
   - Any officer deems it necessary

F. No firefighter candidate or others unfamiliar with the use of self-contained-breathing apparatus (SCBA) shall wear said equipment. This will restrict these above-mentioned individuals to outside activities at an emergency.

G. No firefighter of the Xxxx Fire Department shall participate in emergency operations when the presence of facial hair and/or the length of hair may impair the effectiveness of protective equipment. The presence of excess facial hair (beard or sideburns) is considered by the Xxxx Fire Department as having the potential to preclude the possibility of an adequate face-mask seal during emergency operations where use of SCBA is deemed mandatory.

H. Hairstyles shall be of a nature, which can be readily protected by standard issue protective equipment. The hairstyle shall not interfere with the equipment's function.

I. As standard operating policy, departmental issued firefighting hoods shall be worn on all interior structural fire operations.

J. Responding firefighters are not to leave the scene, or the station, until released by the officer in charge. There is always clean up and make ready for service activities required and the firefighters shall take part in these activities unless released or excused by the officer in charge.
K. A member may incur a suspension for not wearing the proper personal protective equipment (PPE) or proper outerwear. Members are expected to be personally responsible to wear the proper PPE for the task being performed following reasonable risk evaluations. The intent of this policy is to assure proper personnel protection AND public recognition of qualified assistance to their emergencies. This policy is not intended to supersede other PPE requirements.

There MAY be instances when members may not have the PPE or XVFD outerwear immediately available. It is not the intent of this policy to address those few incidents, however members are encouraged to have their PPE and XVFD outerwear available at all times. XVFD outerwear is NOT considered to be PPE.

The following clothing minimums are to be followed by all members responding to these examples of specific emergencies:

**EMS Medical Call** – Some type of XVFD outerwear, such as a t-shirt or jumpsuit, must be displayed. If no XVFD outerwear is immediately available, the minimal clothing to be worn is bunker pants and boots.

**Motor Vehicle Accident, Fuel Spill, Entrapment** – Minimal PPE is bunker pants and boots.

**Any Type Of “Fire” Response** – Minimal PPE is bunker pants and boots.

**Other** - Minimal PPE is bunker pants and boots

L. Emergency calls that require rescue/extrication will be paged as a rescue to send the Base crew and an Engine Company.

For rescue calls in District 2 and District 3, the station will respond as the company. In the event a company is dispatched to assist at a rescue scene, these individuals, who are not on the base rescue crew, are to report to the engine and remain there until assigned specific duties.

M. Coverage of activities in advance - An appropriate action by a member of the XVFD may be performed consistent with the exposure to loss until such time as dispatch is actually accomplished. i.e. A XVFD member discovers a fire and takes immediate and appropriate action.

12.2 Mutual Aid

A. **Structural Fires - General**

1. Structural fires on or near our district's perimeter can be considered a normal "All Call" if the senior officer deems it necessary. These "Gray Areas" may be upgraded if the severity of the emergency warrants. The commitment of both personnel and apparatus shall be the sole responsibility of the senior officer present after consultation with the other officers present. These procedures may be modified from time to time as outlined in the Response Procedures.

2. The Dispatcher computer-aided dispatch is the initial apparatus and personnel response procedure. The senior officer present may modify the requirements at his discretion.

B. **Structural Fires - Personnel**

1. Nights and Weekends - DO NOT strip our area of personnel. On arrival at the scene of a mutual aid alarm report to the senior officer present from the department requesting aid. The senior officer present from the Xxxx Fire
Department will maintain command of the Xxxx firefighters, but will receive his directions from the senior officer of the department we are aiding unless he is requested to take overall command.

2. Daytime - **DO NOT** strip our area of firefighters. All firefighters respond to the station and the senior officer will decide who goes and who stays. This helps to prevent excess vehicular traffic and provides a base crew to remain in district.

C. **Structural Fires - Apparatus**

1. Nights, Weekends, and Days - Only one apparatus will initially respond to any mutual aid request. Which truck will depend on the senior officer's determination or the request of the mutual aid department.

D. **Non-structural - Apparatus**

1. By request.

E. When this department has a fire in progress within our district, it will be the decision of the senior officer present as to what firefighters and apparatus will be dispatched to assist another department.

13. **Miscellaneous**

A. Alcoholic beverages shall not be consumed on any departmental apparatus enroute to or from an emergency or drill.

- Alcohol beverages are defined as beer and wine related products for this policy. Alcoholic beverages with an alcohol content greater than beer or wine is prohibited on XVFD properties.

- Alcoholic beverages are permissible on the premises for functions such as the Christmas party, family picnic, etc. Designated drivers and crews will be assigned for special duty prior to any possible responses.

- Under no circumstances will alcoholic beverages be vended by the soft drink machine.

- No one under the age of 21 may possess or consume alcoholic beverages on the premises.

- No alcoholic beverages will be consumed in sight of the public.

- No alcoholic beverages will be transported or consumed on department vehicles.

- Drivers of department equipment must not be under the influence of alcoholic as determined by applicable laws.

- Personnel that report for service after consuming alcohol must determine their fitness for duty with a senior most officer prior to activities.

- Violation of this policy will result in immediate suspension from the Department pending an investigation.

B. The Department will not supply or store alcoholic beverages on premises except for designated social functions.

C. There shall be no illegal gambling on the firehouse premises.
D. The Xxxx Volunteer Fire Department will not tolerate the possession, use and/or sale of illegal drugs. If there is reasonable cause to believe a member of the Department is involved with the possession, use and/or sale of illegal drugs they may be suspended until the completion of an internal and/or external investigation which may include the use of drug testing. Any member with a drug related crime shall be suspended from the Department until completion of an internal and/or external investigation.

E. Any member that uses any prescription medication, over-the-counter drug, alcohol, or other substance that impairs performance shall not respond to emergencies.

F. Any area that is immediately adjacent to XVFD boundaries are acceptable for members' residency.

Areas that are not immediately adjacent require judgement on the part of the elected officers to allow for membership within the XVFD organizations.

Long term members who move out of district must have elected officers' approval to maintain membership.

14. Junior Members

A. It is the intent of this department to sponsor junior members between the ages of 12 and 17 (inclusive) in a Junior Membership Program. These junior personnel shall be governed by these and all other regularly established policies/procedures and any others as may be established from time to time to regulate this specific activity.

B. Subject to written parental approval, Juniors (16-17) will be allowed to fight structure fires on the recommendation of their lieutenant to the elected officers.

C. Junior members who meet the requirements of the Department shall be eligible to vote at the Annual Departmental Meeting.

D. Student Firefighter Participation

1. A student firefighter shall carry passing grades in all academic subjects.

2. If a student firefighter receives an "F" in an academic subject as a six-weeks grade, he/she will begin a restricted activity level as determined by their Lt. and Captain.

3. He/She may resume normal activities when no "F" grades are issued on his/her next grade period.

4. A student firefighter not adhering to this policy shall be suspended for not less than three months for each occurrence.

15. Pagers and Their Uses

A. All pagers **SHALL BE** carried all the time.

B. Pagers are **NEVER** to be worn during firefighting activities.

C. Pagers are assigned to personnel as recommended to the officers.

D. Pagers are expensive and the member's lifeline to the XVFD, treat them with care.
16. Training Reimbursements

The Fire Department shall reimburse any firefighter 50 percent of the subscription costs involved in the individual receiving the following departmental approved magazines: Firehouse and Fire Engineering. In all cases, the firefighter must present a copy of his canceled check for reimbursement.

Members in good standing may request permission from the elected officers to attend a qualified CPR, ECA or EMT course (Special Skills and Paramedic courses are not covered by this policy). The elected officers will determine if the individual will be reimbursed up to $275.00 for course tuition expenses upon successful completion. If the approved student successfully completes the course, he/she must present verification of payment made for the course via canceled check or original receipt and a copy of the course completion certificate to qualify for reimbursement. Failure to notify/request prior permission from the elected officers at an official officers’ meeting will result in reimbursement disqualification.

17. Appearance

A. Uniform/Shirt Policy

1. All members may purchase a, uniform shirt to be used at XVFD designated functions. The department will provide 50 per cent reimbursement.

2. The XVFD patch shall be sewn on the left shoulder sleeve.

3. An American flag may be sewn on the right shoulder sleeve.

4. A departmental provided name/rank tag shall be worn above the right breast pocket.

5. A XVFD provided badge shall be worn above the left breast pocket.

6. XVFD provided owned collar brass shall be worn. The designated styles are:
   
   (a) Chief - Gold - 5 crossed bugles
   (b) Asst. Chief - Gold - 4 crossed bugles
   (c) Deputy Chief - Gold - 3 crossed bugles
   (d) Captains - Gold - 2 parallel bugles
   (e) Fire Marshal - Gold - 2 crossed bugles
   (f) Lieutenants - Silver - 1 bugle
   (g) Firefighters - Silver - FD insignia

7. A Departmental provided service award may be worn on the left breast pocket.

B. Jumpsuit Patch Policy

1. Left shoulder - departmental patch.

2. Right Shoulder (optional) - State Firemen's Patch and Level of Certification (optional), or

3. Left Breast above Pocket or right shoulder (optional) – Xxx EMS certification patch.
C. Helmet Policy

1. Each firefighter will have his/her name on the rear of their helmet utilizing vinyl adhesive style letters provided by the department: (Traditional style helmets have the option of the name requirement)
   
   (a) Black helmet - white letters  
   (b) Yellow helmet - red letters  
   (c) Orange helmet - white letters  
   (d) Red helmet - white letters  
   (e) White helmet - black letters  

2. Each side of every departmental supplied helmet shall have a decal stating the rank of the firefighter. Sam Houston helmets require the front panel to signify rank.

3. EMS Certified personnel may have one (1) decal on the rear upper portion of the helmet.

4. Helmet manufacturer provided reflective patches are to be used. They may have to be relocated slightly.

5. All helmets shall be kept clean to prevent a build-up of tar and smoke stains.

6. No other decals of any type will be allowed except Chief’s eagles.

7. Members may purchase their own helmet providing they meet the following criteria.
   
   a) Must meet NFPA-1972 (Latest Revision)  
   b) Color shall be that of rank in the department (eg. firefighter - black, lieutenant - yellow)  
   c) Front pieces on Traditional Style helmets are to be the same color as the helmet with panels as follows:

   | White front – red panels – white letters |
   | Black front - red panels - white letters |
   | Yellow front - red panels - white letters |
   | Red front - red panels - white letters    |
   | Orange front - white panel - black letters|

   **Department Officer panel** – shall have rank on the top panel, “Xxxx” on the bottom panel, the center will be in accordance to rank in number of bugles.

   **Captain and Firefighter panel** shall have rank on the top panel, “Xxxx” on the bottom panel, the center will be a number representing the respective station.

D. Personal Appearance - our Community’s expectations require this department to maintain very high standards in all regards. Therefore, the following appearance policies are in effect.

1. All members should present themselves as a pleasing appearance. Personal and department issued clothing should be clean and in good repair, and personal hygiene is of the utmost importance.

2. For safety purposes, members should remove jewelry prior to emergency activities and females should be concerned with protecting long hair.

3. Male members are disallowed from wearing earrings at any department activity in the public view. It is appropriate for male members to wear earrings within the fire stations
for activities out of the public view, however training sessions do not allow for wearing earrings.

4. Hair styles (refer to SOG’s Section 12.1H) shall be the type generally accepted by the general public. The elected officers shall determine specific applications of this policy on an individual basis.

5. Members are to wear XVFD jumpsuits and/or XVFD T-shirts to training sessions.

6. Members may purchase their own “outerwear” and utilize the XVFD name and/or patch, but only with the elected officers prior approval. The officers reserve the right to restrict the right to restrict and/or remove any or all XVFD references, and the cost will be borne by the member. Patches in this regard may be purchased for two dollars each.

18. Personal Code of Conduct

1. A member of the Department shall be civil, orderly and courteous to the public, co-workers, and supervisors, and shall not use coarse, insensitive, abusive, violent or profane language.

2. A member of the Department shall not utilize any portion of the District, Association, or Department's property, equipment, name, or good will for personal gain. Any utilization of the District, Association, or Department's property, name, or good must be for the sake of fire prevention and/or firefighting activities.

3. Any activity not covered by the code of conduct must be approved in writing in advance by the Fire Chief or designate.

4. Any lewd/lascivious behavior is not acceptable.

19. Wage Continuation Reimbursement from Fire Service Injuries (Lost Wages Policy)

If a firefighter is injured in the line of duty and, as a result, requires and receives medical attention from a doctor, and has followed departmental policies and procedures, then the firefighter is eligible for reimbursement for lost wages (as described below) as a result of such injury, in accordance with this policy.

This reimbursement will be made after an investigation is made by departmental personnel, including the Fire Chief, and their report and recommendation are submitted to the Association Board for approval. In a dire need situation, the Fire Chief has authority to approve advances prior to the Association Board's approval.

Under the present workers’ compensation and medical insurance coverage an injured firefighter, requiring medical attention, will be paid for lost wages after the fifth consecutive day, therefore, this policy will cover lost wages of less than five consecutive days.

Examples:

Injured firefighter misses three days of work

Total hours covered (3 days x 8 hours) 24

<table>
<thead>
<tr>
<th>Normal hourly wages</th>
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<tbody>
<tr>
<td>Hours lost</td>
<td>24</td>
<td>24</td>
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<tr>
<td></td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Lost Wages</td>
<td>$192.00</td>
<td>$600.00</td>
</tr>
</tbody>
</table>
Coverage limit       80%        80%

Paid by XVFD Association       $153.60  $480.00

It is the intent of the CORP to prevent loss of wages to any member injured in the line of duty including training, responses and the business operations of the CORP. No one is expected to financially benefit from an injury. All members must be aware of how their employer will provide them with their benefits and in what order.

It is the INDIVIDUAL'S responsibility to assure proper documentation in order to prove any and all lost employment and the resultant loss of income. This requires written verification produced by the affected member or his/her immediate family. All documents submitted for any reimbursements from the CORP or the insurance carriers must be signed and dated and include sufficient information to fully explain the requests for reimbursements. You must provide copies since the documentation will not be returned, therefore if you want copies, make them.

The administrative assistant is the key individual in the information loop but it is the fire chief's responsibility to assure all injury and illness policies are enforced.

The member must understand that the only lost wages that will be reimbursed are those that are regularly reported with W-2 or 1099 forms.

*Limited to current policy limits. In no instance, however, will the CORP reimbursement exceed the benefits provided by Worker's Compensation and other insurance overage maintained by the Association or will the Association reimburse wages lost through fire service injury if such wages are reimbursed by the employees' employer.

Any exceptions to this policy require CORP Board approval.

20. Safety and Health Awareness

The XVFD fully supports firefighter safety and health at all times. In order to more fully appreciate the value of our safety and health commitment to our members the following awareness process is established.

The elected officers shall appoint a Health and Safety Officer. This person will have the rank of Technical Specialist. The Health and Safety Officer shall be responsible for the management of the occupational health and safety program. The goal of this program is the prevention and elimination of accidents and occupational injuries, illnesses, and fatalities.

An Occupational Health and Safety Committee may be formed. This committee shall include representatives from the Association Board, elected officers, appointed officers, and the general membership. The purpose of this committee shall be to study and revise matters pertaining to the occupational health and safety within the fire department.

A changeable date safety record tracking sign will be posted at each station to heighten awareness. The date shown will be the last occurring treatable injury. A treatable injury is one which: 1) occurs during a training session, emergency scene, or work session; and 2) requires EMS transport and/or physician intervention via treatment and prescription drugs.

Examples of injuries that may not be treatable injuries could be: insect bites, a broken tooth from food consumption, acts of god, prescribed rest, light duty, diagnostic procedures, muscle heat treatments, etc. shall not be considered as a treatable injury. However, due to interpretations and evaluations, the elected officers will act upon the recommendations of the Occupational Health and Safety Committee and shall be the final decision-making authority for determination of the injury being classified as a treatable injury.

After each treatable injury an additional notification will be posted in each station for a minimum period of two weeks. The notice will describe the incident, the injury, and corrective action required to prevent further similar incidents.
Some injuries may require the establishment of ad-hoc investigation committee. The Fire Chief has the responsibility to appoint a suitable cross-section of members to serve on the committee. The committee has the full authority to reassess standard operating procedures for modifications as necessary.
Station 61 Mutual Aid Response Guidelines

Purpose

To establish response guidelines when responding on mutual aid requests from Station 61.

Scope

The guideline is to be followed by all personnel responding from station 61 while responding for mutual aid assistance to the surrounding departmental jurisdictions. This guideline should maximize the effectiveness of the Xxxx personnel without diminishing response coverage for our primary district.

Safety

All traffic laws shall be obeyed when responding for mutual aid assistance.

Response Guideline

1) The primary response vehicle will respond, after waiting a reasonable amount of time {approx. 4 min.}, with a minimum of three personnel to the proper location.
2) The departmental van shall wait a reasonable amount of time and respond with a minimum of two and no more than four personnel. Personnel shall monitor radio traffic for XVFD personnel responding to the station.
3) **Elected Officers only** will be permitted to respond in their personal vehicles. No other personnel shall be permitted to respond in their personal vehicles.

Positioning

1) The primary apparatus shall position their vehicle as per assigned by command.
2) The departmental van will stage away from the scene and enter with the PASSPORT ready and report to the personnel staging area and wait for an assignment. If no personnel staging area is established, XVFD personnel shall establish a staging area at the primary XVFD apparatus.
3) The officer or senior firefighter shall be in charge of crew that arrives in the van or the officer in the primary apparatus may absorb the personnel as deemed necessary.

Personal vehicles responding to mutual aid with Klein VFD within Klein VFD areas may run Code 3 on major thoroughfares only.
HAZARD COMMUNICATIONS

All members are to be made aware of the physical and toxic characteristics of materials and chemicals in the workplace. The Fire Department regularly discusses these hazards prior to members utilizing any dangerous and/or other substances that may be harmful to their health. Material safety data sheets (MSDS) are available for members access at each fire station. These MSDS describe the physical and toxicological characteristics of certain products that may be utilized in the course of XVFD activities. It is the responsibility of each member to understand these properties after proper instruction.
TRUCK COMPANY

Mission Statement: The mission of the Xxxx Fire Department's Truck Company is to provide specialized operations to support fire suppression efforts. This support may include but is not limited to areas such as ventilation, forcible entry, placement of ground ladders, rescue, and Tower operations.

Organization: The Truck Company will consist of the Truck Company Lieutenant and no less than six nor more than twelve firefighters. The maximum number of Truck Company members off a single Company is three. The Truck Company Lieutenant is appointed by and reports to the Elected Officers. An Engineer (Technical Specialist) for Tower 61 may be appointed based on needs and qualifications.

Responsibilities: Truck Company members are responsible for the safe completion of fireground activities as listed in the Mission Statement. At the scene of structural fires, the Truck Company members shall report to the Truck Company Lieutenant or Tower 61. At scenes where specialized Truck Company activities are not necessary, the members shall report to and take direction from their Company Lieutenant.

Tower 61 is often called for automatic mutual aid and multi-alarm fires. These responses generally call for one Station 61 company and Tower 61. All Truck Company Members are encouraged to respond to these calls with Tower 61. Truck company members have priority on the truck over the company called for. In order to minimize POV traffic, personnel should "car pool" as much as possible (meet at the station or other advantageous location). Responses can be delayed somewhat to ensure that a maximum number of personnel are on the responding piece of equipment or POV.

Truck company members also have additional "non fireground" responsibilities. These include special work as related to Tower 61 and additional training.

Qualifications: Firefighters who have been members for at least one year are eligible to be appointed to the Truck Company. Perspective Truck Company members should be active department members and have a demonstrated desire to learn and perform the necessary duties.

Membership: Truck Company members will be appointed by the Elected Officers upon request of the Truck Company Lieutenant with consultation from the perspective member's Company Lieutenant. Firefighters who are interested in joining the Truck Company should make their request to the Truck Company Lieutenant or their Company Lieutenant. Continued membership on the Truck Company will be evaluated based on participation and performance (both "regular" and Truck Company specific).

Training/Meetings: Truck Company members are expected to become proficient in and have additional "expertise" of the duties that are normally performed by truck companies. In order to achieve this knowledge and skill, additional training is required. Truck Company training/meetings will normally be held on the third Monday of each month (this is in addition to regular meetings). Truck Company members are required to attend 50% of the Truck Company training sessions/meetings or have excused absences by notifying the Truck Company Lieutenant prior to the meeting.
DRIVER QUALIFICATIONS

To qualify to drive XVFD vehicles non-emergency, and to drive POV’s emergency, these minimum qualifications must be met:

- Be 18 years old.
- Have acceptable driving record as per related policy.
- Have attended a DDC course or equivalent within the last five years.
- Have the approval of the Company Lt.
- Have the approval of the respective station Captain.
- Have the approval of the elected officers (POV emergency driving only).
- Have approved driver in the officers’ seat (XVFD apparatus only).

To qualify to drive XVFD vehicles emergency status, learning and regular response, the above minimum qualifications apply and the following additional criteria must be met:

- Class B license (as applicable to vehicle)
- Receive recommendation by the Company Lt. and station Captain.
- Approval by the elected officers at a regular officers meeting.

After a suitable period of driving with direct supervision, the Captain may request the trainee to be placed on the approved driving list per qualified apparatus.

During the driver training phase, the member must ride with an approved driver in the officer’s seat. Training issues to be addressed include but are not limited to the following:

- Lane placement
- Lane choice during emergency responses
- Use of mirrors
- Department Procedures regarding backing
- Control of Speed
- Interface with intersections/clearing and proceeding through the intersection
- Map reading/familiarization with district territory
- Safety issues (seatbelts, not exiting the vehicle until air brakes are set, etc.)
- Placement of vehicle at various scenes
- Use of braking devices (Jake Brakes, Drive line Retarders, Emergency Braking, Air Brakes)
- Use of emergency devices (emergency lights and sirens)

In addition to and in conjunction with the above, the training member must train in the use of the truck systems, i.e. standard pump operations and complete familiarization with equipment and compartment contents on the vehicle. Standard pump operations are defined as follows:

- Putting truck in pump gear and taking truck out of pump gear.
- Thorough understanding of valve operations (recirculating, tank to pump, trash lines, primary attack lines, and auxiliary discharge).
- Use and availability of adapters and connectors for various applications.
- Familiarity with LDH; and hydrant operations and water hammer.

Before being allowed to drive the apparatus under emergency conditions, the member must show proficiency in operating the pump in non-complex situations. A non-complex situation is defined as a scene which does not require water relays, drafting, or the use of dry hydrants. The member should have an understanding of how to use a water manifold and gated Y.

After the Member has participated in drivers training with an approved driver and has met the minimum requirements set above, and has been recommended by the company Lt., the driver must
drive on a minimum of three emergency runs with the station Captain in the officers seat. After these three responses, the Captain will re-evaluate the driver and either approve the driver for emergency response status or require the driver to drive with the company Lt. or with the Captain himself until that time which the driver is deemed competent and safe.

After the Member has obtained the minimum requirements as set forth above, and is in the evaluation phase (waiting to obtain 3 emergency responses with the Captain) the member may respond in the truck to a scene in a non-emergency mode. This may be necessary to get the apparatus to the scene in the absence of an approved driver.

**XVFD Driver training in apparatus:**

- 18 years old
- acceptable driving record
- DDC or equivalent in last five years
- Approval of Co. Lt.
- Approval of Station Captain
- Class B license or training to receive
- Training in basic pump operations

**XVFD Driver training emergency response in apparatus**

- 18 years old
- acceptable driving record
- DDC or equivalent in last five years
- Demonstrated proficiency in driving of apparatus to an approved driver
- Demonstrated proficiency in driving of apparatus to the company Lt.
- Demonstrated proficiency in driving of apparatus to the station Captain
- Demonstrated proficiency in pump operations to company Lt.
- Demonstrated proficiency in pump operations to station Captain
- Drive with station Captain on a minimum of three emergency responses or until Captain is confident of drivers competence. If the Captain is not satisfied with the driver’s ability after three responses, the driver may be allowed to drive emergency with the company Lt. in the officer’s seat. However, re-evaluation must be performed by the Captain before drive is presented to the Officers at a regular Officers meeting.
Driving Policy

A driving policy is being implemented to insure that our members are safe and conscientious drivers, and to provide for the safety of the general public when our members are driving the apparatus or their personal cars responding to emergencies.

A point system will be used to determine if our members may be allowed to use warning devices (lights & siren) to respond to emergency calls. The point system is shown as an attachment to this policy.

A semi-annual review will be used to determine a member's emergency driving status. The reviews will be conducted in May and November of each year.

The department's administrative secretary will obtain each member's driving record during the first week of the above months. An elected officer will then determine each member's points using the abovementioned point system. These findings will be presented at the next officers' meeting for review by the officers.

The following criteria have been established:

1) DWI or DUI - No member will drive emergency if he/she has been convicted of DWI/DUI during the past three years. A member must wait three years from the date of the offense (or date of conviction) before re-applying for emergency driving status. If a member is convicted of a second DWI/DUI within five years of the first conviction, the member is terminated.

The same rationale is used for new candidates (eg. if a candidate has two DWI/DUI on his record he/she will not be considered for membership).

2) Points - if a member has 195 points or above, his/her membership will be terminated.

3) Points - Any member scoring between 125 and 195 points will have his/her driving record reviewed by the officers. After review, the officers will decide if the person may drive: the department apparatus, or, a POV utilizing emergency warning devices.

4) Traffic Violations/Accidents - It will be the responsibility of each member to report traffic convictions and accidents to the elected officer who coordinates this policy. Failure to provide said information will be detrimental to the member when his/her driving record is reviewed.
DRIVER EVALUATION POLICY

OBJECTIVES

To establish a method of evaluating Xxxx Volunteer Fire Department members for consideration of:

1. Operating department apparatus
2. Using lights / sirens POV’s
3. Maintaining membership

Historically, there are five factors that show a statistical significance in traffic accident phenomenon; length of membership, age of the driver, marital status, number of traffic accidents, and the number of accidents. The points assigned to each category are as follows:

<table>
<thead>
<tr>
<th>(A)</th>
<th>Length of Employment</th>
<th>(B)</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 1 year</td>
<td>20</td>
<td>Under 21</td>
<td>45</td>
</tr>
<tr>
<td>1 to 2 years</td>
<td>15</td>
<td>21 to 24</td>
<td>30</td>
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<tr>
<td>2 years and over</td>
<td>10</td>
<td>25 to 29</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 to 65</td>
<td>10</td>
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<table>
<thead>
<tr>
<th>(C)</th>
<th>Violations</th>
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</thead>
<tbody>
<tr>
<td>3 or more</td>
<td>60</td>
</tr>
<tr>
<td>2</td>
<td>30</td>
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<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>0</td>
<td>10</td>
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</table>

<table>
<thead>
<tr>
<th>(D)</th>
<th>Accidents</th>
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</thead>
<tbody>
<tr>
<td>2 or more</td>
<td>60</td>
</tr>
<tr>
<td>1</td>
<td>30</td>
</tr>
<tr>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(E)</th>
<th>Martial Status</th>
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</thead>
<tbody>
<tr>
<td>Single/Divorced</td>
<td>10</td>
</tr>
<tr>
<td>Married</td>
<td>0</td>
</tr>
</tbody>
</table>

Example: A member who has been a member for 4 years, is 27 years old, has one violation, one accident, and is single. Add the appropriate category from (A) + (B) + (C) + (D) + (E) or 10+15+20+30+10 = 85 points.
SUMMARY OF LAWS APPLICABLE TO EMERGENCY VEHICLES
UNIFORM ACT - V.C.S. 6701D

Art 6701d Article 1 Words and phrases defined
Sec 1. Definition of words and phrases.

The following words and phrases when used in this Act shall, for the purposes of this Act, have the meanings respectively ascribed to them in this Article.

Art 6701d Subdivision 1 Vehicles and Equipment defined
Sec. 2 Vehicles

(a) "Vehicle" means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices used exclusively upon stationary rails or tracks.

(d) "Authorized Emergency Vehicle" means vehicles of the fire department (fire patrol), police vehicles, public and private ambulances for which permits have been issued by the State Board of Health, emergency vehicles of municipal departments or public service corporations as are designated or authorized by the governing body of an incorporated city, private vehicles operated by volunteer firemen or certified Emergency Medical Services volunteers while answering a fire alarm or responding to a medical emergency, industrial ambulances and other industrial emergency response vehicles when operating in an emergency situation provided the vehicle is also operated in adherence with criteria established by the XXX Industrial Fire Training Board of the State Firemen's and Fire Marshals' Association of XXX as the criteria are in effect on September 1, 1989, and vehicles operated by blood banks or tissue banks, accredited or approved under the laws of this state or the United States, while making emergency deliveries of blood, drugs or medicines, or organs.

Art 6701d
Sec. 24 Drivers Additional Exceptions

(b) The driver of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions herein stated.

It is unlawful and unless otherwise declared in this Act with respect to particular offenses, it is a misdemeanor for any person to do any act forbidden or fail to perform any act required in this act.

(c) The driver of an authorized emergency vehicle may:

1) Park or stand, irrespective of the provisions of this chapter;
2) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operations;
3) Exceed the maximum speed limits so long as he does not endanger life or property;
4) Disregard regulations governing direction of movement or turning in specified directions.

(d)(1) The exemptions granted under Subsection (b) and (c) of this section apply only when the driver of the vehicle is making use, at the discretion of the driver, in accordance with policies of the Department or the local government that employs the driver, of audible and visual signals meeting the requirements of Section 124 of this Act, except as provided by Subsection (d-2) of this section and except that an authorized emergency vehicle operated as a police vehicle need not be equipped with or display a red light visible from in front of the vehicle.
Art. 6701d
Sec. 75

(a) Upon the immediate approach of an authorized emergency vehicle making use of audible and visual signals meeting the requirements of Section 124, or of a police vehicle property and lawfully making use of an audible signal only:

1) The driver of each other vehicle shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible to, the right-hand edge or curb of the roadway clear of any intersection and shall stop and remain in such position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.

(b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

Art. 6701d
Sec. 95 Stopping, standing, or parking prohibited in specified places

(a) Except as provided by Subsection (c) and (d) of this section and except when necessary to avoid conflict with other traffic, or in compliance with law or the direction of a police officer or official traffic control device, no person shall:

(b) Stand or park a vehicle, whether occupied or not, except momentarily to pick up or discharge a passenger or passengers:
   Within fifteen (15) feet of a fire hydrant;
   Within twenty (20) feet of a crosswalk at an intersection;
   Within twenty (20) feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within seventy fire (75) feet of said entrance (when properly sign posted)

Art. 6701d
Sec. 100 Following Fire Apparatus Prohibited

(a) The driver of any vehicle other than one on official business shall not follow any fire apparatus traveling in response to a fire alarm closer than five hundred (500) feet or drive into or park such vehicle within the block where the fire apparatus has stopped to answer a fire alarm.

(b) No driver of a vehicle, except a driver on official business, may follow closer than five hundred (500) feet behind an ambulance when the flashing red lights of the ambulance are operating. No driver of a vehicle may drive or park his vehicle at a place where an ambulance has been summoned for an emergency call in a manner calculated to interfere with the arrival or departure of the ambulance.

Sec. 101 Crossing Fire Hose

No driver of a vehicle shall drive over an unprotected hose of a fire department when laid down on any street or private driveway, to be used at any fire or alarm of fire, without the consent of the fire department official in command.

Sec. 124 Audible and Visual Signals on Vehicles, Signal Lamps, and Signal Devices

(a) Every authorized emergency vehicle must, in addition to any other equipment and distinctive markings required by this Act, be equipped with a siren capable of giving an audible signal.

(b) Every authorized emergency vehicle shall, in addition to any other equipment and distinctive markings required by this Act, be equipped with signal lamps mounted as high and as widely spaced laterally as practicable, which shall be capable of displaying to the front two alternately flashing red lights located at the same level and to the rear two alternately flashing red lights located at the same level, and these lights shall have sufficient intensity to be visible at 500 feet in normal sunlight.
(c) A private vehicle operated by a volunteer fire fighter while answering a fire alarm or responding to a medical emergency may be equipped with the signal lamps required by Subsection (b) of this section or with a signal lamp that is temporarily attached to the vehicle roof and that flashes a red light with sufficient intensity to be visible at 500 feet in normal sunlight. Operation of the vehicle is subject to applicable requirements of Section 24 of this Act.

Sec. 133 Audible Horns and Warning Devices

(d) Any authorized vehicle must be equipped with a siren capable of emitting sound audible under normal conditions from a distance of not less than five hundred (500) feet and of a type approved by the department. The driver of such vehicle shall sound said siren when necessary to warn pedestrians and other drivers of the approach thereof.

* NOTE: Type of siren approved by XVFD is one which employs the use of at least one (1) hundred watt (100w) speaker and a siren unit capable of driving that speaker to its capacity.
HEARING CONSERVATION PROGRAM

Personal health and compliance with NFPA 1500 requires a local Hearing Conservation Program. The following policy is MINIMUM REQUIREMENTS, which can be modified, and will be followed by ALL XVFD members at ALL times.

<table>
<thead>
<tr>
<th>UNIT</th>
<th>WHILE RESPONDING</th>
<th>WHILE 10-10</th>
<th>SEATING LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Apparatus</td>
<td>Driver’s Window</td>
<td>N/A</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>Closed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* = Extreme noise conditions exist, >103 dba
TECHNICAL SPECIALIST JOB DESCRIPTION

The technical specialists herein report to the (Chief, Assistant Chief, Deputy Chief and Station Captain) and generally encompass the appointed officers not functioning as Company Lts. These specialists are appointed by the elected officers and are assigned radio numbers as determined by the elected officers.

Technical specialists are required to be knowledgeable in matters of active firefighting, equipment operation and application, apparatus operation, and experts in the area of assigned specialty. (The elected officers will provide for the necessary training to insure competence in the assigned area of specialty.)

Qualifications - Technical specialists must be able to work with all levels of management and members and to assist their station Captains as necessary in educational and training programs dealing with their area of expertise. They should be self-starters and able to work with minimal supervision. Also, they should have expert knowledge in their area of specialization and then continue to enhance their skills after appointment to become the primary resource in their area of expertise for the department.

Duties & responsibilities - Technical Specialists are to keep abreast of changes in their area of specialty and, as appropriate, communicate these changes to the department thru training sessions. No changes in procedures or guidelines are to be made in the Technical Specialists area of responsibility without first consulting the respective Technical Specialists.

Technical specialists are generally assigned the following tasks:
- Medical
- Safety
- Engineer
- SCBA/Air
- Others, to be determined
GUIDANCE FOR RADIO USE

This is a guidance document to assist Xxxx VFD members in proper and valuable radio usage. All members are to follow this guidance.

***********************************************************************

IMPORTANT CONSIDERATIONS

• Just because you have a radio does not mean you have to talk
• Assure your message will add value to the incident
• Listen before speaking to assure clear air
• Push the push-to-talk button 1 second prior to speaking to activate the repeater
• Assure your message content prior to keying up
• Use short phrases
• Assure others understand what you are saying – confirm if necessary

CONSIDER PRIORITIES

1. Elected officers have highest priority
2. Responding to the station – consider how many are enough??!!!!
3. Apparatus enroute – each one
4. To scene – MAXIMUM of two stating enroute
5. Rehab Team – Enroute only statement
6. On scene –
   • First POV – Establish command, provide size-up, provide orders
   • First apparatus

Common Sense Makes Good Sense
XXX VOLUNTEER FIRE DEPARTMENT
RADIO COMMUNICATIONS

I.
Tactical 5 – Tac.5 (Eastside Tac Channel) will be used for all incidents involving 3 or more pieces of apparatus on an emergency incident that lies EAST of xxxx Rd. with the exception of Mutual Aid with departments out of our territory and departments that do not utilize UHF as their primary dispatch frequency. In this case, XXX VFD apparatus should switch to that agency’s frequency. If a department is providing Mutual Aid then said department should switch to our frequency.

Tactical 6 – Tac.6 (Central Tac Channel) will be used for all incidents involving 3 or more pieces of apparatus on an emergency incident that lies WEST of xxxl Rd. that do utilize UHF as their primary dispatch frequency. If you respond to a department that does not utilize UHF then switch to their frequency.

Tactical 7 – Tac.7 (Westside Tac Channel)

Tactical 8 – Tac.8 (East alternate Tac Channel) will be used for SPECIAL OPERATIONS, training, drills, NON emergency DEPARTMENTAL communications between units.

Tactical 9 – Tac.9 (West alternate Tac Channel) will be used for SPECIAL OPERATIONS, training, drills, NON emergency DEPARTMENTAL communications between units.

ADMIN 10 – ADMIN.10 will be used for all NON emergency, NON repeatered communications.

ADMIN 11 – ADMIN.11 will be used for all NON emergency, NON repeatered communications

All units should utilize the above guidelines when utilizing the UHF channels as not to interfere with other radio traffic or operations.

The dispatcher will control the use of Tactical channels and should prompt the agencies when to switch and which channel depending on the availability of each Tactical Channel.

III. Most Frequently Used Radio Codes

It has been determined that the easiest form of communications is without “ten” codes or “codes” in general, however certain “coded” do serve a useful purpose if used by all agencies and have the same meaning. The following are some “codes” to remember and you may utilize them.

- Code 3 - Emergency Run
- Code 4 - Proceed to Scene - NON-EMERGENCY
- Code 6 - Bomb Scare - Report to your respective Station - NON-EMERGENCY
- Code 10 - Intrusion alarm at Station x
- Code 20 - Intrusion alarm at Station x
- Code 30 - Intrusion alarm at Station x
- 7-1 - Tap Out
- 10-10 - On the air
- 10-24 – Fire Marshal, specify Department or County
- D.O.A. – Dead on Arrival
- D.O.S. – Dead on Scene
- 10-17 – Auxiliary Members
VI. RADIO NUMBERS

<table>
<thead>
<tr>
<th>Title</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief</td>
<td>6001</td>
</tr>
<tr>
<td>Asst. Chief</td>
<td>6002</td>
</tr>
<tr>
<td>Deputy Chief</td>
<td>6003</td>
</tr>
<tr>
<td>Captain St. 61</td>
<td>6111</td>
</tr>
<tr>
<td>Captain St. 62</td>
<td>6211</td>
</tr>
<tr>
<td>Captain St. 63</td>
<td>6311</td>
</tr>
<tr>
<td>Fire Marshal</td>
<td>6024</td>
</tr>
<tr>
<td>Junior Captain</td>
<td>6112</td>
</tr>
<tr>
<td>Lieutenant Sta. 61</td>
<td>6113</td>
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<td>Lieutenant Sta. 61</td>
<td>6114</td>
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<td>Lieutenant Sta. 61</td>
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<tr>
<td>Tuck Company Lt.</td>
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<tr>
<td>Dept. Apparatus Lt.</td>
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<td>6313</td>
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<tr>
<td>Lieutenant Sta. 63</td>
<td>6314</td>
</tr>
<tr>
<td>Dept. Safety Officer</td>
<td>6021</td>
</tr>
<tr>
<td>Dept. Medical Officer</td>
<td>6027</td>
</tr>
</tbody>
</table>
XXX’S FIRE FIGHTER CANDIDATE SCHOOL

I. Purpose
1.1 It is the purpose of the “Firefighter Candidate School” to produce well-trained firefighting recruits; well-trained members are productive members of this organization.

II. Eligibility

2.1 All who apply are eligible for consideration provided they meet the following criteria:

1. Candidate must meet departmental age requirements.
2. Candidate must reside in XVFD district or in an approved proximity of XVFD district. If a candidate does not reside in XVFD district, said candidate must provide a letter from his fire district chief giving permission for the candidate to join XVFD. This letter will then be placed in the candidate’s file.

Candidate must be a person of good standing in his or her community and is subject to a legal background check.

Candidate is subject to a drug test and a medical test at the Department’s expense.

3. A person is eligible for a Non-Firefighting position at age 15, provided the candidate has a department family member who is at least 18 years old. Therefore, this member is given these options:

a) Attend firefighter candidate school before the age of 17, strictly for furthering their fire knowledge.

b) Remain a Non-Firefighter and go through normal department training until said member reaches the age of 17, at which time he/she must enroll in the candidate school and complete the requirements outlined in this proposal to become a Firefighter.

III. Class Requirements

3.1 Each candidate school will run approximately 3 months in duration. Candidates will meet most Wednesdays and Saturday or as dictated by the regional academy during these 3 months separate from the regular departmental training. In addition, some weeknight training is to be expected. The XVFD will attempt to meet candidate schedules via flexible agreements.

3.2 Class Attendance.

a) A candidate is expected to attend all recruit training classes. Subjects will be SFFMA Introductory classes. 70 hours are required for introductory certification.

b) A class attendance roster will be maintained by the coordinator. The Instructor will take class attendance at the beginning of class and a copy will be turned into the coordinator and the original will be turned into the training officer. The Firefighter candidate will be issued a class attendance sign-in sheet, it is the candidate’s responsibility to have the instructor sign his/her sheet.

c) Excused Absence: Any candidate must notify the class coordinator in the event of an absence prior to the scheduled class. Failure to do so may result in disciplinary action.
d) Unexcused Absence: Any candidate with two unexcused absences will be terminated upon the second unexcused class. Unexcused absences include: Sleeping through class, poor participation, or just not attending.

e) Notification of Absence:

1. Candidate will notify the coordinator in advance with the reason he/she can not attend the scheduled class.

*Note- When a candidate does not call in, it will be considered an unexcused absence until the candidate proves otherwise.

f) Candidates are expected to be prompt and arrive with the necessary materials (paper, pen, candidate book, etc.)

g) If a candidate is disruptive the instructor will dismiss the candidate from class. The coordinator will be notified, and investigated the candidate is subject to termination.

IV. Issuing of Equipment

A. Gear and pager will be issued after course completions that satisfy safety and performance considerations.

B. Equipment issued will be:
   Boots, Helmet, Coat, Pants, Hood and Gloves. The helmet will have a white stripe in the middle indicating candidate status.

IV. Testing

A. The class coordinator will give a written test on each subject of the School.

B. The class coordinator will give a practical test at the end of the school.

1. A candidate must pass all practical tests to get off probation. If a candidate fails a practical test he/she will be given a second chance. The candidate must make arrangements with the instructor for the retest.

2. Once the candidate has successfully completed all classes, practicals, and with the approval of the Recruit Coordinator, Station Captain, and Company Lieutenant he/she may request to be promoted to Firefighter.

VI. Class Stipulations

A. Upon receiving permission to respond to Xxxx calls, candidates will participate in support activities only. Those candidates found to be in the “Hot Zone” will be subject to immediate termination.

B. Candidates shall not respond to any XVFD’s calls unless they are called.

C. All members who disobey a direct order of a Senior officer at a fire scene is subject to immediate termination.

D. Candidates in FCS shall not participate in any fires outside of our district under any circumstances, and may be grounds for immediate termination.

E. Those candidates completing FCS requirements and graduating to firefighter are not assured of a firefighting position but will be moved as space becomes available or the need arises.
F. All present policies and procedures apply to candidate firefighters and must be followed as stated in the Standard Operating Guideline's manual.

G. Those candidates with previous experience must show proof of training, and based on the elected officers' decision, may take a modified and expedited approach to candidate training.

H. All candidates must attend two Officer Meetings, one Xxxx Volunteer Fire Association, Inc. meeting and one Emergency Services District #xxx Meeting. Prior to being promoted to firefighter.
PURCHASING POLICY

The following procedures are to be used when purchasing materials and services for the Xxxx VFD. In case of discrepancy between these standards and the laws of the State of Xxx, the laws of the state shall take precedence.

Section I
Personnel Purchasing Authority

Any member in good standing is eligible to purchase certain fire department materials. Blanket order accounts are established at:

- Ken's Hardware
- O'riley Auto Supply-1960 at Bamwood
- Spring True Value Hardware

Others may be established by the Fire Chief if necessary.

Section II
Value Amount Limitations

Materials or service purchased shall not surpass $50.00 (except fuel purchases) at any one purchase, unless approved by the senior officer present. A purchase order must be issued for any order surpassing $500.00.

Section III
Identification

Any purchase shall require departmental identification, printed first and last name and personal signature on the invoice where possible. The individual should note (on the invoice) for which specific project the materials are being purchased.

Section IV
Non-Budgeted Items

The Fire Chief shall make the final decision regarding the purchase of non-budgeted materials valued up to $500.00. The Board Of Directors has established a policy for the Fire Chief decisions for purchases of materials under $500.00. Any non-budgeted materials valued over $500.00 shall have board notification. Emergency repairs are exempt but require Fire Chief's (or senior officer in district) approval and board notification.

Section V
Budgeted Items

The Fire Chief is ultimately responsible for all purchases. Members may research, request and purchase on their signature budgeted items, only after review by the Fire Chief. The Fire Chief must verify proper purchasing procedures have been followed.

Section VI
Bid Requirements

Most total purchases over $5,000 must be submitted to bid. Some specific items are exempt such as portable radios, tires and specialized equipment meeting XVFD standardization policies. However, each and every purchase order must have the Fire Chief's review.
Section VII
Bid Procedures

There may be instances when a newspaper ad (usually the 1960 Sun) should be submitted for two consecutive weeks prior to or during the bid-letting time period. An example follows:

"The Xxxx Volunteer Fire Department is accepting bids for miscellaneous firefighting equipment. Vendors may pick up bids at xxxxxxxxxxxx for appointment. The bid opening is scheduled for `Month Day Year, time of day'."

The newspaper ads must remain on file. A separate file for each bid shall be maintained.

Copies of all related bid correspondence must be maintained in the file. The original purchase order shall be submitted to the successful bidder. Purchases should require one delivery and one invoice. The purchase order numbering system is as follows:

Month Day Year-Initials-number written per day-code of vendor.

41401-initials - # - vendor name

Bids shall be mailed to a minimum of three vendors. Bids shall be read at the specified time and date. A spreadsheet shall be produced for item(s) comparison. Purchase orders shall be awarded as soon as feasible to the successful bidder(s) who meets or exceeds the requirements of the bid.

Justification in writing must be added to the file if the low bid meeting all requirements is not chosen. This justification may be provided to the vendor(s) if they so desire.

The Fire Department reserves the right to reject or deny any, part of, or all bids. The Fire Department may notify each bidder of the specifics or outcome upon request of the individual vendor.

Section VIII
The Purchase Order

A blank copy of a purchase order shall be completed in full by the individual purchaser. That copy will then be submitted to the administrative assistant for typing and subsequent authorizing signature.
EMPLOYED AUXILIARY POOL
QUALIFICATIONS & RESPONSIBILITIES

Objective: It is the intent of the Department to reduce the ever increasing demands being placed on volunteers by assisting them with the necessary task of upkeep and maintenance of the equipment, apparatus, and stations, in addition to the ever increasing number of responses. Many of these activities must be performed during normal business hours. There are times when sufficient volunteers are not available to assist in these activities.

Position:
Title: Duty crew
Selection: By the elected officers. Number of positions will be set by the elected officers.
Report To: While on duty, report through the normal chain of command to the supervisor, as designated by the Fire Chief.

I. Qualifications
   A. Must be a high school graduate or have G.E.D.
   B. Must meet the following fire service certification categories.
      1. Basic paid firefighter recruit training school certification.
      2. Xxx volunteer intermediate or advanced certification.
      3. Xxx volunteer basic certification, with five years experience.
      4. Preferred EMS Certification
   C. Applicant must be at least 19 years of age.
   D. Applicant may be given any or all of the following tests at the discretion of the officers of XVFD.
      1. Physical agility-test physical strength, endurance, speed and reactions.
      2. Written-test of general knowledge of fire service, apparatus and comprehension.
      3. Oral board-oral exam with fire chief and officers over background, interests, goals and other items at discretion of officers.
   E. Applicant must submit, in writing to the duty crew supervisor a request to be considered for employed auxiliary pool. This will be reviewed at the regular officer's meeting.
   F. A physical examination may be requested before employment upon discretion of XVFD. The cost of examination to be borne by CORP.
   G. A background investigation may be requested upon discretion of the officers.
   H. Applicant must have a valid Xxx class B license, with a good driving record, approved by insurance carrier, and meet all driving requirements of the XVFD and be qualified to drive all apparatus.
   J. Applicant must be proficient in pumping all XVFD apparatus and Tower 61 operations, or qualify within four weeks of the first shift undertaken. During this time the applicant will not be working alone.
   K. The elected officers of XVFD will make final determination.
II. Responsibilities

A. Daily station duties.
   1. Check ice water & cups on apparatus.
   2. Clean station floors as needed. Check outside grounds.
   3. Empty Trash
   4. Tuxxxay & Friday clean trashcans.
   5. Maintain station Cleanliness

B. Weekly station duties.
   1. Yard day

C. Weekly apparatus checks.
   1. Organization of equipment compartments.
   2. Air brake pressure.
   3. Emergency lights and electrical system.
   4. Booster tank level.
   5. Fuel level.
   6. Pump and relief valve operation.
   7. Visual check of SCBA condition and bottle pressure.
   8. Exercise all pump drain lines.
   10. Battery fluid level.
   11. Operate auxiliary generator systems.
   12. Tire air pressure.
   13. Minor equipment repairs as needed.
   14. Interface with mechanic as needed.
   15. Engine, transmission and primer oil levels.
   16. Operate pump primer.

D. Monthly apparatus inspection.
   1. Inventory tool boxes on each apparatus.
   2. Clean water coolers with chlorine solution.
   3. Run generator with heavy load output for 10-15 minutes.
   4. Obtain state vehicle inspections as required.
   5. Assist T-61 operator with aerial testing and maintenance schedule.

E. SCBA Maintenance
   1. Repair of minor problems.
   2. Insure that all SCBA are cleaned, dried and restored for operation after major fires.
   3. Fill any low bottles after fire, including R-61 cascade and T-61 aerial cylinders.
   4. Maintain existing SCBA maintenance program. This is not to eliminate weekly SCBA checks at station maintenance sessions but to supplement the existing program.
   5. Arrange for any major repairs and cylinder hydrostatic testing.

F. Duty crew must commit to learning and operating the XVFD computer system.

G. All of the above duties and responsibilities, including others as they are developed, will be considered as job performance requirements.

III. Fire Fighting Duties

A. Duty crew will follow all policies and procedures, safety guidelines and standard operating procedures as set forth to all Xxxx volunteer firefighters at all times while on duty.
IV. Standard operating procedures

A. Personnel are required to remain in the XVFD district for potential emergency responses unless specifically ordered to respond by the senior officer available. Two personnel may respond to a mutual aid call when no other personnel are out of district. In addition to the XVFD district, the following areas are considered acceptable: xxxxxxxxx

B. Development of new procedures as needs arise.

V. Pre-planning

A. Maintain existing pre-plans.

B. Develop new plans on new buildings and others which have not been complete. Detailed maps to be drawn and added to apparatus map books. Maintain existing map system.

C. Update emergency information of area businesses.

VI. Knox Box program maintenance

A. Maintain keys in installed boxes in district.

B. Provide literature to prospective buildings for knox box systems.

C. Maintain XVFD/Knox data system

VII. Employed Auxiliary pool

A. Auxiliary pool shall consist of personnel who will work Monday - Friday, 6-8 hours per day. Flexible schedules are permitted key coverage hours are from 7a.m. to 6 p.m.

B. The Chief shall administer the payroll, but may designate payroll reports and scheduling to the duty crew supervisor

C. The elected officers shall appoint a supervisor for the primary administration of this program.(The Duty Crew Supervisor)

D. The employed auxiliary pool will consist of two (2) classifications.
   Base Crew- Prime Dutyman, 5 positions.
   Secondary Crew -Dutyman, 4 positions.
   Positions can be added or modified with the approval of the elected officers.

E. Schedules shall be drawn for a one-month period, no later than one week prior to the existing schedule.

F. Payroll will be distributed every other Tuesday.

G. It will be the responsibility of the employee scheduled to arrange for a replacement in the event he will miss his shift.

H. A master log book shall be utilized daily to indicate the individual, date and hours credited for payroll and to indicate tasks assignments and completions.

I. Auxiliary pool shall meet as needed to discuss and provide solutions to problems such as scheduling, hours, responsibilities and individual performance evaluations. These meetings should be attended by the Fire Chief and/or Assistant Chief.

J. Personnel may be terminated by the supervisor after consensus with the elected officers.
Guidelines for the
Xxxx Volunteer Incentive Program (PVIP)

Section 1
Objectives

The objectives of the Xxxx Volunteer Incentive Program (PVIP) are to encourage participation in training, meetings, and emergency responses. This will enable the Xxxx Volunteer Fire Department to provide the public with more experienced, dedicated and competent members.

Section II
Membership & Fees

Membership is mandatory for all members from the time a fire-fighter candidate is accepted for training. The annual membership fee is a non-refundable $50.00 for Station 1, and $40.00 for station 2 & 3. Reserve members, junior members & full time students are exempt from the program.

The membership fees will be collected as follows:

- The fee must be paid no later than March 31st.
- The membership fee will be deducted from the annual incentive check, if any, or paid no later than March 31st of the following year.
- Candidates joining before April 1st of any year will be charged $50/$40 and will be eligible for full benefits. This fee must be paid within 30 days of commencement of training.
- Candidates on or after April 1st will be charged on a sliding scale as follows:

<table>
<thead>
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<th>Month Started</th>
<th>Sta. 61</th>
<th>Sta. 62/63</th>
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<tr>
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<td>$34.00</td>
</tr>
<tr>
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<td>$28.00</td>
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<tr>
<td>Oct, Nov, Dec</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Section III
Fiscal Year

The PVIP fiscal year runs from November 1 until October 31 of the following year. Training hours earned must be turned in and recorded by the Training Officer no later than November 5 to be eligible for that year’s incentive payment. Also, those fire fighters enrolled in extensive training courses (over one (1) week at Xxx A&M will only receive credit hereunder for 50% of their course hours, ditto for EMT.) The PVIP Bonus Point Form MUST be submitted to the P-VIP committee as per the nomination form requirements. Failure to abide by any established due dates will nullify submitted nominations. The Fire Chief is responsible for administering this system.

If the Annual Incentive award is less than $20.00, then no payment will be provided.
Section IV
Bonuses

A longevity bonus of $300.00 will be paid every three years of acceptable performance and service. An anniversary bonus every five years of acceptable performance will be provided:

5-$100: 10-$150: 15-$200: 20-$250: 25-$300: 30-$350

Additional bonuses will be paid for the following:
- Blood Donations (5 maximum @ $5.00 each)
- Special Projects
- Public education Participation
- Others as may be defined

Special projects bonuses must be recommended to the committee by the project coordinator in a timely manner as per the nomination form (note the submission time requirements) The amount will be determined on a case-by-case basis. The P-VIP Committee will determine the point value based on the hours spent for each individual per project.

Section V
Benefits

Participation benefits will be based on a point system of one point for every qualified emergency response, each regularly scheduled training, and each hour of training duly recorded by the Training Officer. Weighted values of each may be determined annually.

Effective December 1, 1999, if a member cannot attend a regularly scheduled meeting or training session, the member must contact their Company Lieutenant prior to the start of the meeting for an excused absence. If the member does not contact their Company Lieutenant, two full points will be deducted per incident from the individual’s overall totals at the end of the fiscal year.

Section VI
Committee Members

The Board of the Xxxx Volunteer Fire Association, Inc. will approve the committee members. Membership will be composed of the Third Vice-President of the CORP, and four members of the Xxxx Volunteer Fire Department with at least one member from each station. Future vacancies will be filled by a recommendation of the committee and approved of the CORP. The Fire Chief is an Ex-officio member of the committee.

Section VII
Annual Meeting

The committee will meet in November of each year to determine incentive payments that will be provided at the Annual Holiday Party.

P-VIP Committee Point Guidelines

- Certification Advancement:
  - FF
    - Intro: 25
    - Basic: 50
    - Intermediate: 75
    - Advanced: 100
    - Master: 150
  - EMS
    - ECA: 15
    - EMT-B: 50
    - EMT-I: 75
    - EMT-P: 150

- General Projects: 2-5 points per hour based on Committee’s decision. (see Section IV for details)
- Instructors for Candidate Classes: 5 points per hour

- MDA Fill the Boot: 10 points for one day; 25 points for two days; minimum three hours of participation.
  - Hose Testing: 125 points per truck (Engines & Tower)
    50 points for Eq-63
    (Divided by the number of participants based on the hours of participation)

- Apparatus Maintenance: (trip's to shop)
  - drive apparatus – 5 points
  - drive POV – 10 points (mileage will be submitted separately)
INSURANCE COVERAGE SUMMARY

The Xxxx Volunteer Fire Department has one of the broadest coverage portfolios of any Xxx County Fire District. Following is a summary of the insurance benefits that apply to all active members. Trucks and stations are insured for a predetermined value.

1) Equipment Coverage - Covers member's personal belongings at replacement cost without a deductible or depreciation (flashlights, kojacks, glasses, clothing, etc., jewelry and money is not covered, items except clothing must be registered with the department in the Asset Tracking System).

2) Worker's Compensation - Covers 100% of all medical expenses due to a fire department related injury.

3) Accident & Sickness - Covers lost wages due to injury up to 260 weeks, $100,000 life insurance and proportional disability payments are also included. In addition, the Xxxx Volunteer Fire Association, Inc. has a policy where up to 60% of lost wages are reimbursed for any waiting period prior to taking effect (five days). Weekly disability pays a maximum of $400 Schedule Benefit limit for the first 30 days with no waiting period. Should disability continue after 30 days, the benefit is $1000 per week (not to exceed 100% of pre-disability benefits). Also included is $100,000 Infectious Disease and HIV Positive benefit of $100,000.

4) Liability - General Liability and Management Liability with $1,000,000 occurrence limits plus additional Umbrella Liability of $5,000,000

5) Automobile Coverage - Bodily Injury & Property Damage liability, $1,000,000 per accident; Personal Injury Protection per person, $2,500; Uninsured Motorist Liability, $1,000,000; Auto Liability applies to volunteers while using their personal autos on behalf of the XVFD. Coverage is provided EXCESS over the individual's personal auto policy.

6) The State of Xxx, through the Benefits Division of the Employees Retirement System, provides a $200,000.00 lump sum death benefit to families of deceased public safety officers. This includes fire and police, both paid and volunteer. No membership in ERS is required. Phone 512-476-6431

7) The Fleetwood Memorial Foundation, a private foundation in Xxx, provides financial assistance for public safety personnel who suffer injury or line of duty death. Amounts vary. Phone 817-261-8954

8) The Federal Government, through the Public Safety Officer's Benefits Program in the Bureau of Justice Assistance, provided a lump sum death benefit of $250,000.00 to families of deceased public safety officers. This includes fire and police, both paid and volunteer. Phone 202-307-0635

9) The Federal Law Enforcement Dependent Assistance Program in the Department of Justice provides education assistance for spouse and eligible children. Phone 888-744-6513
INFECTION CONTROL POLICY

Purpose

To provide Standard Operating Procedures to all personnel to reduce the risk of exposure to blood and body fluids. To prevent disease transmission and provide the safest possible working environment.

Policy

These precautions that must be taken when probable contact with blood or other body fluids is expected or when there is a suspected or known existence of disease.

I. Patient Handling Procedures

In most cases, EMS will not know what particular disease a patient has contracted. However, most diseases will be represented by one or more signs and symptoms (rash, fever, lesions, vomiting, etc.). In considering this fact, as well as the fact that EMS personnel are educated to treat symptoms and not diagnose, then the correct way to handle infection control problems is by dealing with the symptoms. When discussing preventative measures we will be using tools to protect both the EMS personnel and the patient.

A. Gloves

Examination gloves will be worn at all times by Xxxx Volunteer Fire Department (XVFD) personnel when handling patients. Gloves will prevent the spread of disease from the patient to your hands, or from your hands to the patient. There are two (2) types.

1. Sterile Gloves - these shall always be used for burn treatment and OB deliveries.

2. Non-Sterile (examination) gloves - will be worn when treating all other patients with the above exception.

Standard firefighting gloves do not provide protection from blood and body fluids. During extrication and motor vehicle accident activities, leather gloves are to be worn. If you should move to patient care latex gloves will be worn. Do not use leather gloves, they do not provide adequate protection from body fluids.

Gloves are to be worn once per patient and then discarded. Used latex gloves shall be disposed of in proper waster receptacles, (i.e. NOT coat pockets, truck floors, jumpkits, tailboards, etc.).

B. Masks and Goggles

Mask and goggles will be worn when the need arises, such as with respiratory transmitt diseases and possible exposure to patient body fluids (vomit, feces, urine, blood, etc.). Proper eye/face protection includes glasses, safety glasses or goggles, and surgical style face masks. Masks and goggles serve several purposes. First to prevent the wearer from absorbing and inhaling large droplets in the direct contact category. Second, they prevent inhaling and absorbing finer particles. Thirdly, they prevent the spread of micro-organisms from host to personnel by the personnel touching mucous membranes before they have a chance to wash their hands.

C. Mouth to mouth - shall not be performed by XVFD personnel. Portable cardiopulmonary resuscitation equipment, e.g. Ambo-bag and oral airways.
II. Decontamination Procedures

Following are guidelines and recommendations for specific methods that XVFD personnel can reduce their risk-and patients risk of infection--from procedures such as thorough hand washing and disaffection of equipment and apparatus.

A. Personal Decontamination

1. Hand washing before and after contact with patients is the single most important means of preventing the spread of infection. This is to be done with soap/anti-microbiodical soap immediately upon conclusion of the EMS incident.

2. Showering is recommended in instances where contaminants are spread beyond normal protection (i.e., upper arms, legs and uniform).

B. Decontamination of Equipment

1. All contaminated equipment must either be disposed of or taken back to the station for proper cleaning after each call. All heavily soiled equipment shall be placed in a contamination bag available on any EMS unit or XVFD unit.

2. Soiled reusable equipment (i.e. laryngoscope blades) will be cleaned immediately after use in a 1:16 sporicidin/water solution in accordance with manufacturers guidelines.

Guidelines:

a. The disinfecting agent can also be used as an environmental cleaning agent for floors, walls, seats, and apparatus.

b. Blood spills shall be cleaned up promptly with the disinfecting solution.

c. Decontamination procedures are not to be conducted in food preparation areas or bathrooms.

d. Latex gloves are to be worn while handling contaminated equipment and discarded after use.

3. All sharps (needles) are to be disposed of in puncture proof sharps containers located on Rescue 61 or a EMS unit.

4. Clothing and/or bunker gear soiled with blood/body fluids shall be washed immediately using XVFD washing and drying equipment according to the protection clothing care policy.

5. Single patient use/disposable equipment (i.e., oxygen adjunct equipment, gloves, bandages) are to be placed in plastic biohazard waste bags and disposed of by proper means (i.e., taken to HNWMC or given to EMS unit to dispose of).
III. Accidental Exposure

A. Definition of exposure - accidental parenteral inoculation with blood or blood contaminated instruments such as needles or other sharp instruments and mucous membrane or open skin lesion contact with blood or body fluids from any patient.

B. Employee responsibility
   1. Any exposure must be reported immediately to your immediate supervisor so that urgency can be determined.
   2. Any person exposed to blood or body fluids must make note of the exposure on the XVFD response report. Make a brief note as to how the exposure occurred, and those personnel involved. Copies should be given to the Chief and Safety Officer.

IV. Infection Control Reporting

The following steps are to be taken in the event of an incident regarding infection control. This procedure will be activated if one or more of the situations below occurs.

A. If any XVFD personnel come in contact with a patient's body fluid on any unprotected part of their body.

B. If the patient is a known disease carrier (by information on the scene or through hospital information).

C. If any XVFD personnel have been accidentally penetrated with instruments such as needles or other sharp instruments that were used on any patient. This must be reported immediately to the incident commander.

D. Documentation needs to be made within 12 hours of the occurrence in the form of an Incident Casualty Report. With this documentation the following information will be recorded:
   1. Incident number
   2. Name of patient
   3. Patient's address and address of incident
   4. Hospital patient was transported to
   5. The patient's doctors name if available
   6. Description of the medical problem
   7. A description of why the need for the report. (Example: EMT was splattered with blood in the face.)
   8. Action taken on personnel involved (i.e., transported to ER, etc.)
   9. Include information on what protection and equipment was used by personnel involved in exposure incident.

   • ANY DEPARTMENT PERSONNEL WHO ARE ILL AT THE TIME OF AN EMS INCIDENT ARE EXPRESSLY FORBIDDEN TO RESPOND TO THAT INCIDENT.
   • NO MEDICALLY UNTRAINED PERSONNEL ARE TO PERFORM EMS.
   • THE NEEDLESS EXPOSURE TO UNNECESSARY PERSONNEL SHOULD BE AVOIDED AT ALL TIMES.
   • ALL EMS PERSONNEL PRIOR TO RECEIVING CLEARANCE TO RESPOND ON EMS RELATED INCIDENTS WILL BE TESTED FOR HEPATITIS B AND/OR RECEIVE THEIR HEPTOVAX VACCINATION.
SUBSTANCE ABUSE POLICY

The organization intends to ensure a safe and productive environment. Accordingly, policy prohibits being under the influence, use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal but illicitly used substance, by anyone while on organization business or premises. This includes prescribed or over-the-counter drugs not being used for their intended or authorized purpose and abusive use of alcohol.

Testing by urinalysis may be required of a member. Immediate medical attention will be requested and testing may occur when factors such as physical appearance, behavior, or other circumstances give good faith reason to question whether the member may be impaired and whether substance abuse may be a factor. A member to be tested will be requested to agree to the test procedure and to the restricted release of test results. Failure to conform will result in immediate suspension, pending an investigation.

Use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal but illicitly used substances will result in immediate suspension, pending an investigation.

If a member’s test result is confirmed to be positive, it will be given consideration by the officers in determining any discipline for the event or circumstances which led to the test. If continued in membership, the member will be required to cooperate with Department approved medical evaluation and prescribed treatment. The member may also be required to participate in follow-up activities which may include further evaluation, treatment and/or counseling. Additionally, the member will be subject to unannounced substance abuse testing during the twelve-month period following the positive test.

A member who fails to follow the requirements of this policy or whose suspension is upheld, will be subject to disciplinary action up to and including termination of membership.

Additionally, as part of any contract for services by the organization, the contractor may be required to certify in writing that it will take whatever steps it deems necessary to insure that involvement in substance abuse on the part of the contractor's employees does not create the presence of substance abuse related problems to the organization. This section of the policy is to be implemented at the discretion of the organization.
REIMBURSEMENT OF EXPENSES POLICY

The Xxxx VFD charges a fee for reimbursement of certain expenses that are beyond the scope of normal XVFD operations. The invoicee will be the responsible party, or person(s) or corporation(s) that cause the incident(s). The decision to invoke the policy will be enacted by the fire chief or his designate during, or within 24 hours of, an incident.

Application of the policy will follow these guidelines:

Replacement cost of materials, including but not limited to; specialized firefighting foam; damaged hose, booms and absorbents; other expendables; damaged equipment; and, other reasonable and necessary supplies. The costs of any XVFD personnel medical expenses incurred due to the effects of the incident may be reimbursable.

Reimbursement for apparatus usage is at the rate of $300 per hour per apparatus operating which takes effect after the first hour of operation, and subsequent full and partial hours are at the full rate. Reimbursement time starts at dispatch time and ends when each apparatus is placed back to full service status.

Some examples of policy applications are: more than 1 gallon usage of water additives; more than 10 spill pads usage; any use of floating booms; expenses from long term incidents that require food, beverages, communications, heavy equipment, damaged equipment, specialized equipment needs, etc.; any illegal act or action that meets any of the policy's criteria; and, in some cases, salaries for certain personnel required by and agreed to by the responsible party(s).

A certified letter with return receipt requested will be sent to the invoicee to explain our incident activities and provide a 30 day net payment in full. The letter shall be provided within 14 days of the incident.
FALSE ALARM POLICY

An in-district facility or residence that causes false automatic fire alarms due to system malfunctions and/or lack of employee/resident training will be invoiced for services rendered using the following criteria:

- Two (2) False alarms in a twelve (12) month period
- The third false alarm is to be invoiced for $300
- Each successive false alarm will be invoiced at $150 each

A false alarm is defined as a system hardware failure or an activation that can be prevented by reasonable engineering or modification to the system.

It is imperative that XVFD members investigate and document each false alarm.

The XVFD will determine if this policy is enacted on an individual basis dependent on available data and circumstances.
SECURITY GATES

The XVFD has long recognized that certain properties have installed security gates, especially in apartment complexes. These gates can cause significant delays, impede fire and rescue truck placement, and generally reduce the efficiency of all emergency responders---fire, police, and EMS. However, it is the property owner's decision to install their security systems, and they have accepted the responsibility to accept the delays and other hindrances in emergencies.

Depending on the particular facility, there are Knox locks on 9-1-1 boxes and/or entry codes that allow for gate entry. There is concern of damage to vehicles due to possible malfunctions of gate controller systems and the size of fire equipment. XVFD personnel shall not cause damage to gate systems unless it is absolutely necessary for emergency operations. Personnel should take necessary steps to block open gates, but not damage them, if possible.

Swing gates may be held open manually by relocating the drive arm over center, or by using a heavy object. Slide gates may be held open by using a solid object (pry bar) between the gate pickets, or the drive chain may be derailed or cut. Certain gates may be manually forced open by personnel, XVFD apparatus SHALL NOT force open gates.

It is recommended that at least one XVFD responder shall remain with the gate as it opens. This person should monitor the gate process and stop movement with appropriate tools if imminent damage to XVFD personnel or equipment is likely. The gate will be manually held open as described in the paragraph above. Considerations will also be given for POV’s. The same procedure shall be followed during gate exits.

It is noted that in the event of major events, the XVFD may render security gates inoperative by whatever means are necessary. Consideration must be given to minimize damage to gates or XVFD equipment.
EMERGENCY INCIDENT REHABILITATION

I. PURPOSE

To ensure that the physical and mental condition of members operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation.

II. SCOPE

This procedure shall apply to all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold exist. Any deviations from this policy is the incident commander's responsibility.

III. RESPONSIBILITIES

A. Incident Commander

The Incident Commander shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. These provisions may include: medical evaluation, treatment and monitoring; food and fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation may include the provision of Emergency Medical Services (EMS) at the Basic Life Support (BLS) level or higher.

B. Sector Officers

All Sector Officers shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews.

C. Personnel

During periods of hot weather, members will be encouraged to drink water and activity beverages throughout the day. During any emergency incident or training evolution, all members shall advise their sector officers when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their crew. Any personnel who disregard rehab guidelines may be subject to disciplinary procedures.

IV. OPERATION OF REHABILITATION SECTOR

A. Responsibility

The Incident Commander will establish a Rehabilitation Sector when conditions indicate that rest and rehabilitation is needed for personnel operating at an incident scene or training evolution. A member will be placed in charge of the sector and shall be known as the Rehab Officer. The Rehab Officer will typically report to Command.

B. Location

The location for the Rehabilitation Area will normally be designated by the Incident Commander. If a specific location has not been designated, the Rehab Officer shall select an appropriate location based on the site characteristics and designations below.
C. Site Characteristics

1. It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the activities.

2. It should be far enough away from the scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.

3. It should provide suitable protection from the prevailing environmental conditions. During hot weather it should be in a cooler, shaded area. During cold weather, it should be in a warm, dry area.

4. It must enable members to be free of exhaust fumes from apparatus, vehicles, or equipment (including those involved in the Rehabilitation Sector operations.

5. It should be large enough to accommodate multiple crews, based on the size of the incident.

6. It should be easily accessible by EMS units

7. It should allow prompt reentry back into the emergency operation upon complete recuperation.

8. Consideration should be given to multiple rehab sectors for use in larger situations.

D. Site Designations

1. A nearby garage, building lobby, or other structure.

2. Several floors below a fire in a high rise building.

3. A Metro bus.

4. Fire apparatus, ambulance, or other emergency vehicles at the scene or called to the scene.

5. An open area in which a rehab Area can be created using tarps, fans, etc.

E. Resources

The Rehab Officer shall secure all necessary resources required to adequately staff and supply the Rehabilitation Area. The supplies should include the items listed below depending on the situation:

1. Fluids - water, activity beverage, oral electrolyte solutions and ice.

2. Food - soup, broth, or stew in hot/cold cups, other.

3. Medical - blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors, intravenous solutions and thermometers

4. Other - awnings, fans, tarps, electric smoke ejectors, heaters, extra equipment, floodlights, towels, traffic cones and fire tape (to identify the entrance and exit of the Rehabilitation Area). Other - awnings, fans, tarps, smoke ejectors, heaters, extra equipment, floodlights, towels, traffic cones and fire tape (to identify the entrance and exit of the Rehabilitation Area).
equipment, floodlights, towels, traffic cones and fire tape (to identify the entrance and exit of the Rehabilitation Area).

F. Hydration

A critical factor in the prevention of heat injury is the maintenance of water. Water must be replaced prior to and during emergency incidents. During heat stress, the member should consume at least one quart of water per hour. Rehydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Alcohol and caffeine beverages should be avoided before and during heat stress because both interfere with the body's water conservation mechanisms.

G. Rest

The "two air bottle rule," or 45 minutes of worktime, is recommended as an acceptable level prior to mandatory rehabilitation. Members shall rehydrate (at least eight ounces) while SCBA cylinders are being changed. Firefighters having worked for two full 30-minute rated bottles, or 45 minutes, shall report to rehab for evaluation. In all cases, the objective evaluation of a member's fatigue level shall be the criteria for rehab time. Rest shall not be less than ten minutes and may exceed an hour as determined by the Rehab Officer. Fresh crews, or crews released from the Rehabilitation Sector shall be available in the Staging Area to ensure that fatigued members are not required to return to duty before they are rested, evaluated, and released by the Rehab Officer.

H. Personnel Resources

Command should consider Level II staging of additional personnel as backup/replacement resources. This shall primarily be considered during three alarm fires or greater.

I. Rescue Situations

Rehab provisions during situations that have the possibilities of bloodborne pathogens require extreme care in the preparation and distribution of hydration/food supplies. A designated rehab support individual(s) must draw and distribute these supplies. Personnel with direct involvement of patient care, or exposure to victim bodily fluids, shall only be the recipient of rehab supplies. Decontamination of contaminated personnel must occur prior to accessing rehab supplies.
I. Introduction

A. Background

As stated in NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, "Firefighting has been recognized as the most hazardous occupation in North America in terms of occupational death and injury statistics." Firefighting is an inherently dangerous activity occurring in an environment over which the participants have no engineering control. NFPA 1500 was developed to provide, for the first time, a "consensus standard for an occupational safety and health program for the fire service." NFPA 1500 is intended to be an umbrella document, establishing the basic framework for a comprehensive safety and health program, and providing for its implementation and management. NFPA 1500 "is meant to be appropriate for voluntary compliance, as a state of the art document,..."

B. Purpose

It is the purpose of the Xxxx Volunteer Fire Department (XVFD) Occupational Safety and Health Program to establish occupational safety and health objectives for all department activities and to develop and implement policies and procedures designed to attain the occupational safety and health objectives of the department.

C. Scope

The Xxxx Volunteer Fire Department is not legally mandated to comply with any occupational safety and health standards or regulations. This program is being voluntarily developed and adopted by the Department to manage, to the extent that is reasonably possible consistent with the factual circumstances and resources of a volunteer fire department, the inherent occupational safety and health risks to its members in the performance of fire department activities.

This program is intended to establish objectives for the Department to attain, not minimum standards of compliance. All policies and procedures developed in conjunction with this program to attain the Department's occupational and health objectives are also adopted on a voluntary basis and are not legally mandated. The failure to attain any objective of this program or to adhere to any policy or procedure should not be construed as giving rise to any liability whatsoever by the Department or any member thereof.

By the development and adoption of this occupational safety and health program the Xxxx Volunteer Fire Department does not assume and specifically denies the assumption of any liability whatsoever beyond that which existed prior to its development and adoption. The Department further disclaims that the development and adoption of this program constitutes a waiver of any legal defenses, immunities or privileges available to the Department or its members prior to the development and adoption of the program.

D. Implementation

Upon adoption of this program by the XVFD, implementation of its policies and procedures shall be phased in based upon the resources and manpower available to the fire department.
II. Organization

A. Fire Department Organizational Statement

The Xxxx Volunteer Fire Department has prepared and shall maintain "Organizational Guidelines for the Xxxx Volunteer Fire Department", including the By-Laws of the Department, and associated policies and procedures, in its Operations Manual, a copy of which shall be provided to each member of the department.

B. Occupational Safety and Health Policy

The Xxxx Volunteer Fire Department shall voluntarily adopt a written Departmental Occupational Safety and Health Policy which identifies specific goals and objectives for the prevention and elimination of accidents and occupational injuries, illnesses and fatalities.

C. Roles and Responsibilities

1. Departmental

   It shall be the objective of the XVFD to provide a safe, healthy environment for its members when performing fire department activities. The Department shall establish and enforce rules, regulations and standard operating procedures to assist in attaining its occupational safety and health objectives.

2. Member

   Each individual member of the XVFD shall cooperate, participate and be responsible for compliance with the provisions of this Occupational Safety and Health program and all policies and procedures implemented pursuant thereto, to assist in the attainment of the Department's occupational safety and health objectives. Each member shall be afforded the opportunity to have input into the department's Occupational Safety and Health Program through a Safety Observation Program.

3. Command

   Occupational Safety and Health is a command responsibility. The member in command of any departmental activity, as provided in Xxxx Volunteer Fire Department Standard Operating Guidelines, shall be responsible for compliance with the provisions of this Occupational Safety and Health Program and all policies and procedures implemented thereto.

4. Fire Department Safety Officer

   a. Assignment

      The elected officers shall have the ultimate responsibility for the fire department's Occupational Safety and Health program.

      The elected officers shall appoint a Departmental Safety Officer. This person shall have the minimum rank of Technical Specialist. The Safety Officer shall be responsible for the development and management of the department's Occupational Safety and Health program and report directly to the elected officers.

      In the absence of the Safety Officer, alternate personnel shall be assigned to perform the duties and responsibilities of that position which require immediate
b. Qualifications

The Safety Officer shall be a fire department technical specialist and shall meet the requirements established for the position by the elected officers.

c. Responsibility and Authority

The Safety Officer shall have the responsibility to identify and cause correction of health and safety hazards.

1. At an emergency incident, when activities are judged by the Safety Officer to be potentially unsafe, he shall so advise command and recommend the alteration, suspension or termination of those activities.
2. When any activities present an imminent hazard, the Safety Officer will initiate action to abate the hazard and immediately notify command of the situation and the action taken.
3. When non-imminent hazards are identified the Safety Officer shall develop and present a recommendation for corrective action to the Elected Officers.

d. Functions and Duties

The Safety Officer shall have and maintain a knowledge of the current potential occupational safety and health hazards involved in firefighting and other department activities.

The Safety Officer shall have and maintain a knowledge of the current principles and techniques of managing the department's Occupational Safety and Health program.

The Safety Officer shall have and maintain a knowledge of the current occupational health and physical fitness factors applicable to the department's activities and operation.

5. Occupational Safety and Health Committee

An Occupational Safety Committee may be established to review matters pertaining to occupational safety and health within the XVFD and serve in an advisory capacity to the Fire Chief. The committee shall include representatives from the Association Board, elected officers, appointed officers, general membership, the Department training officer and the Department Safety Officer. The committee will meet as necessary.

6. Records

The XVFD will establish a data collection system and maintain permanent records of all accidents, injuries, illnesses or deaths sustained by members in the performance of XVFD activities. The data collection system and records will include any exposure to known or suspected toxic products or contagious diseases.

The XVFD shall establish and maintain training records for each member which include dates, subjects covered and certifications achieved.

The XVFD shall establish and maintain inspection, maintenance, repair and service records for all department vehicles and equipment used for emergency operations. Privately owned vehicles used for emergency response shall conform to all applicable departmental standards and laws.

III. Training and Education
A. General Requirements

As part of its Occupational Safety and Health Program the XVFD will conduct safety education and training for its members commensurate with the duties and functions that they are expected to perform. Safety awareness will be an integral part of all departmental training to enable members to perform their assigned duties in a safe manner.

All training and education shall be provided by individuals deemed qualified by the elected officers to provide instruction in the subject covered.

B. Training Frequency

Training shall be provided as necessary to assist in obtaining the fire department's Occupational Safety and Health goals and objectives.

Appropriate training and education shall be provided for all affected members whenever a new hazard is identified, new equipment is introduced, or there is a change in operating policy and procedure.

C. Basic Training and Education Objectives

All members shall be provided with the training and education deemed appropriate by the elected officers for their duties and responsibilities before being permitted to engage in emergency operations.

The elected officers shall establish the training and education requirements for structural firefighting, fire apparatus operation, rescue operations, emergency medical services, and hazardous materials response.

All members shall be trained in the Department's incident command system.

A policy of emergency evacuation with required training for all members engaged in fireground operations shall include procedures to be followed to provide for their safe exit from the danger area in the event of equipment failure or sudden changes in fire conditions.

D. Training for Structural Fire Fighting

Training in structural firefighting and fireground operations shall be based upon the Fire Department's standard operating procedures. These procedures shall be maintained in written form and shall address all emergency scene operations.

All training exercises shall be conducted in accordance with established fireground operating procedures and shall be supervised by qualified instructors.

Live firefighting training exercises shall be conducted based upon guidelines developed from NFPA 1403, Standard of Live Fire Training Evolutions in Structures.

Smoke generating devices that produce a hazardous atmosphere shall not be used in training exercises, except for live fire burn training.

E. Special Hazards

Specialized training shall be provided to members regarding special hazards to which they may be exposed during fire department operations and activities. The XVFD shall develop and maintain written policies and procedures that describe the actions to be taken in situations involving special hazards and shall include these in the training and education program.
IV. Vehicles and Equipment

A. General

The XVFD shall consider health and safety as primary concerns in the specifications, design, construction, acquisition, operation, maintenance, inspection and repair of all vehicles and equipment.

B. Drivers of Fire Department Vehicles/POV’s Utilized for Emergency Response

Fire Department vehicles and privately owned vehicles utilized for emergency response shall be operated only by members who meet the training and certification requirements established by Fire Department for operation of that vehicle.

Drivers of XVFD vehicles and privately owned vehicles utilized for emergency response shall have a valid driver's license for the type of vehicle operated. Vehicles shall be operated in compliance with all applicable traffic laws, including sections pertaining to emergency vehicles, and Fire Department response procedures.

Drivers of Fire Department vehicles and privately owned vehicles utilized for emergency response shall be directly responsible for safe and prudent vehicle operations under all conditions. When the driver is under the direct supervision of an officer, that officer shall also assume responsibility for the actions of the driver.

Drivers shall not move Fire Department vehicles until all persons on the vehicle are seated and secured with seat belts in approved riding positions. When the driver is under the direct supervision of an officer, that officer shall also assume responsibility for the proper seating of all persons on the vehicle.

C. Persons Riding on Fire Apparatus

All persons riding on fire apparatus shall be seated and secured to the vehicle by seat belts at any time the vehicle is in motion. Riding on the tailboard or in any other exposed position and standing while riding shall be specifically prohibited.

Helmets shall be worn by all persons on jumpseats that are not fully enclosed.

All new fire apparatus shall be specified and ordered with a sufficient number of seats in an enclosed area as specified by NFPA 1901, Standard for Automotive Fire Apparatus, for the maximum number of persons who may ride on the vehicle at any time.

D. Inspection, Maintenance and Repair of Vehicles

All Fire Department vehicles shall be inspected at least weekly and after repair to identify and correct unsafe conditions. A preventative maintenance program shall be maintained as provided in Section II.C.6 of this program. Maintenance, inspections and repairs shall be performed in accordance with manufacturers' instructions.

Any Fire Department vehicle found to be unsafe shall be placed out of service until repaired. After being repaired, the vehicle shall be inspected prior to being placed back in service.

Fire pumps on apparatus shall be service tested in accordance with Fire Department standard operating procedures utilizing NFPA 1911 Standard on Acceptance and Service Tests of Fire Department Pumping Apparatus for Guidance.

Aerial devices shall be inspected and service tested in accordance with Fire Department standard operating procedures utilizing NFPA 1904 Standard for Testing Fire Department Aerial Ladder and Elevating Platforms for Guidance.
E. Inspection of Portable Equipment

All equipment carried on fire apparatus shall be inspected at least weekly. Inventory records shall be maintained for the equipment carried on each vehicle.

All equipment carried on fire apparatus shall be used and maintained in accordance with manufacturers' instructions and fire department standard operating procedures.

Firefighting equipment found to be defective or in unserviceable condition shall be removed from service or replaced.

All ground ladders shall be inspected and maintained in accordance with manufacturers' instructions and fire department standard operating procedures. All fire hose shall be inspected and service tested, in accordance with manufacturers' instructions and fire department standard operating procedures utilizing NFPA 1962, Standard on Care, Maintenance, and Use of Fire Hose Including Connections and Nozzles for Guidance.

All fire extinguishers shall be inspected and tested in accordance with manufacturers' instructions and fire department standard operating procedures utilizing NFPA 10, Standard for Portable Fire Extinguishers for Guidance.

The hearing conversation objectives of Section V of this program shall be taken into account in the acquisition of new power tools and equipment.

V. Protective Clothing and Protective Equipment

A. General

The XVFD shall provide each member with the appropriate protective clothing and protective equipment to provide protection from the hazards of the work environment to which the member is or may be exposed. Such protective clothing and protective equipment shall be suitable for the tasks that the member is expected to perform in that environment.

Protective clothing and protective equipment shall be used in accordance with fire department standard operating procedures whenever the member is exposed or potentially exposed to the hazards for which it is provided.

Members shall be fully trained in and responsible for the care, use, inspection, maintenance and limitations of the protective clothing and protective equipment assigned to them or available for their use.

Protective clothing and protective equipment shall be used and maintained in accordance with manufacturers' instructions and fire department standard operating procedures a maintenance and inspection program shall be established for protective clothing and protective equipment. Specific responsibilities shall be assigned for inspection and maintenance.

B. Protective Clothing for Structural Firefighting

All members who may be engaged in or exposed to the hazards of structural firefighting shall be provided with both protective coats and protective trousers that meet the requirements of NFPA 1971, Standard on Protective Clothing for Structural Firefighting at the time of purchase.

All members who may be engaged in or exposed to the hazards of structural firefighting shall be provided with helmets that meet the requirements of NFPA 1972, Standard on Helmets for Structure Firefighting at the time of purchase.
All members who may be engaged in or exposed to the hazards of structural firefighting shall be provided with gloves that meet the requirements of NFPA 1973, Standard on Gloves for Structural Firefighters at the time of purchase.

All members who may be engaged in or exposed to the hazards of structural firefighting shall be provided with footwear that meet the requirements of NFPA 1974, Standard on Protective Footwear for Structural Firefighting at the time of purchase.

All members who may be engaged in or exposed to the hazards of structural firefighting shall be provided with approved protective hoods, ear flaps, and collar that provide protection for the ears and neck and interface with the SCBA facepiece, protective coat and helmet.

The XVFD requires all members to wear all of the protective clothing specified in the Section V.B. at all times when involved in or exposed to the hazards of structural firefighting.

C. Self-Contained Breathing Apparatus (SCBA)

SCBA shall be provided for and shall be used by all personnel working in areas where:

- the atmosphere is hazardous
- the atmosphere is suspected of being hazardous
- the atmosphere may rapidly become hazardous

In addition to the above, all personnel working below ground level or inside any confined space shall be provided with SCBA and shall use that SCBA unless the safety of the atmosphere can be established by testing and continuous monitoring.

SCBA of the open-circuit design shall be positive pressure and shall meet the requirements contained in NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus for Firefighters at the time of purchase.

Compressed gaseous breathing air in the SCBA cylinder shall meet the requirements of the Compressed Gas Association g-7.1, Commodity Specification for Air, with a minimum air quality of grade D, as well as meeting a water vapor level of less than 25 ppm.

Sources of a compressed gaseous breathing air, such as compressors, cascade systems, storage receivers, etc. used for filling SCBA cylinders shall be tested at least every three (3) months to assure their compliance with the requirements stated above.

SCBA cylinders shall be hydrostatically tested with the periods specified by the manufacturers and the applicable government agencies.

All SCBA shall be inspected, used and maintained in accordance with manufacturers instructions and fire department standard operating procedures.

All members utilizing SCBA shall be regularly trained in the safe and proper use of this equipment.

Members using SCBA shall operate in teams of two (2) or more who are in communication with each other through visual, audible, physical, safety guide rope, electronic or other means to coordinate their activities, and are in close proximity to each other to provide assistance in case of an emergency.

When members are involved in operations that require the use of SCBA or other respiratory protective equipment, at least one member shall be assigned to remain outside the area where respiratory protection is required. This member shall be responsible for maintaining a constant awareness of the number and identity of personnel using SCBA. Members with SCBA shall be available for rescue.
Beards or facial hair that interfere with the facepiece seal shall be prohibited for members required to use SCBA. If eyeglasses are worn, the member shall use frames that do not pass through the seal area of the facepiece.

D. Personal Alert Safety System (PASS)

Each member involved in an activity which requires the use of a SCBA shall be provided with and shall use a PASS device. Each PASS device shall be tested at least weekly and prior to each use, and shall be maintained in accordance with the manufacturers' instructions.

All new PASS devices used by the XVFD shall meet the current requirements of NFPA 1982, Standard on Personal Alert Safety Systems (PASS) for Firefighters at time of purchase.

E. Life Safety Ropes, Harnesses and Hardware

All life safety ropes, harnesses, and hardware used by XVFD shall meet the requirements of NFPA 1983, Standard on Fire Service Life Safety Rope, Harnesses, and Hardware.

Class I life safety harnesses shall only be used for firefighter attachment to ladders and aerial devices.

Class II and Class III life safety harnesses shall be utilized for fall arrest and repelling operations.

Rope used to support the weight of members or other persons during rescue, firefighting, other emergency operations, or during training evolutions shall be life safety rope.

Life safety rope used for any other purpose shall not be used as a life safety rope.

Life safety rope used for training evolutions shall be designated as training rope and may be reused if inspected before and after each such use in accordance with the manufacturers' instructions.

Training ropes shall be destroyed if subjected to impact loading, or if signs of weakness or wear are detected.

F. Eye and Face Shielding

Face and eye shielding shall be provided for and used by members engaged in fire suppression, rescue and other operations or activities involving hazards to the eyes and face at all times when the face is not protected by the full facepiece of self-contained breathing apparatus.

G. Hearing Protection

Hearing protection shall be provided for and used by all members operating or riding on fire apparatus when subject to noise is excess of 90 dba.

Hearing protection shall be provided for and used by all members when exposed to noise in excess of 90 dba from power tools or equipment, except in situations where the use of such protective equipment would create an additional hazard to the user.

The XVFD shall engage in a hearing conservation program to identify and reduce or eliminate potentially harmful sources of noise in the work environment.

VI. Emergency Operations

A. Organization
Emergency operations and other situations that present similar hazards, including training exercises, shall be conducted in a manner to recognize hazards and to prevent accidents and injuries.

An incident command system shall be established with written procedures applying to all members involved in emergency operations. All members involved in emergency operations shall be familiar with the system.

The incident command system shall identify roles and responsibilities relating to the safety of operations. Safety responsibilities shall be assigned to supervisory personnel at each level of the organization.

The officer in command (incident commander) of an emergency incident shall be responsible for the overall safety of all members and all activities occurring at the scene.

The officer in command (incident commander) of an emergency incident shall establish an organization with sufficient supervisory personnel to control the position and function of all members operating at the scene and to ensure that safety requirements are satisfied.

A standard system shall be used to identify and account for the assignment of each member at the scene of an incident. The XVFD has adopted the use of the velcro name tag system.

B. Incident Safety Requirements

The XVFD shall provide an adequate number of personnel to safely conduct emergency scene operations. Operations shall be limited to those that can be safely performed by the personnel available at the scene.

When inexperienced members are working at an incident, direct supervision shall be provided by more experienced officers or members. This provision shall not reduce the training provisions contained in Section III of this program.

When members are operating at an emergency incident and their assignment places them in potential conflict with motor vehicle traffic, they shall wear helmets as provided in Section V.B. of this program, and a garment with retro-reflective material.

C. Incidents Involving Special Hazards

When members are operating in hazardous areas, they shall work in teams of two (2) or more. There shall be at least one (1) member specifically assigned to remain outside the hazardous area and maintain an awareness of the operations inside the hazardous area.

Whenever members are operating in positions or performing functions that include special hazards or that would subject them to immediate danger of injury in the event of equipment failure or other sudden event, backup personnel shall be standing by with equipment to provide assistance or rescue.

When members are operating in positions or performing functions that involve an immediate risk of injury, qualified basic life support personnel shall be standing by with medical equipment and transportation capability.

VII. Facility Safety

All XVFD facilities shall be inspected to identify and cause correction of any health or safety hazards.

The XVFD shall maintain all facilities and cause the correction or repair of identified health or safety hazards.

VIII. Medical

The XVFD has developed a support and suppression policy.
IX. **Member Assistance Program**

The XVFD supports and will make available access to critical incident stress debriefing via the Bluebonnet Critical Incident Stress Management Team as required by XVFD operations.

X. **Insurance Coverage**

The CORP, Inc. will provide and maintain insurance coverage as deemed necessary by the CORP. Inc.

December 1997

May 9, 2001

**FACILITY MAINTENANCE AND SAFETY INSPECTIONS**

In addressing the NFPA 1500 Standard on firefighter Health and Safety, and to allow for timely facility problem identification and resolution, the captain of each station shall assure a formal maintenance and safety inspection of their respective facilities and grounds a minimum of once per month.

These procedures are to assure a thorough inspection is performed on a regular basis at each of the station facilities, as well as mechanical and grounds. Mechanical is defined as HVAC, plumbing, electrical, etc. Captains are to provide a verbal or written report at all officers meetings. This report consists of problems that have been identified as well as the corrective actions taken. This report may also include discussions of methods to correct identified deficiencies.

Captains are responsible to assure that resolutions to identified problems are performed in a timely manner. Captains should keep in mind that repairs that can be accomplished with a minimum of dollars and time should be completed or should be in a process of completion on a daily basis.

Captains are encouraged to delegate specific tasks, utilizing the talents and abilities of station members. Regardless of who is delegated a specific task, the station captain will be held accountable to the elected officers for the completion of each task.

Captains are encouraged to develop an inspection protocol that will identify existing problems as well as potential problems that could arise. The following is a list of minimal considerations:

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MUTUAL AID AGREEMENT
THE STATE OF XXX
COUNTY OF XXX

AGREEMENT FOR MUTUAL AID
FOR FIRE PROTECTION

This agreement among the Xxxx Volunteer Fire Department (hereinafter, the "XVFD"), and the
___________________ Volunteer Fire Department is for the purpose of securing to each the benefits of mutual
aid in fire prevention, in the protection of life and property from fire and in firefighting, rescue and medical
activities. In order to receive the considerations recited above, it is agreed that:

I. Term

The term of this agreement shall be for five (5) years. The parties have the option to renew this agreement
upon expiration of the five (5) year term for an additional five (5) year term.

II. Scope of Service

Upon the request to the responding Fire Department by the requesting fire department or by a pre-arranged
response procedure on file at the appropriate dispatch agency, firefighting, rescue and medical equipment and
personnel will be dispatched to any point within the jurisdiction of the requesting fire department, designated
either by the requesting Fire Department or by pre-arranged response procedures.

III. Service Areas

It is agreed between the XVFD and the ___________________ Volunteer Fire Department, that the XVFD
firefighting, rescue and medical services extend only to the area served by the ___________________ Volunteer
Fire Department, and likewise the ___________________ Volunteer Fire Department will extend services only
to the area served by the XVFD.

IV. Conditions

Any dispatch of fire fighting, rescue or medical equipment and personnel pursuant to this agreement is subject
to the following conditions:

A. Any request for mutual aid hereunder shall include a statement of the amount and type of equipment and
the number of personnel requested, and shall specify the location to which the equipment and personnel are
to be dispatched; however, the amount and type of equipment and number of personnel, if any, to be
furnished shall be determined by the responding Fire Department. Pre-determined response protocols can
supersede the above.

B. The responding Fire Department shall report to the Incident Commander, or his/her designee of the
requesting Fire Department, at the location to which the equipment and personnel are dispatched, and shall
be subject to the orders of the Incident Commander or his/her designee. Provided however, that the Officer
in charge of the equipment and personnel of the responding Fire Department shall be responsible for
operating within the established policies and procedures of the responding Fire Department.

C. The mutual aid rendered under the terms of this agreement shall include firefighting services, rescue
services and first response (first out) Emergency Medical services.

D. The responding Fire Department shall be released as soon as feasible by the requesting Fire Department
when the services of the responding Fire Department are no longer required.

E. The Fire Department shall have a statement in their policy manual (SOG's) to indicate a standing order to all
members of the Department, ordering them to take appropriate actions, consistent with the exposure to
loss, until such time as dispatch is accomplished. For example: a member discovers a fire and takes
immediate action and is injured. (This particular clause is a requirement for the Federal Public Safety Officers Benefit Program, and must be in written SOG’s to qualify for the program.)

V. Level of Performance

Each Fire Department shall provide each to the other, the following levels of service, type of certifications and documentation. These requirements are to be provided immediately upon request.

1. The Fire Department must be a member in good standing with the State Firemen's and Fire Marshal’s Association of Xxx. The Fire Department must also be an active participant with the Xxx Volunteer Firefighter Certification Program.

2. The following amount of personnel to be sent on particular types of apparatus is DESIRED, so that the apparatus can function to its maximum capacity.
   a) Boosters, Grass trucks and Tankers to have a minimum of two (2) personnel per apparatus.
   b) Pumpers, Rescues and Aerials to have a minimum of four (4) personnel per apparatus. Tankers that are operating as Pumpers, will require the personnel as defined for a Pumper.
   c) Medical and Command type vehicles to have a minimum of two (2) personnel per vehicle.

3. Each Fire Department is to be recognized by the State Fire Marshal, or by their respective County Fire Marshal, if so applicable, as being the Fire Department having jurisdiction in their specific response area.

4. The Fire Department is to be a member in good standing in their respective County and local area Firefighters Associations.

5. The Fire Department, when requested to send medical equipment and/or personnel, shall send only personnel with current State of Xxx Department of Health (TDH) medical certifications. Each Fire Department will comply with the new provisions, requiring the Fire Department providing medical first responders, to also have a Agreement with their primary Ambulance provider.

6. The Fire Department must carry sufficient insurance coverage on their personnel and equipment, including coverage for damage to other equipment and personnel through error or omission.

VI. Compensation

A party to this Agreement shall not be reimbursed or compensated by the other party for any costs incurred pursuant to this Agreement except as provided by law, applicable regulations, or upon agreement between the parties hereto.

VII. Equipment and Personnel

All equipment used by the XVFD and the _____________________ Volunteer Fire Department in carrying out this Agreement, will be owned by each Party, under contract to, or available under authorization by an appropriate Agency. The _____________________ Volunteer Fire Department under this Agreement will be members of the _____________________ Volunteer Fire Department. All personnel acting for the XVFD under this Agreement will be members of the XVFD.

VIII. Liability

A. The Parties agree that each shall be responsible for its own actions and those of its members while fighting fires, providing rescue services, providing fire response emergency medical services, traveling to or from the emergency scene, or in any manner providing services pursuant to and within the scope of this Agreement or a supplement hereto.

B. It is expressly understood and agreed by the parties that neither shall be held liable for the actions of the other party or any of the other party's members while in any manner furnishing services hereunder.
IX. Immunity or Defense

It is expressly understood and agreed that, by the execution of this Agreement, neither the XVFD nor the Volunteer Fire Department waives, nor shall be deemed hereby to waive any immunity or defense that would otherwise be available to it or its members against claims arising in the exercise of its functions and activities.

X. Termination by any Party

If for any reason either party to this Agreement is unable or unwilling to carry out the terms of this Agreement, or it would become unduly burdensome for that party to continue performing this Agreement, that party shall have the option to terminate this Agreement upon thirty (30) days written notice to the other party at the headquarters or business address of the other party.

XI. Severability

If for any reason any provision of this Agreement is held to be invalid by a court of competent jurisdiction, such holding shall not affect, impair or invalidate the remainder of the Agreement but shall be confined in its operation to the specific provision of this Agreement held invalid, and the invalidity of any provision of this Agreement in any one or more instances shall not affect or prejudice in any way the validity of this Agreement in any other instance.

XII. Effective Date

This Agreement is effective the date of the last signature hereto. This Agreement supersedes any other Mutual Aid Agreement or arrangements between the parties hereto:

FOR THE XXXX VOLUNTEER FIRE DEPARTMENT:

By ______________________  Witnesseth:

Its ______________________  By ______________________

Date _____________________  Date _____________________

FOR THE ____________________ VOLUNTEER FIRE DEPARTMENT:

By ______________________  Witnesseth:

Its ______________________  By ______________________

Date _____________________  Date _____________________

STATE OF XXX
COUNTY OF XXX

I, ________________________, a notary public, do hereby certify that on this ________ day of _____________, 20 ________, personally appeared before me ______________________, severally declared that he/she is the person who signed the foregoing document as incorporator, and that the statements herein contained are true.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year above written.

____________________________
Notary Public in and for

____________________________  County, Xxx
COMMAND PROCEDURES

PURPOSE

To properly manage any emergency there must be a Standardized Command Procedure. This document shall be the standard for establishing, directing and executing emergency operations. Safety of the public and emergency response personnel is the primary concern and shall be the highest priority in all operations. The command system adopted in the 1960 area follows the general principles of Alan Brunacini's Fireground Command system, and integration of the Incident Management System.

I. Terminology

a. Incident Commander: That person who assumes overall command of personnel and apparatus, and directs all operations.

b. Location Designation: Command should be named by the location of the emergency (Red Oak Command, Tealwood Command).

c. Command Post: A stationary position designated by the Incident Commander.

d. Commanders Aide: Person or persons used to assist the Incident Commander (I.C.) at the Command Post. These persons should have a good working knowledge of phone, radios, maps, etc.

e. Sector Officer: Assigned by the I.C. to manage specific areas of the incident, or specified functions.

f. Level I Staging: Level 1 Staging will be automatic at any box alarm. The first due engine will proceed to the scene, all other apparatus will stand by at a water supply as close to the scene as possible, or at a pre-designated point. After arrival at the Level 1 point advise command of positioning and await further instructions.

g. Level II Staging: A parking lot or street a few blocks away from the scene will be used for apparatus and personnel to stage and await instructions. The first due apparatus and officer at staging (Level II) should be designated as staging officer. More than one Level II staging areas may be utilized.

h. Tactical Command Sheet: Used by IC as a memory jog, to record companies and their assignments, and to aid in complete transfer of command.

i. Radio Systems, Command Supplies: The I.C. shall have a thorough working knowledge of: the department's radio systems; vests; supplies; mutual aid resources; etc., etc.

j. Support: An optional section of the Command post utilizing commander's aids and assistants to help maintain activities.
k. **Safety Officer:** The XVFD has appointed individuals to perform the Safety Officer functions. The Safety officer has the power to prohibit activities that are considered improper, unsafe, and/or unacceptable risk.

II. Establishing Command

The first arriving member on the scene shall assume command and establish a command post. This member shall remain in command until relieved by a higher ranking member or the incident has terminated.

   a. **Initial command responsibilities**
      1. Size up and assume command. Example: E-61 on location with fire visible from a two story apartment, __6113___ will be command, this will be Tealwood command.
      2. Assume an effective command position.
      3. Develop a plan of action.
      4. Utilize XVFD tactical worksheet
      5. Assign specific tasks.
      6. Provide overall command.
      7. **Further responsibilities** - ensure that primary search is completed.
      8. Review, evaluate progress, revise plan if needed.
      9. Assign sectors as needed.
      10. Request and assign additional companies if needed.
      11. Terminate the emergency and return companies to service.

II. Command Positioning

   a. Command position shall be a stationary one at the scene which will be designated as the "Command Post". In more severe situations this position should be visibly marked. Whenever possible the C.P. should be situated in an advantageous location to allow I.C. to have a broad view of the incident but not to interfere with apparatus movement on the scene. The I.C. must discipline himself to manage the incident from the Command Post.

IV. Investigative Mode

   Investigative Mode is the rapid and thorough visual and tactile examination of all areas of a structure for the purpose of locating a fire, hazardous condition, or the source of an alarm when there is no definite fire condition upon arrival.

   **Situation Assessment.** The following information should be considered in the implementation of investigation tactics (instead of primary search or fire attack tactics performed with a hoseline):

   a) Reported condition including the method of alarm, information provided upon dispatch or enroute, and information provided by occupants.
   b) Type of condition (and its potential to escalate).
   c) Visual clues to fire conditions. If there is smoke or fire showing, the investigation tactic is not appropriate.

   **Investigation.** Investigation shall be conducted in all offensive situations where there is not a known (or strongly suspected) fire condition within the building.

   Investigation of the entire structure shall be conducted in the following order unless incident conditions dictate a change:

   1. Reported area of alarm
   2. The floor immediately above the reported incident location.
   3. Other floors below the reported location.
   4. Other areas of the structure as required.
General Consideration. Investigation must examine all areas of the structure (until the problem is located).

V. Transfer of Command

The first arriving member will automatically assume and retain command until relieved by a higher ranking member. If the higher ranking member decides to assume command the transfer of command shall be accomplished by face-to-face contact, allowing pertinent information to be transferred to the new I.C. The relieved member may be asked to remain at C.P. to serve as Commander's Aide.

VI. Staging

The objective of staging is to maintain control and coordination of the incident by holding companies uncommitted until they receive specific assignments.

Level I Staging

a. Level I staging will automatically be in effect at all Box Alarm assignments. At all Box Alarms, the first due engine and officer will respond to the location, all other units will locate a water supply close to the scene and stand by and await instructions. The I.C. may request additional companies to respond to the scene to a specific personnel staging area.

Level II Staging

Level II staging shall be used at all incidents that require a larger resource of equipment and personnel.

a. The I.C. shall designate a Level II staging area away from the scene and the appointed staging officer will be the officer on the first due apparatus to staging. All available companies not committed shall respond to the designated Level II staging area.

b. Level II Staging Officer

   1. Shall wear staging vest
   2. Will be responsible for communications between staging and command.
   3. Under direction of command, shall assign companies to sectors and report their assignments to command.
   4. Shall maintain sufficient resources as advised to command.

VII. Sectoring - The process delegating management to smaller areas of an incident.

a. Standard sectoring designation

   Side
   C - Charlie

   Fire
   Side B - Bravo   Building   Side D - Delta

   (FRONT OR DESIGNATED FRONT)

   Side
   A - Alpha

b. Sectors - may be designated in different ways

   1. Side of bldg. (sector C for rear sector)
   2. One floor in bldg. (sector 10 for 10th floor)
   3. Total interior (interior sector)
   4. Portions of interior may be sectored out (interior sector C)
   5. Geographical area (north sector - north side) for large scale emergency.
c. Sector Officers (SO) - Officer designated to handle a sector of an emergency
   1. Assigned by Command for designated sectors
   2. Be in command and control of all companies in their area.
   3. Keep command informed of progress - provide reports automatically.
   4. Will request additional resources as needed from command only, and will advise command of any companies ready for reassignment. Staging personnel may be accessed directly via the S.O. However, staging must advise command if resources are depleted.

d. Company Officers (CO) assigned to sector officers primary responsibility is to direct the safe operation and supervision of his crew. C.O. will keep the sector officer advised of progress made. All communication between C.O. and S.O. is to be completed face-to-face conserving radio traffic.

VIII. Commander's Aides

A person or persons assigned to assist the I.C. at the Command Post.

a. Responsibilities
   1. Location of all companies and their status (committed, stages, etc.) for command
   2. Sector Officers and their radio numbers.
   3. Assist and support units (EMS, Police, HLP, HCFM, etc., etc.)
   4. Monitor all radio traffic
   5. Diagram fire scene/companies' locations/progress of fire.

IX. Search and Rescue

At any time where a life hazard may be present, the first arriving company shall perform a primary search for possible victims. Command will be notified when the primary search is complete. As fire attack continues, a secondary search will be made and also transmitted to command. If possible the secondary search should be done by a different company to ensure total coverage. All findings of primary and secondary search shall be reported to command as soon as completed by the search team officer.

X. Planning, Logistics, Finance

In certain incidents it may be necessary to expand the scope of the command system in order to enhance its capabilities. This may especially be true in large scale, time drawn incidents. The following management sectors may be organized to assist in overall command operations.

a. Planning - A person or group who predicts future resource needs. For example: food, clothing, red cross, toilet facilities, incident expansion, specialized equipment, other. The planning group also documents all incident activities.

b. Logistics - A person or group who coordinates and/or obtains resources provided by Planning.

c. Finance - A person or group who coordinates and/or approves the necessary financial resources used to operate large scale incidents.
XI. Radio Communications

Proper radio communications are imperative for quality incident management. Following are several procedures to improve radio traffic:

a. The receiver will acknowledge the receipt of an order by quickly repeating the order.
b. When an assignment has been completed, the completion will be given to the person originally issuing the order.
c. If you are unable to complete an assignment, the reason why it cannot be completed will immediately be given to the person issuing the original order (insufficient manpower, safety condition preventing it, etc.).
d. Be prepared to give a progress report if requested.
e. Immediately report to IC if a safety factor is discovered that could impact the overall operation or firefighter safety (serious structural crack in a wall, a build-up of water on a floor in a building, etc.

THE TEN COMMANDMENTS

1. I will assume and maintain command
2. I will position myself in the most appropriate location
3. I will continuously evaluate the situation
4. I will employ risk management
5. I will ensure accountability of personnel
6. I will establish communications procedures
7. I will match my attack plan with my strategy
8. I will customize the emergency scene organization
9. I will review and revise activities as needed
10. I will ensure control by a single incident commander
Purpose and Scope: To define a unified management of emergency medical personnel (EMS), fire department personnel, and equipment utilization at extrication and other rescue type incidents. This procedure does not intend to address the individual activities of EMS and extrication specialties.

Initial Command

The first member of either EMS or fire departments arriving on the scene shall assume a command stature by advising the dispatcher that he or she is "command". This is dependent upon available radio communications, but the incident command structure shall begin at this time. An incident name is to be given to the incident, (i.e. Kuykendahl Command).

If more than one person arrives at the same time, the senior person generally has the responsibility of assuming command. This person has the full authority of the position and remains in command until properly relieved by a superior. It is normally at this time when a decision process leads to the determination of either EMS or the fire department being overall site Command.

The first arriving fire apparatus shall provide a command vest for overall site command. EMS Command shall be identified by specialized clothing. If only EMS treatment is required, EMS is Command. If extrication or other rescue requirements are required, the fire department is Command. The consideration is that the patient's well-being is directly cared for by EMS. The fire department is concerned with overall scene security and activities as described further. In any case, the working relationship is that of total cooperation in scene management.

Initial Assessment

The initial assessment of the incident shall include the following:

- Description of the Incident
- Special Hazards Recognition
- Resource Requirements

Site Command and Control

Command (Overall Site Control): As with the area's Command SOP a name shall be established to identify the particular incident (i.e. Kuykendahl Command). Command has the broad view responsibilities of site control and hazard mitigation, coordination with EMS activities and other groups, and may provide input for the Extrication Specialist to develop, establish, and perform the required extrication techniques with the available resources.

The following tasks are the minimum command objectives:

- Safety
- Overall Site Control
- Hazard Mitigation
- Extrication
- Triage/Treatment
- Transportation

Extrication Specialist (ES): The ES is a qualified fire department member who becomes the ES Sector Officer. His primary responsibilities consist of the following:

- Coordinate with EMS and fire personnel to establish a compatible rescue plan
- Determine number, location and condition of victims
- Verify primary search has been completed (Primary search area is a minimum of a 50 feet radius)
- Evaluate resources required and develop a working plan
- Advise Command of the required resources and plan; adjust if necessary
**Allocate and supervise the rescue/extrication task**
**Provide Command with progress reports**
**Verify secondary search has been completed (Secondary search area is a minimum of 100 feet radius)**
**Coordinate with other groups**

_Triage/Treatment (T/T):_ The T/T sector/group responsibility is to triage and begin initial treatment of the victims (normally this is EMS personnel, however fire personnel may be required to fill or supplement these positions due to delayed EMS response or additional manpower needs). Victims should be stabilized and continually monitored.

- Determine if additional resources are required and advise Command
- Identify and establish suitable treatment areas:
  - For multi-casualty incidents provide high, moderate, and low priority areas
  - Make these areas accessible for transport
  - Maintain accurate count and where transported
- Determine transportation priorities

If Life Flight is required, Command is to be notified and proper Landing Zone procedures will be implemented

- Report progress (or lack of) to Command, re-evaluate current procedures and adjust as necessary to expedite
- Coordinate with other groups

Command and the ES must be continually advised by T/T of the victims' condition in order to expedite processes for extreme emergencies.
GUIDELINES FOR INITIAL SIZEUP VIA RADIO
WHO WHERE WHAT HOW

1) "Unit Identification" at "Location": The location signifies where you are, which should correspond to the dispatch address.

2) Confirm the location to prevent improper responses. This will ensure total understanding as to where you are in the event multiple emergencies are in progress, or the information received by the dispatcher is incorrect.

3) Establish "Command Presence" by using the phrase, "establishing command". Also use the name of the complex, street, or building name, such as, "Windham Command".

4) Type of Occupancy -- house, apartment, store, etc.
   Size -- two story, 50 x 100 feet, etc.
   Conditions Found--light, medium, or heavy smoke
   light, medium, or heavy fire, or per cent involved
   from what area of the building

5) Actions Taken -- using an inch and three-quarter attack line
   Recommendations -- can/cannot handle with current dispatch of equipment and manpower

If all this information is reported quickly and correctly, it will provide an efficient fireground report. In the following example, the first-in unit would report; "6115 on location at 300 Hollow Tree, the Windham Apartments, building G. There is medium smoke coming from the middle first floor of a wood frame building. 6115 is establishing Windham Command. We'll start off with one 1 3/4" line so lay in five inch. DISPATCHER continue the dispatched assignment."

This quickly and effectively lets all of us know to continue to the working fire at that particular address. The DISPATCHER should now automatically dispatch police and EMS for possible assistance, and the first-in attack unit has its assignment. Using means of communication in this manner can only produce a more organized fireground.

Other radio concepts:
   1) Listen before you transmit
   2) Don't yell into the mike
   3) Avoid unnecessary radio usage
   4) Minimize your words
   5) Think before you transmit
Inspection & Maintenance
Self Contained Breathing Apparatus

General Policy

The XVFD is committed to the goal of providing safe and serviceable emergency equipment for the well being of department firefighters and the community we protect.

Inspection of Self Contained Breathing Apparatus

Programs and procedures will be established and administered by a member appointed by the Chief.

All SCBA's, spare bottles and compressors shall be inspected WEEKLY and after use to help insure operational readiness at times of need.

Inspection of SCBA's is to include a thorough examination of all components for cleanliness, proper positioning and operation and be so noted on inspection forms provided.

Any conditions found that would or could possibly affect the safe operation or readiness of any unit shall be corrected immediately. If the condition cannot be corrected by the individual performing the inspection, the unit shall be removed from service and the senior officer present notified.

Records of each unit inspected shall be maintained by person(s) conducting the inspection. If the unit is found in an unserviceable condition, it shall be so noted on the inspection log, removed from service immediately, and tagged stating the problem. The SCBA coordinator shall be notified immediately.

Person(s) conducting weekly or after use inspections shall be specifically trained and assigned and shall work with program administrator.

SCBA Maintenance

Maintenance of SCBA's shall be performed when indicated by: inspection, malfunction or anniversary date for required service specified by either the manufacturer or governmental agency.
SMALL VEHICLE FIRES

The purpose of this procedure is to assure the efficient extinguishment of fires involving automobiles and other light duty vehicles while maintaining the highest level of safety for all responding personnel.

Scope
This procedure shall apply to all automobiles, pick-up trucks and light duty vans that are on fire. For the purposes of this procedure, the absence of smoke or flames shall not constitute sufficient evidence that a fire condition does not exist.

Enforcement
The company officer has full responsibility for assuring compliance with this procedure. Authority to deviate from the procedure rests solely with the company officer, who bears full responsibility for the results of any deviation. Under no circumstances shall any aspect of safety be sacrificed in order to increase the speed of the operation.

Response
1) The initial assignment for an automobile type fire is one company for "nights" and two companies for "days".

2) The first arriving fire apparatus or personnel with radio or telephone if available shall describe the situation and instruct the other units to:
   a) proceed with emergency status
   b) proceed with greater than normal caution
   c) proceed code 4 (personnel)
   d) return to quarters (this is unusual as a report must be completed if fire apparatus respond)

Positioning of Apparatus and POV
(PERSONALLY OPERATED VEHICLES)
Apparatus responding to a vehicle fire shall be positioned as far as conditions permit:
   a) uphill from the involved vehicle to prevent burning fuel from running toward the apparatus.
   b) upwind from the involved vehicle to minimize smoke exposure to the apparatus and the apparatus operator.
   c) at least 100 feet from the involved vehicle to provide a safety zone around the involved vehicle.
   d) between working Firefighter’s and approaching traffic to protect personnel from traffic.

Danger Zone
A safety perimeter shall be established around the involved vehicle. The area of the safety perimeter shall be all area within a 100 foot radius of the vehicle. All personnel operating within the safety perimeter shall be in full protective clothing and self contained breathing apparatus.
1) Prior to entering the danger zone, all personnel shall have complete protection in the form of:
   a) bunker coat, closed with collar up
   b) bunker pants (if issued) and boots
   c) full length boots pulled up
   d) SCBA in use
   e) gloves on
   f) helmet with ear flaps down
   g) hood in place
   h) face shield down
Approach
1) Firefighters approaching the vehicle shall stay clear of UNSAFE AREAS:
   a) directly facing the front or rear of the vehicle
   b) directly facing the underside of the vehicle when on its side

Safety
1) Firefighters should anticipate:
   a) multiple or auxiliary fuel tanks
   b) exploding fuel tanks
   c) LPG or CNG fuel cylinders and supply lines
   d) exploding drive shafts
   e) exploding tires
   f) exploding truck wheels (heavy duty pickups)
   g) exploding batteries or multiple batteries (especially on diesel vehicles)
   h) hazardous contents
   i) toxic smoke from burning materials
   j) metal fires (engines and wheels)
   k) gas shock absorbers
   l) air conditioning systems - high pressure hose connected to A/C equipment that may separate or burst releasing oil and pressurized freon gas.
   m) lighting components
   n) hatchback, trunk or hood lift cylinders

2) Under NO CONDITIONS should the gasoline filler cap be removed. This would allow heated gasoline vapors to escape thus increasing the danger level.

Attack Apparatus and Appliances
1) A pre-connected 1 3/4” line is the initial attack line and pump pressure is to be set at 150 psi.

2) A booster line is the SECONDARY line used and is to be concentrated on the fuel tank for cooling purposes. Under No Conditions is the booster line to be used as the primary attack line in a fire condition.

3) It is the option of the Incident Commander to:
   a) lay a supply line, and/or
   b) use a second preconnected attack line.

Attack Procedures (As a Coordinated Team)
1) The primary attack line shall approach from the side and utilize a straight stream to the tank area.

2) While approaching the burning vehicle, the primary line shall be joined by the secondary line. The secondary line shall continue cooling the fuel area. The primary line shall “open” its pattern for firefighter protection and fire attack. The pattern shall be as wide as possible to achieve both actions.

3) The secondary line crew should be gaining access to the trunk space for extinguishment. A halligan bar and/or axe can best be used for accessing a taillight assembly for water distribution into the trunk space.

4) The primary line shall extinguish the underhood area and passenger compartment.
   a) a pickhead axe (or halligan) shall be used to pierce a hole through the hood for “wall-banger” operation
   b) water may be sprayed through the radiator/grill area and up under the fenders.
   c) a combination of coordinated actions with both lines shall extinguish the remaining fire.
Use extreme caution when opening the passenger, engine compartment, or trunk. Fire may flash outward when the compartment is ventilated. Always have charged hose lines available before the compartment is opened. All personnel should stand to the side when a compartment is open.

**Overhaul-Full Protective Equipment in Place**

1) After extinguishment of visible flame, the firefighters should allow the vehicle to clear of smoke and/or steam for some period of time.

2) Use both lines at first for reducing metal temperature and eliminating smoldering fires.

3) Only when all smoke has cleared can SCBA be removed.

4) The firefighter shall be dressed in full turnouts with face shield down. The electrical system should be secured as soon as possible by disconnecting or cutting the battery cables. Always disconnect the negative or ground cable first.

**Traffic Problems**

All personnel should be cognizant of the dangers of small vehicle fires, as well as the dangers of traffic control, traffic flow, etc. Police assistance is usually required at vehicular fires. The Fire Department should consider traffic safety and flow, and should attempt disabled vehicle removal as soon as feasible. Fire Department personnel may be used as traffic control, but must utilize flares, flashlights, etc. and be in bunker gear or a reflective safety vest. Junior firefighters are prohibited from participating in traffic control operations.

**The Incident Report**

The fire report shall contain, but not be limited to the following information:

a) "Normal" incident number, times, etc.
b) Address of fire
c) Name and drivers license of owner/operator; obtain DL direct from the license of the individual
d) Address of owner/operator
e) Police officer and/or police incident number
f) Damaged vehicle storage lot and wrecker service name
g) VIN and license plate numbers Make, model, year of production
h) Estimate of value
i) Estimate (dollars or percentage) and or area(s) of loss
j) Possible cause
k) First material ignited
l) Area of ignition
m) Insurance company

**Return to Service**

1. All hose and equipment is to be cleaned and repacked

2. Refill the tank at a hydrant near the scene, if possible. This will place the engine in service sooner and also test the hydrant.

3. Replace SCBA with full tanks and refill the empty tanks at the station.

4. All personnel shall respond to the area designated as the clean-up area.
HYDRANT USE

Purpose
To establish procedures for efficient and proper use of fire hydrants for water supply.

Scope
This procedure is to be followed by all members and officers of this Department regardless of the district in which the procedure is to take place. Deviation from this procedure is the prerogative of the incident commander who is solely responsible for the results of the deviation.

Spotting the Hydrant
1) The incident commander shall give explicit orders that must be verified if fire hydrant(s) will be required. Under normal conditions smoke showing will require hydrant usage.
2) The apparatus shall drive parallel to the curb, approximately two to three feet from the curb, and stop with the rear of the apparatus about ten feet in front of the chosen fire hydrant.
3) The right seat officer shall give the command, "Lay five inch" as the hydrant man is designated. The hydrant man shall verbally communicate with the officer that he has understood the command.

Tools and Hose Required
1) Hydrant bag
   a) Storz/hydrant wrench.
   b) 2 ½" hydrant valve.
   c) Storz / 2 ½ “ combo wrench.
   d) Storz to hydrant steamer adapter.
   e) 2 ½ “ spanner wrench.
   f) Shovel (optional).
   g) Storz / 2 ½ “ adapter.
   h) 2 ½” and Steamer caps
2) 5 inch supply hose.

Flushing the Hydrant
1) Pull approximately 15 feet of 5 inch from hose bed and make one full wrap around the hydrant.
2) Signal for the apparatus to leave the hydrant location. The apparatus shall lay 5 inch on the same side of the roadway as the hydrant is located until reaching the designated stopping point. Just prior to attaining this apparatus stopping point, the driver shall lay 5 inch across the roadway if the stopping point is on the opposite side of the hydrant. This procedure allows better scene access for more emergency vehicles.
3) Remove one 2 1/2" cap.
4) Open hydrant about enough to obtain a water flow for about 5 seconds. Always operate the hydrant from the opposite side of the steamer outlet (flying caps).
5) Close hydrant.
May 9, 2001

Hooking Up To the Hydrant

1) Attach hydrant valve to the open 2 1/2" outlet.

2) Remove the steamer cap.

3) Attach Storz to steamer adapter to hydrant.

4) Unwrap 5 inch from around hydrant and connect to the Storz to steamer adapter. Be assured the Storz connections "snap" together and lugs are aligned.

5) Locate the 5 inch to provide sweeping turns and no kinks.

6) Before opening the hydrant, the hydrant man must receive a direct verbal instruction from the pump operator of the apparatus you will be supplying. After acknowledging the command, slowly open the hydrant to prevent water hammer.

7) Open the hydrant all the way slowly, about 18 turns. Never allow a hydrant to be in any intermediate "on" position for long periods.

8) You may now leave the hydrant location. Carry all unused tools back to its respective apparatus.
HELIICOPTER LANDING ZONE (LZ) OPERATIONS

PURPOSE

To establish procedures for maximizing firefighter, law enforcement, EMS, and general public safety when dealing with helicopter landing zone operations.

SCOPE

This procedure is to be followed by all members and officers of this department regardless of the district in which the landing/liftoff is located. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation.

RESPONSE

1) If a company is dispatched to a rescue situation specifically for engine company operations, that company should participate in only engine company activities and additional personnel and equipment is to be dispatched as needed.

2) Engine 64 is first due in District 1 (additional is Rescue 61).
   Engine 62 is first due in District 2 (additional is Equipment 62).
   Engine 63 is first due in District 3. (additional is Equipment 63).

LANDING ZONE CONSIDERATIONS

Provide a LZ a minimum of 250 feet from the emergency scene. The LZ should be a minimum of 60 feet square during daylight, and 100 feet square during darkness or inclement weather.

Inspect the proposed LZ for the following hazards:

1) Terrain:
   Level or Sloped
   Rocks, bushes, tall grass

2) Obstacles:
   Signs, trees
   Antennae, power lines
   Vehicles

3) Wind Direction & Speed

LANDING ZONE OPERATIONS

1) The engine shall be parked no closer than 150 feet from the supposed center of the LZ.

2) LZ corner marking devices shall be used (flares or specialized equipment).

3) A 250 foot preconnected line shall be the primary line, but not deployed unless needed for LZ surface preparation.

4) The LZ shall be reasonably clear of debris. Utilize a preconnected line to wash or wet down the area. The senior officer shall determine the need of wash/wet down.

5) Personnel shall remain outside of the LZ perimeter, shall not be in contact with the preconnected line, and shall be in a position to use the engine or other vehicle as a shield from the LZ. Flying debris is a distinct probability in the event of flight failures and other loose objects. Eye protection shall be worn. The minimum is the helmet and face shield. Full protective gear is required for a XVFD firefighter affected by rotor wash. If no gear is available, the member must be seated within a vehicle.
6) In the event rescue personnel are still in the rescue process they shall be notified of the landing and suitable precautions (if any) shall be taken.

7) The pump operator shall be seated in the jump seat during landing/liftoff. This position will allow for proper shielding and immediate pump activations if necessary.

8) Communications with the helicopter shall be verified by command. In some situations EMS or law enforcement will be the communications sector. In any case, command must be assured direct communications are being performed. If EMS or law enforcement is unavailable for communicating with the helicopter, command must assign a qualified individual to perform the communications coordination.

9) Reverse the above for liftoff operations.
FIRST RESPONDER POLICY

OBJECTIVE: To enhance medical care to our district via first responders for EMS.

GOAL: To enhance medical care and resources to residents of our district in conjunction with EMS.

State certified EMS XVFD personnel will be dispatched on XVFD pagers to respond as first outs within our territory when:

1) The primary response unit is not available for service or has a significantly delayed response time (ETA from dispatch greater than 5 minutes).

2) To any call for medical assistance by a EMS unit.

The Dispatcher will track all status times as per SOP. XVFD medical personnel will operate under standard EMS protocols and be under the direction of EMS personnel on scene.

The Dispatcher will dispatch XVFD/EMS personnel by respective station as necessary XVFD Paramedics are exempt from company response and should respond whenever available. Apparatus will respond from their respective stations. XVFD appropriate dress is required (T-shirt, jumpsuit, bunker pants, identification tag or combination of above).

If XVFD EMS supplies are used, the senior officer is to request replacement from the EMS unit on location, or at EMS Headquarters from the on duty supervisor.

CAUTION: IF YOU ARE NOT STATE EMS CERTIFIED YOU ARE NOT TO RESPOND, UNLESS SPECIFICALLY DIRECTED TO DO SO.

It is imperative that EMS Seniors and personnel be the primary care providers. The XVFD is to follow all EMS protocols, and assist EMS personnel as requested.

It is highly recommended that we do not "overcrowd" a scene. In most cases, four to five personnel are sufficient.

CONTINUING EDUCATION:

All personnel shall maintain C.E. hours and current certification to participate.

IDENTIFICATION TAGS:

All personnel will be issued an ID tag with certification level and "First Responder" shall be worn on calls and when riding observer.

EMS MEMBERS:

XVFD members who are also EMS members and are paged as EMS first outs shall follow rules and regulations set forth by EMS.
EMERGENCY EVACUATION PROCEDURES

Purpose:
The purpose of this procedure is to assure that all personnel operating at the scene of an emergency can be alerted to a change in conditions that can affect their safety, and can then evacuate to a safe location.

Scope:
This procedure shall apply to all personnel operating at the scene of any emergency incident.

Implementation:
The Incident Commander and the Safety Officer are responsible for implementing this procedure according to the guidelines presented in this procedure. Everyone operating at the scene of an emergency has the responsibility to pay attention to developing conditions and to inform superior officers of any dangerous conditions that are discovered or observed.

Definition:
For the purpose of this procedure the EMERGENCY evacuation of a structure shall mean an evacuation that is initiated by the incident commander or the incident safety officer because conditions are believed to pose an immediate and direct threat to the safety of personnel. An EMERGENCY evacuation is to be ordered only when personnel are in imminent danger.

An EMERGENCY evacuation should not be confused with an orderly withdrawal from positions that is ordered during a shift from an offensive to a defensive mode of operation, or other non-critical adjustment of forces.

Observation of Conditions:
All companies must communicate current information on the conditions in their operating area to sector officers. They should be particularly alert to the following conditions:

- High heat conditions that could signal an impending flashover.
- Large volumes of smoke with an absence of a corresponding volume of flame; pulsing smoke that is alternately pushed from the building and then drawn back into the building; condensation of brownish liquid on the inside of windows. All of these are signs of an impending backdraft.
- Cracks, bowing or sagging of roofs, walls or important building members that could affect the stability of the structure.
- Any other conditions that pose an immediate threat to the safety of personnel operating on the fireground.

Retreat and Evacuation Procedures:
When a condition that seriously affects the safety of operating personnel is detected, the sector or incident commander shall be notified immediately along with a recommended course of action. At the same time steps shall be taken to remove threatened personnel from the danger area.

If conditions are such that total EMERGENCY evacuation of the building is necessary the incident commander or the safety officer shall initiate the retreat signal. The retreat signal shall be as follows:

- The initiating officer shall broadcast "EMERGENCY TRAFFIC" over the fire ground radio frequency(s). The Dispatcher shall precede the evacuation message with an alert tone of about five (5) seconds. On hearing the "EMERGENCY TRAFFIC" broadcast all others on the frequency shall maintain radio silence. As an example, the officer shall then broadcast the message "EMERGENCY TRAFFIC - ALL PERSONNEL EVACUATE THE BUILDING." This message shall be repeated a minimum of three times.
- On hearing the "EMERGENCY TRAFFIC - ALL PERSONNEL EVACUATE THE BUILDING" message, all apparatus drivers shall immediately activate the air horns on the apparatus in operation for a minimum of twenty seconds. If personnel who are not radio equipped hear this signal they shall immediately initiate evacuation and retreat procedures. The objective is the personal safety of the firefighter. Equipment should be withdrawn only if it is required to assist the firefighter in his evacuation. After exiting the structure all personnel shall proceed outside the safety perimeter where company and sector officers shall immediately initiate a PAR (Personnel Accountability Report) using established departmental procedures for accounting for personnel on the fire ground.
SIMULTANEOUS/MULTIPLE RESPONSES
EQUIPMENT AND MANPOWER UTILIZATION

1. In the event of highly probable simultaneous and multiple emergency response requests, such as those usually occurring during threatening weather conditions, the following suggestions should be considered in providing our public with sufficient initial services.

   a) The Senior Officer in District shall communicate with the DISPATCHER to determine that in the event of any unconfirmed fire response requests this department will enter into a reduced response mode. This shall be followed with an ALL-CALL announcement indicating, "The Xxxx Fire Department is now operating in a reduced response mode. All personnel shall adhere to responding only when their companies are dispatched".

   b) All three stations are to be staffed.

2. Elected officers are exempt from this requirement, as they may be reassigned to specific tasks as conditions warrant. Other personnel may be exempted from this requirement only if specifically instructed to do so.

3. Reduced response requirements are defined as follows for INITIAL dispatch:

   a) Still alarms
      1) one engine
      2) one company (one daytime)

   b) All automatic alarms ( these may be delayed until a later time when resources are more available)
      1) one engine
      2) one company (one daytime)

   c) Check for fire (unconfirmed
      1) one engine
      2) one company (one daytime)

   d) Rescue and hazmat
      1) one engine, Rescue 61
      2) HMAT squad only

   e) Mutual Aid
      1) one apparatus
      2) one company

4. When the reduced response period is terminated, as determined by the Senior Officer in District, he is to instruct the DISPATCHER to ALL-CALL the department and announce "Standard response policies are now in effect".
May 9, 2001

INCLEMENT WEATHER POLICY

High water conditions may exist throughout the area during storms and runoff periods. The following list of considerations are to be taken into account for emergency and non-emergency response. In most cases, XVFD apparatus will have very few problems "navigating our waters,". The following procedures are to be adhered to for preventing apparatus damage, preventing accidents, and still providing timely response. Only the Senior Officer in District, or responding Senior Officer, can disregard emergency response based upon many factors. The objective is to arrive safely!

1) High Water
   a) Reduce speed to 5 mph or less
   b) After entering the high water, apply brakes slightly to dry out linings.
   c) After exiting high water, apply the brakes to verify proper brake performance.
   d) Drive slowly! Do not produce a wave effect, as damage to other vehicles and property will occur.
   e) Most water induced mechanical failures in vehicles are caused from excess speed and high water being sprayed by the vehicle's engine cooling fan.
   f) When exiting Station 1, consideration shall be given to utilizing Beaver Springs.
   g) When exiting Station 2, consideration shall be given to alternate routes around high water usually collecting, at Cypressdale Drive and Sorrel Ridge. Eg. Postwood to Sorrel Ridge - Navajo Trail to Cypresswood, etc.
   h) Never park in high water areas since water will infiltrate chassis and wiring components.

2) Heavy rains, slick streets, ice conditions
   a) Extreme caution is to be observed.
   b) Reduce top speed substantially-35 mph maximum.
   c) Do not tailgate--keep at least one hundred feet distance.
   d) Utilize extreme caution while braking.
   e) All apparatus equipped with retarders shall be in the "low" power position or "off".
MOTOR VEHICLE FUEL SPILLS

Purpose
To establish procedures for handling motor vehicle liquid fuel spills.

Scope
This procedure is to be followed when responding to reported fuel spills within the boundaries of the Xxxx Volunteer Fire Department. This procedure establishes guidelines for handling motor vehicle liquid fuel spills not to exceed the quantity of one diesel fuel saddle type tank found on semi-tractors. A spill of greater quantity, greater than normal environmental impact, or vehicles fueled by LNG, LPG, or an unknown motive power source are not considered in this policy. Deviation from this procedure is the prerogative of the Incident Commander who is solely responsible for the results of any deviation.

Safety
Priority must be given to establishing a safe work area for personnel and apparatus. Traffic should be re-routed or stopped to allow a safe work area and traffic cones should be used whenever possible. Flares should not be used—chemical light sticks and traffic control Streamlights are acceptable alternatives. Consideration should be given to eliminating any ignition sources in the immediate area.

Positioning
Apparatus, personnel, and POV's will positioned away from the immediate spill area, uphill and upwind. The apparatus will pass the spill site if possible upon arrival to allow for size up. When practical the apparatus should stage a minimum 75 to 100 feet distant. POV's shall park away from the area and personnel staging will be at the apparatus.

Procedure
The type and quantity of the fuel spill must first be established. If the spill meets the criteria established above, the following should be followed:

1) Size up and hazard control of the scene will be completed upon arrival of the incident commander. Suitable electronic monitoring may be required. A hot zone may be established.

2) Firefighters will be in full protective gear. An appropriate pre-connected line will be used. Splash suits and rubber gloves are available on all engines.

3) For large spills, vapor suppressing foam may be required. For small spills, a 1% emulsifier educted solution may be required. Liquid soap may be used as an alternative. Emulsifier and soap may be applied directly if required.

4) Attempts should be made in larger situations to absorb (or contain via booms or diking) product with absorbent pads. Sewer drains should be plugged with XVFD "mini-pools" sewer caps. Vacuum trucks may be required.

5) All contaminated absorbent material shall be placed in a plastic bag and properly disposed. The XVFD SHALL NOT accept or transport waste materials from emergency scenes.
ODOR INVESTIGATIONS

Purpose
To establish procedures for maximizing firefighter safety when dealing with odor investigations.

Scope
This procedure is to be followed by all members regardless of the district in which the investigation is taking place. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation.

Positioning
Apparatus, personnel, and POV's will position no closer than 150 feet from the dispatched location. The engine shall be the personnel staging area.

Investigation
Two personnel in full bunker gear with SCBA shall walk to the location—no radio shall be carried by the investigating team. A metering device shall be used to determine if a flammable gas is present. If a flammable gas is present, and the LEL is approaching lower explosive limits, the team shall don SCBA immediately and return to the CP to plan for scene mitigation. If a flammable gas is present, and the LEL is below explosive limits, the team shall communicate with the CP and attempt to eliminate the source of the supply as soon as feasible.

If other than a flammable gas is suspected or detected, the investigation team shall immediately don their masks. They shall then report to the CP to plan for scene mitigation. It should be remembered that a hissing sound or vapor cloud without an odor is no guarantee that the gas is neither flammable nor toxic.
INSTRUMENT CALIBRATION

PURPOSE: To establish an SOP for the periodic testing of gas and heat detecting instruments, and cool vests for the XVFD. To be performed each month.

Certain apparatus have the following instruments which require monthly testing and verification of proper operations. All instruments must have acceptably charged batteries, be in working order, and be clean. If there are any problems that cannot be rectified, please contact xxxxx

RESCUE 61

3M INFRARED HEAT DETECTOR
AIM 3000

ENGINE 63

1) Start pump
   Verify battery condition
   LEL
     A) Utilize methane test kit to verify accuracy
     B) Utilize a butane lighter to verify instrument span (very small discharge)
   O2
     A) Push Oxygen Button
     B) Verify oxygen readout at ~20.8%-adjust if necessary
     C) Exhale into pickup tube to verify less than 20.8% O2 content (do not "pressurize")
   PPM HC
     A) Push PPM Button
     B) Zero meter

2) 3M Infrared Heat Detector & Cool Vests
   A) Verify operation

3) AIM 3000
   A) Perform Self-test

4) Cool Vests
   A) Verify Battery Charger

ENGINE 62

1) AIM 3000
   A) Perform Self-test

Not complete 2/19/02
PROTECTIVE CLOTHING CARE PROCEDURES

PURPOSE

To establish procedure for proper storage and care of protective clothing.

SCOPE

This procedure is to be followed for storage and cleaning care of all clothing. This procedure establishes guidelines for storage of all protective clothing while not in use and cleaning of clothing after being soiled from firefighting activities.

STORAGE OF EQUIPMENT

All protective gear shall be stored in neat, and orderly fashion as to allow for immediate use when called for an emergency.

1) Those members who respond on apparatus from either stations may hang their gear at the station. Each station has wall hooks to hang coats and helmets, and storage area below for boots and bunker pants. These areas are to be kept neat and orderly by those individuals who use the wall hooks.

2) Those members who respond direct to calls shall keep their gear in gear bags. Gear shall be dried completely prior to storing to prevent mold, mildew and dry rot. It is extremely important not to store gear in an area where it will be in direct contact with sunlight. Ultra-violet rays damage the fibers of Nomex and PBI materials and destroy the clothing.

Storing clothing in a vehicle with window tint film is not acceptable as the damaging ultra-violet rays pass through the film and will cause damage to the clothing. A cover of some type must be used in this type of storage.

CLEANING AND LAUNDRY INSTRUCTIONS

All protective clothing shall be properly cleaned and dried after use to prevent build up of contaminants. Contaminants such as carbon penetrate fibers of Nomex and PBI which will decrease the flame retardant characteristics of the materials.

1) Helmets:
   Helmet outer shells shall be cleaned with all purpose cleaners such as "409" to remove tar, carbon and smoke residue. The outer shell may be waxed with standard car wax to make future cleaning easier. The inner suspension system shall be cleaned with liquid detergent (Ivory) or clothes washing detergent. Helmet liner shall be thoroughly dried prior to storing.

2) Hoods and gloves:
   Station 1. Hoods and gloves shall be machine washed on the 29 minute wash cycle, with protective clothing washing detergent. Dry hoods and gloves in machine dryer on medium heat.

   Station 2 & 3. Hoods and gloves shall be machine washed in warm water, permanent press cycle with clothes washing detergent. Dry hoods and gloves in machine dryer on permanent press setting.

3) Coats and pants outer shells:
   Station 1. Coats and pants outer shells shall be washed by machine on the 29 minute wash cycle and dried on medium heat. The inner liner and outer shell shall be separated when laundered. Outer shells shall be turned inside out, all snaps, hooks and dies and velcro fasteners, and put into laundry bags prior to placing in machine. This helps to prevent damage to fasteners and the washing equipment. Do not over stuff machine, one set of outer coat shells and inner liners may be put in the machine.
Station 2 & 3. Coats and pants outer shells shall be washed and dried by machine on permanent press cycles with warm water and warm heat. The inner liner and outer shell shall be separated when laundered. Outer shell shall be turned inside out, all snaps, hooks and dies and velcro fastened. This helps to prevent damage to fasteners and the washing equipment. Do not over stuff machine, one outer coat shell and one outer pant shell may be washed together, leaving inner liner for a second load.

4) Coat and pant inner liners:

Station 1. Coat and pant inner liners shall be washed by machine on the 29 minute wash cycle and dried on low heat. After removing from the outer shell turn liner inside-out and put into laundry bag prior to placing in machine. If inner liners are not soiled but are wet they can be dried only. Place liners in dryer along with a fabric softener sheet, to provide clean, fresh scent.

Station 2 & 3. Coat and pant inner liners shall be washed by machine on permanent press cycles with warm water and low heat. After removing from the outer shell turn liner inside out and place in machine together. If inner liners are not soiled but are wet they can be dried only. Place liners in dryer along with a fabric softener sheet, to provide clean, fresh scent.

LAUNDRY DETERGENT

XVFD provided protective clothing detergent or any commercial nonphosphorous detergent shall be used. One scoop or approximately 10 oz. of commercial liquid or powder detergent will wash a complete load. Approximately 3 oz. of protective clothing detergent will wash a complete load. NEVER USE BLEACH. Bleach destroys fibers of Nomex and PBI and shall not be used.

CARE AND CLEANING OF WASHER AND DRYER

Members are allowed to use XVFD owned washing equipment but are required to maintain such equipment. Keep exterior areas clean of dirt and spilled detergent. ALWAYS CLEAN LINT SCREEN.

REPAIRS OF PROTECTIVE CLOTHING

Any rips, burn holes or damage to protective clothing shall be reported immediately to the department quartermaster. XVFD has equipment in house to make most repairs to protective clothing. If damage is not repairable in house, it will be sent for repair.

PROTECTIVE CLOTHING ISSUED TO YOU IS FOR YOUR PROTECTION. THIS EQUIPMENT IS EXPENSIVE BUT IS ALSO OF GREAT VALUE IN PROTECTING YOUR LIFE. FOR YOUR OWN SAFETY, TAKE THE TIME TO CLEAN, PREPARE, AND REPAIR YOUR EQUIPMENT.
HAZARDOUS MATERIAL INCIDENTS

Purpose:
To establish procedures for maximizing firefighter safety when dealing with a Hazardous Material incident.

Scope:
The procedures outlined below are to be followed for all hazardous material incident responses. Any deviations from these procedures based upon circumstances presented by the incident are at the sole discretion and responsibility of the Incident Commander who is solely responsible for the results of any deviation.

Base Crew:
A Hazardous Materials Assistance Team (HMAT) base crew has been established. Members of the team may be modified on an as needed basis.

Activation of HMAT:
The HMAT base crew shall respond to all major incidents involving hazardous materials. These include, but are not limited to, overturned T/Ts, large fuel spills, accidents involving placarded vehicles, chlorine leaks, and other incidents as deemed necessary.

Equipment and manpower requirements are noted in the SOG’s and available at Dispatcher.

Safety:
Safety is paramount for all responding personnel and apparatus. Incident Command procedures shall be established and utilized. Traffic will be re-routed or stopped to allow for a safe work area. Where possible, all ignition sources are to be eliminated from the work area. Appropriate zones (hot, warm, and cold) shall be established on arrival. Based on the material involved a decontamination area shall be established prior to entry into the hot zone.

Positioning:
Apparatus, personnel, and POVs will respond no closer than 500 feet to a known hazardous material incident site until the material has been identified. POVs shall park no closer than 500 feet. A personnel staging area shall be designated by the Incident Commander.

Identification:
The type of material must be identified. All visible signs, markings, and container shapes should be utilized. If product identification cannot be made from a distance two firefighters in full encapsulated suits shall be sent into the working area to attempt identification.

This initial entry team shall be supported by two additional firefighters in the same level of clothing as the entry team with suitable protective hand lines. If the initial entry team cannot identify the material involved, the IC will assume a defensive position, and make further attempts to identify the material before committing any additional resources to the working area.

Once the material is identified, the entry team will exit the working area and be decontaminated if required. The entry will then inform the IC of their evaluation and a tactical plan will be developed. Zones will be established, a full decon area initiated, and staging areas will be identified. Additional resources will be examined during this phase.
The IC will designate appropriate sectors including a safety officer and a media officer. The media officer will be responsible for handling media inquires - he will not require approval of the IC while discussing the incident with the media but established guidelines shall be followed.

A Triage area will be established as deemed necessary.

The Staging area officer shall have responsibility over all personnel and vehicles in the staging area.

The Safety officer shall have the authority to halt operations if they create a severe danger to the area and/or personnel. A clear line of communication with the IC is imperative.

All contaminated materials are to be placed in appropriate containers to await final disposition by county, state, or local authorities. All contaminated firefighting gear is to be placed in sealed trash bags and await decon procedures from the manufacturers of the products involved.

Considerations:

Xxx County Office of Emergency Management is to be notified of any potentially threatening hazmat incidents.

Xxx Fire Department HMRT 22 is to be considered for response to any incident where the XVFD believes it does not have the expertise required to handle the product or situation involved.

CHEMTREC is to be notified on all incidents where either product knowledge and/or the manufacturers assistance is required.

Xxx Natural Resources Conservation Commission must be notified in the event of any environmentally threatening incidents.

Decontamination

PURPOSE: To establish procedures maximizing firefighter safety when exiting a hazardous material hot zone.

SCOPE: This procedure is to be followed by all members and officers of this department regardless of the district in which the emergency is located. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation. (Deviation will only occur depending on certain chemicals and the amount of exposure of these chemicals.)

RESPONSE:

1) The initial response for an in district emergency is the hazmat team plus two companies (night or day).
2) E-64 and R-61 are first due in district #1. Engine 62, Eq. 62 and R-61 are first due in district #2. E-63 and R-61 are first due in district #3. E-64 may be added to Sta. 62 and Sta. 63 responses.

APPARATUS PLACEMENT:

1) The hot zone, warm zone and cold zone will be identified and established by the first arriving officer after investigation.
2) All apparatus will be in position upwind and upgrade (if possible) and in the cold zone.

DECONTAMINATION LOCATION:

Decon will be set up only when the product is identified and only if the XVFD is capable of deconning that product. (If unable to decon the identified product, entry into the hot zone will not be permitted.)

When the product is identified and decon can be administered, the decon area will be established near the entrance to the hot zone. The decon corridor will exit from the warm zone to the cold zone.
The nine step decon procedure will be setup by decon personnel. (See Attachment A for decontamination equipment on R-61)

1) A suitable salvage container on the hot zone side of the decon corridor will be used for placement of contaminated tools and equipment. Move to Step 2.

2) Personnel will enter this contained area whether it is swimming pools or a diked area to contain contaminated exposures. Remove as much contamination as possible. Dilution is conducted inside this diked area. All personnel are in SCBA and decon personnel are in the same level of personnel protective clothing or one level lower depending on the product. Move to Step 3.

3) Remove SCBA to contaminated side and move to Step 4 or don a clean SCBA from the clean side and re-enter to the work area. Move to Step 4.

4) Remove protective clothing and place in a salvage container. Move to Step 5 or transport to a fixed decon facility (ie: hospital, industrial decon area in a plant). Move to Step 5.

5) Remove all personal clothing and isolate items in a plastic bag and place in a salvage drum for cleaning and disposal. Move to Step 6.

6) Personnel who require showering will use soap and sponges. Bag cleaning items for disposal after each person. Move to Step 7.

7) Personnel are to dry themselves, bag the towels for disposal and put on clean clothing. Move to Step 8.

8) Personnel are to receive medical evaluation (ie: blood pressure, respirations, hydration) and treatment as necessary. Move to Step 9.

9) Identify the personnel’s complete field records. Transport to the hospital or fixed decon facility for Steps 5 thru 8 if on site decon is not feasible due to location or weather.
   - These steps should be constructed with salvage covers with privacy walls so as not to be visible to the public.

SAFETY:

1) Under no circumstances should the incident be mitigated unless adequately trained personnel are on location.

2) It is the decision of the incident commander to call for additional resources.

RETURN TO SERVICE:

1) All equipment shall be deconned before returning to service.

2) Equipment that cannot be decontaminated on the scene will be placed in a salvage drum and shipped to a fixed decon facility.

3) Apparatus and personnel may return to service after personnel and equipment are accounted for.
APPENDIX A
DECONTAMINATION EQUIPMENT

1) Milk Crates
2) Kiddy Pools
3) Brushes
4) Pump Cans
5) Soap
6) Clorox
7) Salvage Covers
8) Salvage Drums
9) Drum Liners
10) Gloves
11) Barrier Tape
12) Stakes
DECONTAMINATION AREA SET-UP GUIDELINES

HOT ZONE

GROSS DECON

SECONDARY DECON

REMOVAL OF SCBA/PPE

COLD ZONE

MEDICAL EVALUATION

TO MEDICAL FACILITY

TO REHAB

SET-UP MATERIALS

- CONES

KIDDIE POOLS & DIKED SALVAGE COVERS

SALVAGE CONTAINER
May 9, 2001

SUBMERGED SCBA EMERGENCIES

Purpose
To establish procedures in the event of accidental submersion of personnel wearing SCBA.

Scope
These procedures shall be followed in the event of accidental submersion in a swimming pool, creek, etc. while wearing SCBA.

Procedures
1. SCBA shall never be intentionally used in underwater activities. The SCBA are not designed for Scuba purposes as death or serious injury can occur.

2. If accidentally submerged, AND IF:
   a) Air free flows around the face seal; place hand on the mask and apply pressure to stop the air from leaking.
   b) Air free flows from the exhalation valve; place hand over the front of the mask and control the air flow by turning the wheel valve on the supply bottle on and off when air is needed.
   c) No air flow to the face piece; place hand on the front of the mask and operate the emergency bypass valve when air is needed.
   d) Buoyancy; Bunker gear will float so DO NOT REMOVE YOUR BUNKER GEAR. Assume a knee-tuck position and remain calm, you will float.

Returning the SCBA to Service
Any SCBA that has been submerged for any amount of time shall be removed from service until it has been disassembled, cleaned and inspected by a certified technician.
HOSE TESTING PROCEDURE

PURPOSE:
To safely pressure test fire hose primarily following the NFPA 1962 standard.

WARNING - PART OF THIS TEST IS EXTREMELY DANGEROUS! NEVER BE IN THE VICINITY OF ANY HOSE WHILE PRESSURE TESTING!

1) Flat lay the hose to be tested assuring long sweeping turns and NO kinks.
2) Record all tracking numbers, reapply the tracking number to the hose to assure it is legible.
3) Hose tracking is accomplished by marking each section with the following codes:
   • A = 5 inch Each size of hose will have its own set of numbers in sequential order department wide. (Example 1 thru x)
   • B = 3 inch
   • C = 2.5 inch
   • D = 2 inch
   • E = 1.75 inch
4) Use black spray paint to paint a ring around the 5 inch hose one-half the distance of the full length of each section.
5) Attach an appropriate nozzle or valve/bleed device to the far end, and connect the other end to the engine or hose tester being used as the pressure producer.
6) Connect the pumper to a fire hydrant and admit hydrant water pressure only to fill the hose and bleed all air out of hoses and appliances. The pumper is not to be in pump gear. When the air bleed is complete, shut off the nozzle device. Allow a slight water flow at the bleed device. (This applies to 5 inch hose only)
7) Connect the hose tester to a water supply and admit water pressure only to fill the hose and bleed all air out of hoses and appliances. Allow a slight water flow at the bleed device. (This applies to all other sizes of hose)
8) All hose – A circle will be drawn with a black marker at each coupling on the hose; This will show any separation from the coupling and hose during the high pressure test.
9) Allowing hydrant pressure only (no pump), inspect the entire length for cuts, abrasions, and leaks, making note of each.
10) After inspection and acceptance of Step #8, pressure up to 100 PSI and hold for 2 minutes observing any failures. No one is to be near the hose being tested. Water must be discharged slightly from the booster line to allow for pump cooling for the five inch test.
11) After successfully performing step 9, pressure up to:
   5 inch - 200 psi for 5 minutes
   3 inch to 1.5 inch – 400 psi for 5 minutes
   DO NOT allow personnel in the vicinity of the hose being tested!
9) After successful testing, Reverse pack all 2.5, 3, and 5 inch hose.
10) Any hose that fails should be replaced from hose rack, tested, tracking numbers recorded and information passed to the Deputy Chief.
SUPPRESSION/SUPPORT POLICY

It is the intent of this policy to establish a system for suppression and support groups of XVFD firefighters whose tasks compliment each other. The elected officers have the responsibility to identify and assign all members to suppression or support designations. The current active roster list will be coded to indicate each member's status.

Suppression designated firefighters are generally defined as those members who can meet the demanding physical requirements of hands on firefighting.

Support designated firefighters are generally defined as those members who request to be support personnel, or those who may not meet the physical demands of firefighting based upon one or more of the following conditions:

<table>
<thead>
<tr>
<th>Choice</th>
<th>Physical condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>Physical impairments</td>
</tr>
<tr>
<td>Weight (Hi or Low)</td>
<td>Temporary disabilities</td>
</tr>
<tr>
<td>Size</td>
<td>Facial hair</td>
</tr>
<tr>
<td>Firefighter candidates</td>
<td>Other</td>
</tr>
</tbody>
</table>

A suppression firefighter generally performs the duties of both suppression and support activities. Examples of suppression activities are reserved for suppression firefighters only:

- Interior firefighting w/SCBA
- Exterior firefighting w/SCBA
- Aerial and ground ladder operations w//SCBA
- Offensive firefighting operations

Support personnel are limited to functions that are generally considered to be less physically demanding than suppression activities/without the use of SCBA. Following are examples of support duties:

- Performs driver/operator functions
- Performs command/sector operations
- Performs salvage and overhaul w/o SCBA
- Performs defensive firefighting operations
- Performs SCBA/cascade refill operations
- Performs as runner for communications, tools, and equipment
- Establishes and operates rehab area
- Participates in helicopter landing zone operations

It is the discretion of the incident commander to designate support personnel as suppression personnel under unusual conditions.
DEFINITION OF A FIREFIGHTER

The XXXx Volunteer Fire Department accepts the generic description of a firefighter member as produced by the International Association of Fire Chiefs.

A firefighter is a trained individual who promptly responds to mitigate a wide range and variety of emergency and non-emergency situations where life, property or the environment is at risk. A firefighter’s assignments vary based on training, experience and ability.

A firefighter’s duties include fire suppression (including structural, wild land, transportation and all other types of fires); fire prevention and public education; and may include emergency medical services, hazardous materials response and preparedness, technical rescues (extrication, water, high angle or confined space); urban search and rescue, disaster preparedness and mitigation; community service activities; public safety (including animal rescues, lockouts, and standbys); response to civil disturbances and terrorism incidents; non-emergency functions (such as training, pre-planning, communications, maintenance, research and development, and physical conditioning); and other related emergency and non-emergency duties as may be assigned or required.
SPILL PREVENTION CONTROL AND COUNTERMEASURES PLAN (SPCCP)

The attached SPCC Plan contains introductory information, a description of facilities and practices employed to prevent spills, and a description of appropriate procedures to be followed in the event of a spill. This plan is augmented by the specific plans for the operation and maintenance of hydrocarbon (diesel fuel) storage facilities at XVFD Station #3.

The attached plan must be updated every year unless amendments are required as described in the plan.

Training of personnel who have specific responsibilities under the plan must be completed prior to using the fuel dispensing facility. The procedure is listed as Attachment A following this plan.

I. INTRODUCTION

A. Background

1. The Water Quality Improvement Act of 1970 stated that the United States policy prohibits the discharges of harmful quantities of oil into the navigable waters of the United States. The Federal Water Pollution Control Act Amendments of 1972 (40 CFR 112) promulgated December 11, 1973 required procedures, methods and equipment to prevent and contain discharges of oil and hazardous substances.

The Act has been revised or amended a number of times, the most recent in 1986. Further clarification of 40 CFR, Part 112 and Section 311 of the Act is included in Attachment 1. In addition, the State of Xxx Oil and Hazardous Substances Spill Contingency Plan contains many provisions and reporting requirements related to spills.

2. The regulations are to prevent oil and other hydrocarbon substance discharges from entering waters of the United States and contaminating the environment. Through the use of pollution prevention equipment and thorough training and education of personnel, accidental releases can be reduced to a minimum.

When a release does occur, secondary containment can be used to prevent the discharge from entering navigable waters or contaminating the environment. However, in the event that this fails or is not practicable, an adequate containment/contingency plan must be prepared and available for reference.

This plan has management support for a commitment of necessary manpower and materials.

3. If a major discharge is possible, a plan is required to comply with Federal regulations. This Spill Prevention Control and Countermeasures Plan (SPCCP) which has been prepared in accordance with EPA regulations applies to non-transportation facilities and prevention and containment of oil and hydrocarbon substance releases resulting from fuel dispensing operations. It includes requirements of the Water Improvement Act and Federal Water Pollution Control Act. It is intended to be used as a resource for responding to spills or releases in exterior areas of our facility at xxxxx

B. Purpose and Objectives

1. This plan presents a coordinated and integrated set of procedures, methods and equipment requirements to prevent oil and hazardous substance discharges from XVFD Station #3 into or upon waters and environment of the United States and to contain such discharges if they should occur. It provides guidelines for responsible facility personnel for communication and required coordination with and notification of the Federal, State and local response systems when a spill occurs.

In addition, it provides guidelines for training personnel to effectively and safely participate in spill / release responses.
2. The discussion that follows describes the facilities that are associated with the prevention of oil or hazardous substances reaching navigable waters and the adjacent environment. In addition, the discussion includes a description of the procedures and defines responsibilities of personnel involved in maintaining and operating the spill/release control facilities.

3. The XVFD Station #3 Captain is responsible for maintaining all equipment in serviceable condition including minimizing the potential of an oil or hazardous substance release.

4. At all times all personnel share the responsibility for detecting and reporting a spill to the fire chief or his designate who will verify that procedures specified in this plan are executed.

II. SPILL PREVENTION AND CONTROL AND COUNTERMEASURE PLAN

A. Facility Drainage System (See Attachment B for simplified schematics)

1. Surface water drainage is collected in a storm water drainage system with one direct outlet to the drainage system on Valley Drive on the Southeast side of the property.

2. The diesel fuel dispensing facility is self-contained to capture up to 1500 gallons of liquid. The diesel tank itself is a maximum of 1000 gallons. The concrete containment barrier has a tagged out rain water drain valve in the south end that must be closed and capped when not being used for draining rain water. Failure to close, lock/tag this valve will result in severe disciplinary actions by the CORP Board of Directors.

B. Bulk Storage Tank

1. The tank used for storage of diesel fuel is of material and construction compatible with the material stored, and where applicable, comply with API specifications.

2. The secondary containment capacity of the diked area surrounding the tank is not less than one and one-half times the capacity of the tank within the diked area.

3. The above ground tank is periodically inspected. The exterior surface of the tank are frequently visually inspected for leaks or accumulation of oil or other materials inside the tank dike.

4. Visual inspection of the tank is conducted for surface evidence of tank leakage and/or spills during normal operations examining seams, nozzle connections, valves and pipelines directly connected to the tank. Corrective actions are taken as necessary and as soon as possible.

5. The foundations and/or supports of the above ground storage tank are inspected to assure the integrity of the foundation and/or supports.

6. Fast response liquid-level gauges are used on the tank.

D. Intra-Facility Tank Truck Loading/Unloading

1. To prevent vehicular departure before complete disconnect of transfer lines the truck loading/unloading procedure specifies installation of wheel chocks during the operation. Tank trucks are to be electrically grounded and bonded during loading/unloading operations.

2. The dispensing hose is equipped with a breakaway device and an automatic shutoff, manual activation nozzle.

E. Potential for a Discharge

1. The diesel fuel storage tank in the facility does not present a significant potential for a spill.

2. The secondary containment capacity of the diked areas surrounding tank, is one and one-half times the capacity of the tank within the diked area and does not present a significant potential for a spill.
3. Intra-facility loading and unloading facilities of tank truck loading/unloading facilities present potential for a spill. Loading and unloading spill potential is minimized as discussed in Section II D by equipment inspection and the use of wheel chocking devices to prevent moving equipment during loading/unloading operations.

In the event of a spill, a supply of spill pads and booms are readily available to prevent fuel from entering the storm water drain near the diesel fuel dispensing facility.

F. Security

1. The Station #3 Diesel Fuel Dispensing Facility is fully fenced, and entrance doors or gates are locked.

2. The drain valves and any other valves that will permit direct outward flow of tank's content are securely fixed, capped, locked and tagged in the closed position when not in use.

3. The starter control on the electric driven pump is remotely located inside the station. It is normally off and is provided with a 15 minute maximum automatic timer.

4. The loading connection is securely capped and locked when not being used.

G. Personnel training

1. Appropriate personnel are properly instructed in applicable pollution control laws, rules and regulations, and operation and maintenance of equipment to prevent discharges.

2. A written procedure is readily available for the proper loading of product into the tank and the dispensing of fuel into XVFD apparatus. (Attachment B)

3. Every member is charged with responsibilities of surveillance within this location to detect hydrocarbon discharges and conditions which if not corrected might result in spill events.

Prompt notification is made to the person in charge of the facility causing the leak and aid will be furnished in stopping the leak as soon as possible.

III. SPILL CONTINGENCY PLAN

Despite our efforts to prevent fuel spills, they can occur and must be contained and cleaned up promptly. This spill contingency section of the SPCC Plan defines defensive actions to be initiated as soon possible after discovery of a fuel spill or discovery of oil adjacent to the facility. A fuel spill is a spill of any oil or chemical, liquid or solid, which if not promptly contained and properly disposed of could be a source of contamination of adjacent waters. All members have been instructed to report all significant spills to their supervisor.

Response actions include as appropriate:

- elimination of the source of the spill;
- notification of the spill to proper authorities; (Attachment C)
- placement of physical barriers to halt or slow the spread of fuel;
- cleanup and recovery operations.

Management Approval

This SPCC Plan will be implemented as herein described. Date _______________________

_________________________________  _________________________________
Fire Chief      President
Xxxx VFD      Xxxx VFA, Inc.
ATTACHMENT A
FUELING PROCEDURES

1. Whenever possible, have two (2) personnel on the truck being fueled. This is for convenience at the gate and at the pump switch.

2. Upon arriving at Station 63, have the passenger enter the station, disarm the alarm, and open the gate from the switch at the back door. If the apparatus has been provided with a remote control gate opener, open the gate from within the truck.

3. When entering the back parking lot, the driver of the truck should make a left hand turn against the back of the station, and make a right hand u-turn to the pump, positioning the truck within six (6) inches of the curb next to the pump in order for the hose to reach the truck.

4. A crew member shall enter Station 63, and turn on the fifteen (15) minute pump timer switch. This switch is located inside the storeroom next to the light switch. This provides electricity to the exterior pump.

5. Take the spill control kit and fuel log to the truck.

6. Using the lever on the side of the meter, clear the gallons meter and note the master meter reading on the fuel log. Remove the nozzle and engage the “activate pump” lever.

7. Eye Protection must not overflow an apparatus fuel tank by filling too quickly. Do not top off a tank.

8. After fueling the apparatus, replace the nozzle and disengage the “active pump” lever. Note the ending meter readings on the fuel log.

9. Clean any spilled fuel and return unused materials to the store room. Bag any used absorbent materials for later disposal and notify the officer in charge.

10. Make sure to clear the pump timer switch, located inside the station storeroom, by turning the timer switch to zero. Return the fuel log to its appropriate place in the storeroom.

11. Driver should pull the truck out of the lot past the gate. The person in the station should shut the gate by the switch at the back of the station.

12. Turn the lights off, re-arm the alarm, and make sure the front door is locked when leaving.

13. Any unusual conditions shall be immediately reported to an officer for immediate follow-up (water in diked area, possible leaks, defective equipment, etc.)
## ATTACHMENT “B”

### EMERGENCY NOTIFICATION NUMBERS

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Pager</th>
<th>Telephone</th>
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</table>

National Response Center 800-424-8802
I. This procedure is written to direct the Xxxx Volunteer Fire Department's response to carbon monoxide (CO) detector activation incidents.

II. Overview

It should be noted that we are responding to confirm a problem, and we are not there to repair the problem. Common sense should be used with relatively minor problems. We are to advise the owner by the Notice of Dangerous Situation Form, open windows for ventilation, and if they choose to leave, assist them in exiting the structure.

III. General

Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of any fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc. produce carbon monoxide. When a faulty device or unusual condition exist, carbon monoxide may be vented into areas where people are present.

Carbon monoxide poisoning may be difficult to diagnose. Many of its symptoms are similar to the flu, which may include headache, nausea, fatigue and dizzy spells.

The Occupational Safety and Health Administration (OSHA) has established a maximum safe working level for carbon monoxide at 35 parts per million (ppm) over an 8 hour period in the general work place. The U.S. Environmental Protection Agency (EPA) has established that residential levels are not to exceed 9 ppm over an 8 hour average.

IV. Procedures

A. Issuance and maintenance of CO meters.

1. CO meters are issued to all stations

2. This meter shall be used to monitor the atmosphere during any suspected carbon monoxide investigation, and during the overhaul stages of a major incident.

3. The CO meter will be tested by the dutyman during the monthly apparatus inspections or when called for by manufacturer specifications. Should any problems be found with the meter the person doing the inspection should follow established department policy for broken or damaged equipment repair.

B. Dispatch Requirements

1. The initial response for a CO alarm investigation will be one company at night and two companies during the day.

2. Apparatus dispatched will be the first line apparatus from the respective district.

3. Responses will be non-emergency unless suspect of a true emergency is relayed by the dispatcher taking the call.
C. Fire Department Response

1. As in B-3 responses will be non-emergency responses unless directed by the dispatcher or senior officer on the air.

2. Upon arrival, immediately question the building occupant(s) and ascertain their physical condition. Any reddness of the lips, headache condition, or confused state of mind could be caused from CO poisoning. If the condition is suspected, remove the patient(s) to an outside area and administer oxygen as a minimum. If in doubt, request an ambulance to respond to the scene for further evaluation immediately.

3. After removing the occupant(s) question him/her as to the type of detector and location. If there is suspicion of a CO detector sounding, a minimum of two XVFD personnel with a CO meter, previously calibrated in fresh air, enter the structure and take sample readings of the atmosphere.

4. Upon collecting interior readings the recon crew will return to the incident commander and report their findings.
   a) With readings of 20 ppm or less residents should be advised that prolonged exposure to the atmospheres in question is strongly discouraged.
   b) With readings of 400 ppm or higher, occupant(s) should not be allowed back into the structure in question, and be advised of the potentially life threatening levels present inside the structure.

5. Regardless of the occupant(s) decision as to heed our warning or not, the incident commander should review the hazards of CO and should fill out the Notice of Dangerous Situation Form.

V. False Alarms

Responses that are determined to be a false alarm will be treated in the same manner as fire detection automatic alarms that are determined to be false/system malfunction and will be billed accordingly.
NOTICE OF DANGEROUS SITUATION

CARBON MONOXIDE LEAK DETECTION

INCIDENT NUMBER: ________________

The Xxxx Volunteer Fire Department responded to the structure at:

_______________________________________________________________________

__________________________________,

on __________________________________________, 20______.

Carbon Monoxide at the level of ____________ ppm was detected, at

________________ am/pm.

_______ 1. We have checked and our instruments have not detected the presence of CO above 20 ppm. We advise you to have your CO detector inspected and serviced or replaced.

_______ 2. If your CO monitor is operating correctly, and our instrument(s) have confirmed a dangerous level of CO, you should leave your residence/facility immediately. You should stay out until a QUALIFIED service technician determines the source of the CO and eliminates/corrects the problem.

I have read the form and understand the instructions of the fire department. By signing this form I neither agree or disagree with the instructions given by the fire department, but do release the Xxxx Volunteer Fire Department for any injury or illness that may befall my family/clients by my noncompliance with the instructions given by the Xxxx Volunteer Fire Department or their representative.

_____________________________________________________

_____________________________________________________

Officer/Representative

Xxxx Volunteer Fire Department
FACTS ABOUT CARBON MONOXIDE

Carbon Monoxide (CO) is a colorless and odorless toxic gas that is a product of incomplete combustion. When CO is introduced to the bloodstream, through the lungs, it is accepted in the place of oxygen at a rate of 300:1 and literally suffocates its victim. Since CO is an accumulative and direct reacting toxin, it can be dangerous even at low levels over longer periods of time. The harmful effects of CO inhalation depend on the following factors:

1. Concentration of CO in the air;
2. Length of time exposed to CO gas;
3. The health, age, sex, and size of the individual being exposed.

The following chart shows the maximum allowable exposure limits and symptoms developed for CO inhalation:

<table>
<thead>
<tr>
<th>CONCENTRATION OF CO IN AIR</th>
<th>INHALATION TIME AND TOXIC SYMPTOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 ppm</td>
<td>The maximum allowable concentration for short term exposure in a living area according to ASHRAE.</td>
</tr>
<tr>
<td>35 ppm</td>
<td>The maximum allowable concentration for continuous exposure in any 8-hour period, according to federal law.</td>
</tr>
<tr>
<td>200 ppm</td>
<td>Maximum concentration allowable at any time according to OSHA. Slight headache, fatigue, dizziness, nausea after 2 to 3 hours.</td>
</tr>
<tr>
<td>400 ppm</td>
<td>Frontal headaches within 1 to 2 hours, life threatening after 3 hours. Maximum allowable limit in flue gas according to EPA and AGA.</td>
</tr>
<tr>
<td>800 ppm</td>
<td>Dizziness, nausea, and convulsions within 45 minutes. Unconsciousness within 2 hours. Death within 2 to 3 hours.</td>
</tr>
<tr>
<td>1600 ppm</td>
<td>Headache, dizziness, and nausea within 20 minutes. Death within 1 hour.</td>
</tr>
<tr>
<td>3200 ppm</td>
<td>Headache, dizziness, and nausea within 5 to 10 minutes. Death within 30 minutes.</td>
</tr>
<tr>
<td>6400 ppm</td>
<td>Headache, dizziness, and nausea within 1 to 2 minutes. Death within 10 to 15 minutes.</td>
</tr>
<tr>
<td>12,800 ppm</td>
<td>Death within 1 to 3 minutes.</td>
</tr>
</tbody>
</table>
RESERVE MEMBERSHIP

The XVFD is focused on emergency response by emergency responders. That is our primary mission and that focus is correct. This policy addresses a "semi-retirement" level within the organization.

The candidate must submit a request in writing to activate this policy. The elected officers will evaluate each reserve candidate on a case by case basis and decide whether or not to accept the individual.

A reserve will:

- be required to attend one general training session per quarter and one station training per quarter. Failure to meet this schedule will result in suspension of this policy for the particular member.

- be exempt from "all" responses and respond at their convenience.

- have a pager issued, if available.

- be listed on the XVFD phone list under a separate category and considered insured by the CORP/XXX#xxx when performing duties.

- receive a jumpsuit, gloves, short boots and helmet only. If employed and active in the emergency response field, the elected officers may choose to supply full protective gear for use at XVFD events ONLY.

- be allowed to personally purchase all XVFD outerwear including a uniform. The badge purchase would have to be approved and paid for by the XVFD elected officers.

- be invited to social events (with significant other).

- be allowed to participate in any projects they are invited/wish to participate in as qualified.

- not be allowed to respond to mutual aid events unless extreme circumstances dictate otherwise.

- not be in the PVIP program, nor receive any other "benefits" as long as they are on reserve status.

- not be allowed to utilize siren/lights or drive XVFD vehicles emergency, but could drive (if qualified) to non-emergency events. Special exemption could be applied if he/she is a full-time emergency service organization employee that regularly drives fire apparatus. The elected officers must approve on a case-by-case basis.
Purpose

The purpose of this policy is to help ensure the safety of personnel on the fireground. Accountability is one part of an effective incident management system. It is imperative that officers be able to account for personnel in order to determine if everyone is in safe areas. This policy establishes procedures to be followed for the accounting of personnel at emergency incidents.

Implementation

The procedures outlined in the policy will be implemented as outlined below:

1) On any incident in which firefighters are at risk of becoming lost, trapped, or injured.
2) On incidents in which firefighters are operating in the defensive mode but are in close proximity to a structure in which the above hazards exist.
3) Ground cover or rescue operations that put personnel out of sight of command and/or operating for extended periods of time subjecting them to environmental injuries.
4) On any high-rise building fire.
5) On any Haz-Mat incident other than fuel spill type incidents.

Name Tags

Each member will be issued two name tags. The name tags will be velcroed to the underside of the back brim of the helmet. The tag will indicate XVFD, have the members first initial and last name, followed by the appropriate station designation (61, 62, or 63). The name tags will be color coded to the individuals rank (black, yellow, red, white,).

Passport

The passport is the foundation of the accountability system. A passport is the piece on which members’ name tags are placed as they assemble into crews. Each apparatus will have a primary passport and one or more blank passports. The apparatus primary passport will be velcroed to the dash board and / in the crew cab and will designate the apparatus number at the top (E-61, E-63, T-61, Eq-62, etc.). Each officer will also carry a passport. Blank passports will be carried in accountability kits on each engine.

Officers’ passports will be used to assemble crews that do not arrive on a truck. Blank passports will be used for the same purpose.

Forming the Passport

Apparatus passports are formed as the truck is responding to the incident. Each crew member will affix their name tag to the passport. The person in the officer’s seat will affix their tag to the top of the passport. If the apparatus crew is immediately assigned an operational task, and Level II Accountability has not begun, the officer will leave their passport in the apparatus. If Level II Accountability has been initiated, the passports should be delivered to the Accountability Officer in the area of their assignment. If the crew reports to the Personnel Resource Area, the officer will take the Passport with them. Blank passports and those carried by officers will be assembled in the same fashion with name tags of personnel arriving in their own vehicles.

Accountability Boards
Accountability Boards are used by Accountability Officers to gather passports of working crews. Each apparatus will have one Accountability Board available for use. The Passports are placed onto the Accountability Board to indicate that the crew has begun interior operations. The approximate time of entry should be noted next to the Passport. As other crews are formed and begin interior operations, the crew’s Passport will be placed on the appropriate board.

Multiple Accountability Boards may be appropriate in large operations.

**Personnel Staging Area**

Command will establish a Personnel Staging Area at the first in apparatus or other convenient location. The location of the Personnel Staging Area will be announced over the radio. For an accountability system to function, it is imperative that all personnel report to the Personnel Staging Area upon their arrival. Those arriving on apparatus report in via formation of the apparatus passports. Those arriving in personal vehicles will report to the Personnel Staging Area before beginning any operations. Crews and passports will be formed, and assignments will be delivered at the Personnel Staging Area. Crews will operate as a team upon receiving an assignment. Large incidents may have more than one Personnel Staging Area. In prolonged incidents, personnel will report back to the Personnel Staging Area upon rotation through the Rehab area.

On incidents with a level two staging area, initial reporting will be conducted and assignments delivered at the Staging Area. The crew passport will then be delivered to the Accountability Officer for the area that the crew is assigned to.

**Level I Accountability**

Generally, Level 1 Accountability will be used on still alarm responses and some small structure fires. These incidents are usually contained with minimal apparatus and manpower. Accountability of personnel at these scenes can usually be conducted through line-of-sight by the Officer in charge. Passports of apparatus crews will be formed and will generally be left in the apparatus during Level I periods.

**Level II Accountability**

Level II Accountability will be initiated on multi-unit incidents. These incidents require more control of personnel for accountability purposes. Accountability on these incidents will be conducted by the Incident Commander, a Sector Officer, an Aide, or a specifically assigned Accountability Officer. In some cases, multiple Accountability Officers may be appropriate. Assignment of accountability will be the responsibility of the Incident Commander. Upon the call for Level II Accountability, the Accountability Officer(s) will obtain an Accountability Board and collect the Passports for their area of responsibility.

**Control Points, Entry / Exit**

As crews are formed in the Personnel Staging Area and given an assignment, the crew’s passport will be delivered to the Accountability Officer in the area of their assignment.

Tracking of personnel in dangerous areas is imperative as Level II Accountability is initiated. Control Points will be established at the entrance(s) into the danger zones. Sector Officers, Accountability Officers or Aides will monitor the entry and exit of crews via the Accountability Board. Accountability and/or Monitors will be identified by Accountability Vests. The monitor at the primary entrance will obtain the Passport from the first in apparatus. The Passport should be affixed to an Accountability board with the approximate time of entry noted. When the task is complete and the crew exits the area, the passport will be returned to the crew’s officer. As additional crews enter the danger zone, their passports will be obtained by the Monitor and placed on the Accountability Board. The time of entry will also be recorded. Large incidents may require multiple Control Points. In these events, the entry procedures should be followed for each Control Point.
As crews exit, they will do so through the Control Point at which they entered if at all possible. The Control Point Monitor will return the Passport if all members of the crew are present. If the crew is not complete, individual name tags will be returned.

If exit is made at a different Control Point than the one entered, The officer or a crew member will return to their Entry Point to obtain their passport (or individual name tags if individual exit is made).

The same exit procedures should be followed when individuals must exit for brief periods (i.e. to get a tool, or change air bottles).

A name tag must be presented in order to enter the danger zone. Personnel who have given up both name tags will be required to retrieve at least one before entry is granted.

**Personnel Accountability Report (PAR)**

Personnel Accountability Reports will be called for in the event that a situation develops that could threaten the safety of those operating at the incident. Examples may include a building collapse, back draft, flashover, explosion, strategy change (offensive to defensive), etc. In some cases, Command may request a PAR without a significant occurrence. Upon the call for a PAR, each Accountability Officer shall account for the crews operating under their jurisdiction. Upon accounting for those crews, the Accountability Officer will report a "PAR" for their area of responsibility. The term "PAR" indicates that all personnel within an Accountability Officers area of responsibility have been accounted.

A "No PAR" declaration should be made by the Accountability Officer(s) if all personnel cannot be accounted for within a reasonable time frame (three to four minutes). In addition, the following events should trigger an automatic "No PAR" declaration:

- Loss of radio contact with an interior crew, or crew operating on the roof when out of visual contact. Three attempts to establish radio contact should be made before a "No PAR" is declared.

- Missing or downed firefighters

- Any abnormal or unexpected event that could reasonably place firefighters in life threatening situations.

**No PAR’’ Declarations**

If a "No PAR'’ is declared, the following sequence of events should take place:

1) Command will call Dispatcher and request an Alert / Emergency Traffic tone on all tactical frequencies being utilized in order to clear the air.

2) If radio contact with a crew has been lost, one final attempt to establish contact will be made.

3) A building evacuation will be called for by sounding solid blast on the air horns of the apparatus in the area of the building for a minimum of 30 seconds.

4) If during or after the evacuation, the personnel are still unaccounted for, a search team should be established to begin searching the area where operations were last known to be conducted. Backup Search Teams will be established so there is no lapse of search operations.

Once all personnel have been accounted for, normal operations may be re-established.
CERTAIN TERRORISM ACTS OPERATIONS POLICY

The following procedure will be followed to minimize personal exposure in the event of a terroristic threat or act at which Xxxx VFD assistance is requested.

NOTE: The Xxxx VFD is not a bomb squad and our activities are to occur after the fact. We shall not be involved with searches, and shall only be concerned with patient treatment and building fire/damage control.

Incident Command must be concerned with multiple devices and radio communications must not occur within 300 feet of the incident until deemed safe by law enforcement.

TERRORISTIC THREAT

1. All dispatched personnel will respond to their respective station other than 6001/02/03, or the most senior officer in district.

2. The senior officers listed above will respond to the incident address and stage appropriately until direct communications with law enforcement have been achieved.

3. Do not transmit on the radio within 300 feet of the location.

4. Apparatus dispatched will stage one block away from the incident location.

5. Activities commence after thorough safety review.

6. Minimize personnel within 300 feet of the incident.

TERRORISTIC ACTION

In the event of a terroristic action that causes injury and/or structure damage the following procedure is to be followed to minimize personnel exposure to additional terroristic actions.

1. Respond as dispatched, minimize POV's.

2. XVFD apparatus shall not respond directly to the incident location.

3. Stage one block away until Command gives assignments.

4. Activities commence after thorough safety review.

5. Do not transmit on the radio within 300 feet of the location.

6. Minimize personnel within 300 feet of the incident.
Firefighter Relief Fund

**Purpose:**
This is a fund for CORP, XVFD and XXX #xxx members in the event of an unforeseen tragedy to the member or immediate family. (Fire in a residence, injury, etc.) The purpose of this fund is to have immediate funds available to give to an individual in the event of such emergencies. A special account will be established that is separate from other XVFD accounts.

This fund is not to be mistaken as a type of insurance policy. It is only a supplemental/immediate dollar amount to aid in an unforeseen emergency.

**Eligibility:**
To be set by the Relief Fund Committee as approved by the elected officers and the PFVA, Inc.
- Active
- Good Standing
- Board Member

**Definition of an Emergency:**
The following is a list of emergencies that are eligible for consideration by the relief fund committee. This is only a guideline.
- Fire Loss
- Personal Injury
- Family Injury
- Sickness
- Death (Immediate Family)

In the case of death, the money may be provided to the member’s family. Other types of emergencies not listed above may be brought before the committee for consideration. In the event that a larger monetary amount than available is needed the committee could decide to use the money to conduct an additional fundraiser.

**Relief Fund Committee:**
This committee will consist of the following: (The Fire Chief is an Ex-Officio member)
- One (1) Chief Officer
- One (1) Lieutenant
- Three (3) Firefighters, one from each station

This committee will decide if the member is eligible, if the emergency is valid, and the amount of money to be allocated to that member.

Note: In some instances, an up front dollar amount may be provided until the individual’s insurance company reimburses their claim. If a case arises where the insurance company pays in full, it will be at the discretion of the committee to decide if and when the recipient will return the funds to the relief program fund.

**Funding:**
The financial support for this fund will be in part from but not limited to the following:
- Donations by outside individuals
- Raffles
- Bar-B-Que Cook off/ Meat Sales
- Kroger, Gerlands and Randalls 1% funds
- Saleables
- Others as identified

None of the money for this fund will come from the Fire Department’s operating budget. Only the CORP can approved additional funding only upon special considerations.
Accident & Injury Investigation

Purpose

The purpose of this policy is to provide guidance on investigating accidents / incidents.

Policy

It is the policy of the XVFD to investigate accidents / incidents of the following nature:

- Most apparatus and POV accidents (POV’s while on XVFD business). The Senior Officer available will determine the necessity of a full or condensed incident investigation. This decision is somewhat subjective but must error toward the conservative of a full investigation process. A condensed investigation is considered an exception to the rule.

Guidelines that will be considered in the decision process requiring a full investigation are:

- Estimated damage greater than $750. (Insurance deductible is $1,000)
- A damaged vehicle that cannot be transported under its own power
- The member-driver receives a traffic citation
- Other extenuating circumstances
- Injuries that require medical treatment
- Incidents that result in significant property damage
- Any other accident at the discretion of the senior officer present

An investigation will begin within 48 hours of the incident and will be concluded within seven days of the incident. The investigation report will detail the root causes of the accident, a corrective action plan that will help prevent similar occurrences in the future, and recommendations for disciplinary action if necessary.

Procedures

Vehicular Accidents:

The driver of the vehicle must provide a verbal report to the senior officer available as soon as feasible. Failure to notify will result in an immediate 30 day suspension from the department.

If the incident occurs during a response, consideration must be given to completing the response, but it is not a requirement. Normal information exchange must occur between XVFD personnel and the affected public.

Immediately after the incident (as soon as feasible), the driver of the XVFD vehicle will be suspended from driving XVFD apparatus and the use of POV emergency equipment until such time as the accident receives a preliminary investigation and a decision is made to allow or disallow driving. This is usually performed by the senior officer available as long as he/she is not directly involved in the incident.
The driver of the vehicle involved in the incident must complete a written report within six hours of the incident and submit to the senior officer available.

**Injury Incidents:**

The immediate priority after an injury incident will be the appropriate treatment of the injured person(s).

All fire ground injuries must be reported the Incident Commander and/or Senior XVFD Officer present as soon as possible. Other injuries while on XVFD business or on XVFD premises are to be reported to the Senior Officer available.

**Investigation:**

The Senior Officer available will appoint an ad hoc investigative committee within two days of the incident. The committee will consist of that Senior Officer (unless that officer was involved or is a direct witness), the departmental Safety Officer if available, and a representative group of three additional personnel (one from each station). If the Senior Officer available was involved, then the next most senior officer available will assume responsibility for the investigation.

The investigation committee will gather any and all information necessary to determine the cause(s) of the incident and to determine what measures are necessary to prevent similar occurrences in the future. If the incident is deemed preventable, the committee will also determine appropriate suspension, termination, and/or training attendance that may be necessary for those involved.

A preliminary report of the investigation findings will be prepared. The report will include a description of the incident, the immediate and root cause(s), and the corrective actions determined appropriate. A diagram of the incident should be included if it would add clarity to the investigation. The Elected Officers will assign primary ownership for completion of the corrective actions. Closure of the corrective actions and supporting documentation (if any) will be included in the final report. Final accident reports will be maintained in an accident file and if appropriate, in the individual personnel files of those involved.
ACCIDENT INVESTIGATION FLOW MODEL

INCIDENT OCCURS

PVFD ONLY

PVFD + PUBLIC

INJURY

INJURY

COMCENTER EMS

COMCENTER EMS

POLICE

POLICE

SR. PVFD OFFICER

ESTABLISH COMMITTEE

DRIVER REPORT (WITHIN 6 HOURS)

COMMITTEE INVESTIGATES

COMMITTEE PROVIDES REPORT & ACTION

7 DAYS MAXIMUM
CONDOLENCES AND GIFTS FOR DEATH, BIRTH, ILLNESS AND WEDDINGS GUIDELINES

11/01

Death:
The fire department will recognize as appropriate the death of an active member and the immediate family member of an active firefighter member, employee, or Board member.

1. Active member will be as defined in the PVIP program.
2. Immediate family will be limited to spouse and children. Sympathy cards may be appropriate for other family members.

Appropriate is defined as flowers, dining gift certificate or donation to an acceptable charity up to $50.

Birth:
The fire department will recognize as appropriate the birth of a child by an active member, employee or Board member or by the spouse of an active member, employee or Board member.

Appropriate is defined as flowers or a gift certificate up to $50.

Illness:
The fire department will recognize as appropriate the serious illness of an active firefighter, employee or Board member.

Serious illness is defined as unable to perform his/her duties for over a week or a stay in the hospital of over 4 days.

Appropriate is defined as flowers or a dining gift certificate up to $50. Cards may be appropriate for other family members or shorter duration illnesses.

INJURY, ILLNESS OR DEATH WHILE ON DUTY:

Injury, illness or death while on duty will be dealt with on an individual basis as appropriate.

Weddings:
The fire department will recognize as appropriate the wedding of an active member, employee or Board member.

Appropriate is defined as up to $75. The department will provide a gift certificate or gift to the newly married member, employee or Board member. Cards may be appropriate for other family members.

Allowances and discretion will be made for tenure and position. For example, the birth of a child to an original member verses a rookie may warrant a gift certificate valued above the maximum $50 gift certificate. These are guidelines and are to be used as such. The point is, we are a taxing entity and are accountable for all tax dollars. Discretion must be practiced!

The Office Manager shall keep a nominal supply of dining gift certificates and cards on hand at the fire headquarters building so as to facilitate disposition.
Expense Policy Guidelines

The XXXX VFD Expense Statement (ES) is designed to allow the individual to justify and document normal expenses associated with VFD business. It is important to properly complete the document and provide the necessary receipts. Following are explanations of each section that can be used to assist the individual to properly complete the form. The first rule is to PRINT legibly. Failure to do so may cause the expense reimbursement to be rejected.

Name – Self-explanatory
Period Ending – Date of ES filing
Top Row Boxes – For dates applying to this ES (e.g. 10/11 10/12 10/13)
Miles Driven – A round trip to College Station is a flat fee of $30.00
Mileage is paid at 30 cents per mile
Mileage may sometimes be negotiated as a flat rate (i.e. Dallas $80)
Parking & Tolls - Receipts required
Auto Rental - Receipt required (do NOT purchase additional insurance)
You must use your personal credit card to rent a car.
Taxi/Limo - Receipts required
Airfare - Attach ticket receipt or reference if charged to VFD Amex
Transportation Total Not necessary to use
Lodging - Receipts required; breakdown per day
Meals - Receipts recommended on a per meal basis;
Maximum per day is limited to $40.00
Sub-total Meals - Not necessary to use
Supplies/Equipment - This is for supplies and equipment, receipts required
Phone/Fax - Self-explanatory (DO NOT USE HOTEL DIRECT DIAL LONG DISTANCE)
Blank Lines - Can be used for miscellaneous items, with receipts
Entertainment - This is reserved only for authorized VFD business expenses primarily for meal purchases for guests
Total Per Day - Required – add all columns vertically; also, add all rows horizontally
Purpose of Trip - Required short explanation of why/where the trip consisted of
Summary
Total Expenses - Total of all the above; verify rows and columns equate
Less Cash Advanced - Subtract the amount (if any) was provided by the VFD prior to the trip
Amt Due Employee - If total of expenses is more than the advance, VFD will reimburse
Amt Due Company - If total of expenses is less than the advance, the individual is to attach a personal check (made out to the CORP, Inc.) or cash in an envelope.

Prepared by - MUST be signed by the individual utilizing the ES
Submit the original ES and a copy to the Fire Chief

An ES must be submitted within 14 days of a trip or expense (unless unusual circumstances prevent). Failure to submit (with proper documentation and/or payment) will result in reprimand which may be to disallow future expense advances or NOT to reimburse for expenses for the respective ES.
USE OF FACILITIES GUIDELINES

I. GENERAL

A. The Xxxx Volunteer Fire Department will permit the meeting room to be used for certain functions and events.
B. Usage will be limited to:
   - Other fire organizations, law enforcement agencies, and other emergency service organizations and quasi-governmental agencies.
   - Certain civic organizations from within the district at the discretion of the fire chief.
C. The XVFD reserves the right to terminate the function at any time if the rules are violated or a nuisance is committed.
D. The users will need to pay a donation to the fire department for usage.
E. Use of the facility may convene at 8:00 a.m. and users must vacate the facility not later than 11:00 p.m.

II. LOCATION

The building is located at xxxxxx, within the Xxxx Forest Subdivision. Cross Street is xxxxxx

III. RESERVATIONS

A. Reservations are on a first come first serve basis.
   Xxxx Fire Department activities have priority over all events.
B. Reservations are to be made through the XVFD Office Manager. xxx during regular business hours. (xxx1xxxxxxx
   - No other reservations will be accepted.
   - No other personnel can confirm a reservation.
   - Her verbal confirmation is the only confirmation you will receive.
   - No written nor fax confirmations will be sent.
C. The XVFD will NOT post notices of the users’ meetings; that is the responsibility of the user. A special location will be made available for notices to be placed. Do not post notices on the walls or to any other piece of the building.
D. Reservations may be made up to two calendar months in advance.

IV. USERS’ RESPONSIBILITIES

A. Informing attendees
   1. Do not call the fire station for directions.
   2. A contact person must be established with all users. The contact person is the only one to discuss activities and is responsible for coordinating the group using the facility.
   3. Parking:
      a. DO NOT park in front of the doors on the fire station. Vehicles parked there will be subject to tow.
      b. Do not park in the parking lot of the office building to the North of the fire station during normal business hours. Additional parking is available at the shopping centers on 1960.
      c. Parking on the streets will be allowed, but not in front of any driveways, nor where marked “No Parking”.
      d. Handicapped parking is available directly in the front of the building.
      e. No Parking on the South side of the building as this is reserved for responding firefighters.
      f. We do not have an agreement to utilize the Equi-tax parking lot. You may park at VanDars if they have space available.
B. Deposit
- A $200 deposit is required of all facility users
- $100 of this deposit is a donation to the fire department.
- Certain Civic organizations may be exempt from this deposit rule. This will be determined on a case by case basis.
- The deposit must be received at least 10 business days prior to the reservation date.
- The deposit, less usage donation, will be returned to the user once there is confirmation that no damages or extraordinary clean-up is required.
- The user is liable for forfeiture of half the deposit if they back out of the agreement.

C. Courtesies and conditions
1. The facility is a smoke free building.
2. No alcohol will be permitted at any function.
3. Telephones in the meeting room will be available for local calls.
4. Cellular phones should be used outside the building so as not to interfere with others.
5. Trash must be placed in proper receptacles.
6. Walk on the sidewalks, not the grass.
7. Remember that this is a fire station and guests are not to wander around unescorted.
8. No posters, signs, or any other objects may be attached to the walls of the facility in any manner unless permission is specifically granted from the XVFD.
9. Do not sit on the tables or other areas not designed for sitting on.

D. Kitchen Usage
1. The kitchen may be utilized if required and requested with an additional $50 donation.
2. Users are to bring all of their own plates, cups, silverware, and condiments.
3. Clean up is the users’ responsibility.

E. A maximum of 150 people per event will be allowed in the building.

F. Insurance
- All users of the facility will be required to show proof of liability insurance before they will be allowed to use the facility.
- The minimum amount of acceptable liability insurance is $1 million.

V. XVFD’S RESPONSIBILITIES

A. Availability
- If Ms. Xxx has made a reservation, she will note it in our records, inform the station Captain, and insure the room is available.

B. Prepared
- The room is to be unlocked with access to the restrooms. The remainder of the building will be secured.
- The room will have tables and chairs. The user may rearrange the room, but it must be returned to the original condition.

C. Close Up
- Someone must lock the doors after the meeting.
- Someone must inspect the rooms for cleaning and damage.

VI. AMENDMENTS
- The XVFD and/or CORP may amend the rules governing the rental and use of the meeting room, as they deem appropriate. Users will be provided with a copy of the rules at the time of reservation, along with a map to the facility at the time of reservation.
HOW TO BE A GREAT XXXX VOLUNTEER FIRE DEPARTMENT MEMBER

ORGANIZATION

Fire departments are organized under a paramilitary type organization. There is a hierarchy of rank using the paramilitary style of organization. This department is organized similarly. A new member starts out as a Probationary Firefighter candidate, and then can progress through the ranks to Fire fighter, Lieutenant, Jr. Captain, Captain, Deputy Chief, Asst. Chief and the Fire Chief. With each succeeding rank additional responsibility and authority are advanced. If a fire department is to be successful a system of ranking along with the proper authority and responsibility delegated to those with rank must be established and maintained.

Disciplined fire fighters and officers are important to the success of our organization. Discipline is a system of standards and rules that set parameters for operations.

WHAT IF EVERYBODY DID IT?

Rules are established to determine acceptable actions, and provide guidance and direction to all members. Rules are not established to punish, restrict or stop someone from doing something that is a benefit to the department or to the entire membership but are general guidelines for behavior.

When confronted with a situation or action that you must take where you believe the rules provide no guidance the member should ask "what if everybody did it?" If the answer to the question gives the member an uneasy feeling, don’t do it. When supervision is not available and a member is confronted with a situation where no supervisor can be confronted ask the question to yourself. When all else fails, common sense prevails.

1. ALL PERSONNEL - These rules and regulations apply to all members unless otherwise stated.
2. STANDARD OF CONDUCT - Members and officers shall conduct their personal and professional lives in such a manner as to avoid bringing discredit to the department or its members.
3. GENERAL RESPONSIBILITIES - At all times, fire fighters shall take appropriate action to protect the life and property of our citizens and seek compliance with laws and ordinances within the jurisdiction of the department.
4. DUTY RESPONSIBILITIES - Officers and fire fighters shall perform all duties delegated to them in the manner prescribed by their superiors. Officers and fire fighters under the direction of their superior officers, shall maintain apparatus, tools, and equipment (in their care or possession) in a clean condition and in readiness for operation at all times. Officers and fire fighters shall observe and study the principles of modern fire fighting, fire prevention, emergency medical, fire, rescue, ventilation and salvage operations.
5. PERFORMANCE OF DUTY - All officers and fire fighters shall perform their duties as required or directed by law, department rules, policy or order, or by order of a superior officer. All duties required by competent authority shall be performed promptly as directed.
6. OBEDIENCE TO LAWS AND REGULATIONS - Officers and fire fighters shall observe and obey all laws, standard operating procedures, rules and regulations and general or special order of the department.
7. ADDRESS AND TELEPHONE NUMBERS - Immediately upon being accepted by the department fire fighters shall inform the department of their correct address and telephone number. Changes in address or telephone number shall be reported within seven (7) days to the Administrative Assistant.
8. COOPERATION - Cooperation between officers and fire fighters is essential for effective fire department organization and operations. Therefore, every member is expected to cooperate with officers and fellow fire fighters in accomplishing the goals and objectives of the organization.
9. ASSISTANCE - All members are required to aid a fellow fire fighter exposed to danger.
10. INSUBORDINATION - Failure or deliberate refusal of any officer, fire fighter or member to obey a reasonable request/order given by a superior shall be grounds for insubordination.
11. QUESTIONS REGARDING ASSIGNMENTS - Members in doubt as to the nature or detail of their assignment shall seek such information from their superior officers by going through the chain of command.

12. COMMUNICATIONS EQUIPMENT - All department members issued personal radio receivers shall maintain the radio in operating condition. Any problem with the operation of the radio shall be reported immediately to the communications coordinator.

13. KNOWLEDGE OF LAWS AND REGULATIONS - Every officer and member is required to establish and maintain a working knowledge of laws and ordinances in force within the State and County, the rules, regulations and policies of the department and the standard operating procedures of the department. In the event of improper action or breach of discipline, it will be presumed that the officer or member was familiar with the law, rule, or policy in question.

14. CONDUCT TOWARD SUPERIOR AND SUBORDINATE OFFICERS AND ASSOCIATES - Officers and fire fighters shall treat superior officers and subordinates and associates with respect. They shall be courteous and civil at all times in their relationship with one another.

15. CRITICISM OF ORDERS - Officers and fire fighters shall not publicly criticize instructions or orders they have received.

16. MANNER OF ISSUING ORDERS - Orders from a superior to a subordinate shall be in clear and understandable language civil in tone, and issued in pursuit of departmental business.

17. CHAIN OF COMMAND - If a fire department is to operate effectively a method of determining responsibility is established. The Chain of Command for this department starts with the Board of Directors to the Fire Chief, Elected Officers, Appointed Officers and ends with the fire fighter. Each member has a responsibility to insure that as situations arise the proper person responsible for the situation is informed immediately upon notification.

18. OBEDIENCE TO UNJUST OR IMPROPER ORDERS - Officers and fire fighters who are given orders they feel to be unjust or contrary to rules and regulations, must first obey the order to the best of their ability and then may proceed to appeal through the proper channels.

19. REPORTS AND APPEALS - An officer or member receiving an order he/she feels unjust or improper, shall at first opportunity, report in writing to the Fire Chief. This report shall contain the facts of the incident and the action taken. Appeals for relief from the Fire Chief’s decision shall be made to the Elected Officers.

20. SMOKING - Smokers shall extinguish smoking material prior to arriving at the scene of an incident. Refrain from smoking while at emergency incident. Smoking detracts from a professional image while at the scene. It also indicates to anyone at the scene that we really don’t have anything to do.

21. EMERGENCY RESPONSE CONDUCT - All members when performing emergency response work must realize that the department provides a service and that the customer is the person who receives that service. The customer has the right to expect prompt, courteous and professional service. All fire fighters shall conduct themselves in such a manner that instills public confidence in the fire fighter and the fire department.

What Is Going On!

There are several methods the department uses to keep members informed. The first priority is your department issued Motorola pager. This pager will inform you of emergency calls as well as vehicles out of service and other problems at the department. Every member will have a voice mailbox that will keep them informed of other events. All members with Email accounts will have pertinent information sent to them via email. The alphanumeric pagers that are available for purchase are another method of being informed. Your mailbox at the station is another regular method used to provide written documentation on activities of the department. Talking with other members is another method of keeping abreast of activities. Attending weekly training sessions is a regular method of explaining activities about the department.

All communications is relative and is usually given and received through filters. Each of us has biases that may not really allow us to hear what is actually being said. In any case members should ASK questions about activities or actions.
Department Membership Privileges

All members are allowed to:
1. Wash your vehicle at your fire station. Members shall clean up after using the outside driveway apron.
2. View videotapes - video tapes may be taken home for viewing as long as they are signed out by the training officer or the designee.
3. Use of computers. Courtesy shall be extended to other members who are at HQ’s to accomplish FD business. Personal software is not to be added to FD computers.
4. Attend any Board of Directors, general membership and/or officers meetings. An exception is when an executive session is called.
5. Sleeping overnight is allowed. There is a nighttime staffing guideline in effect.
6. Respond to emergency calls within their level of training or certification.

- Fire fighters who are not EMS certified respond to auto accidents and all other fire related types of incidents.
- EMS only members respond to EMS calls.

Members are not allowed to:
1. Remove any property owned by the fire department for personal use.
2. Use fire department gasoline or diesel fuel for personal use.
3. Use fire department tax exempt number for personal purchases.
4. Take apparatus or equipment home with the intention of using for personal use.
5. Bring items on fire department property for fire department use without prior approval of the Chief Officer.
6. Discuss with the news media fire department business without prior discussion with the senior officer present.
7. Take something that does not belong to them.
8. Gossip, berate or bring discredit to the fire department or its members.
9. Bring X-rated videos, movies or pornographic paraphernalia on fire department property, including internet related issues.
10. Report for duty under the influence of alcohol, prescriptive or illegal drugs.

Thinking And Acting Like A Member Of Xxxx Volunteer Fire Department!

1. **Always** be prepared for an emergency response:
   - Carry your pager - Number 1 on your list should be "how will I know there is a run" via the PAGER. Wear it at all times you are awake. Don’t turn it down, put it on alert if you are some where it might be a distraction. You can’t do your job on the Fire Department if your PAGER is at home while you are away, or in your car while your in the store, or when it is turned off.
   - Park your car in such a manner that you can immediately respond – When responding to runs from home you must PARK so that at any time day or night with family and friends vehicles around, you can always get out of your parked area without having to move other vehicles. It is recommended that you back in so that in a time of rush you do not have your vision blocked by the back of your vehicle when you try to exit. This means possibly backing over someone, or something, or backing out onto a busy roadway, plus turning a vehicle can be time consuming.
   - Keep your gear with you at all times - Should you change vehicles take your gear along with you. Carry your GEAR at all times. GEAR means EMS equipment, radio’s, pager, jump suit, full fire fighting protective clothing (boots, pants, coat, gloves, hood, and helmet). You can’t do your job without having the proper GEAR, your GEAR means the difference of being a doer or being a watcher.
   - Lay your clothes in the same location at night for quick and easy access - Basically LAYING YOUR CLOTHES OUT means having your gear or clothing ready to put on before leaving your home to go on a "run" after being awakened by your pager for the nighttime incident. After the alert you do not need to bathe, brush your teeth, comb or brush your hair. The only things you must do are to dress appropriately for the "run" take your gear, and respond to the call. The caller really doesn’t care what you look like for the 3:00am call, just that you are trained and PREPARED to handle there crisis. Learn to leave your keys in the same spot all the time.
- LAYING YOUR CLOTHES OUT means before you climb into bed to sleep you pick out your clothing you are going to wear if you get a run. Summer time jeans or a nice pair of shorts with your pockets pre-loaded (pre-loading means putting your driver's license, keys, spare change for soft drinks, etc. in your pockets unless you carry a purse then have it along the exit route).
- Winter-time be PREPARED for cold weather you might add your winter coat somewhere along the path from your bedroom to your vehicle or maybe bring your gear in and dress before you go outside. Practice putting on your clothes in the dark so you don’t disturb your spouse by turning on and off the bedroom lights. P.S. if you wear eyeglasses have those near by if you need them to drive, or if you wear contacts and you chose not to put them in for the run.
- Respond to as many calls you are dispatched to as possible - Making yourself AVAILABLE to make the runs, doing your duties and responsibilities to remain an active member is very IMPORTANT in being a member of this Fire Department. Yes, it does mean you might have to leave your family and friends during a meal.
- Yes, it does mean you have go on a "run" while you having a Birthday party, or during the time you are opening your Christmas gifts or having a Thanksgiving feast with your family. Yes, it also means getting out of your cozy bed in the middle of the night during inclement weather. It is your duty to make yourself AVAILABLE to help those in need of your/our services. Remember the Fire fighter oath you took? In short, this is what it means you pledged- "you will be there for others no matter what circumstances in their time of need".
- RESPONSING ON RUNS - Simple rules when RESPONSING ON RUNS leave from home go to scene if you are close, or go to closest station to staff the appropriate apparatus or for standby. Listen to dispatch take the apparatus that is dispatched or unless told otherwise by a Command officer. If on station take the equipment that is dispatched or like equipment for run, think, use your head.
- GETTING CREDIT FOR THE RUN - After all runs where apparatus has responded go to the station designated as the cleanup station to clean equipment and apparatus or if Officer In Charge states otherwise. You will only get credit for attending runs if you participate in clean up duties.

2. How to think when a call comes in:
- No matter what type of emergency it is, always try to visualize the scene
- It will allow you to prepare for tasks that may be assigned to you once you arrive
- Prepare yourself for the worst, this enables you to learn something new
- Always respond to the address dispatched first
- Know where you are going: - Know major streets and subdivision names
- At night when you are close to the address observe for the building or house with outside lights on especially on EMS calls.
- The first truck dispatched is usually the closest to the scene. This gives you some idea on the general area.

3. Treat the customer and the customer’s property with respect.
- Wipe your feet when entering their homes especially on EMS calls.
- Take your shoes off if necessary.
- Protect their personal property as if it was your own.
- What you see and your opinion of what you see in someone’s home or business should be kept to yourself.
- No horseplay, smoking, etc. on emergency scene.
- Our essential mission and #1 Priority is to deliver the best possible to our customers.
- Listen carefully to understand the customer’s position, perspective and needs.
- Give the customer your exclusive attention.
- Be careful of what you say and how you say it – practice verbal etiquette.
- Say Thank You.
- Use a positive, friendly tone of voice and body language.
- Use supportive and encouraging language that the customer understands.
- Indicate you understand and care.
- Reflect professional concern and guide the customer through the problem-solving process.
- Be courteous and polite - be a sweetheart.
- Be gentle with the customer.
- Ask the customer about their needs.
- Try to make the customer as comfortable as possible.
- Take whatever time is required to establish positive interpersonal contact.
- Explain what happened, what you are doing, and what you think the outcome will be in clear, plain language.
- Spend extra time with the customer/family.
- Don’t use excessively technical language.
- Avoid value judgments that reflect your personal perspective/opinion.
- Whenever possible, ask the customer how you can construct a response to fit their needs.
- Ask them where it hurts.
- Ask them what is important to them.
- Ask them what will make them feel better.
- Design and extend the service in your professional terms.
- Be careful of the customer’s property and possessions.

4. Meetings
- There are two types of meetings;
- Board meetings are where policy and personnel decisions are made.
- Officers meetings are for the general membership to have input into the budget, by-laws, policy and personnel issues.
- It is important that members attend meetings.
- Your input is considered in the decision making process because you are part of an important team.
- Meetings are a place where team members communicate among each other, so the team can improve itself for the future.
- Work details
- Work detail is a great training device.
- You are able to perform tasks that aren’t usually done on a regular basis.
- On occasion you are asked to report to the station to help with a special detail.
- Work details are usually not planned.
- The more that show up, the sooner the task can be completed.

5. What does customer service do for us?
- Secures and maintains adequate resources and benefits.
- Happy customers, bosses, voters and workers
- Brings out the best in us - provides positive job satisfaction
- It’s the right thing to do
- Places us in the best position to compete
- Completes our basic customer promise
- It’s fun to be good and to do good
- Doing it right the first time eliminates bad press, liability, lawyers, lots of meetings, and extra paperwork.
- It saves lives and lots of stuff that is really important to our customers

6. Protect Our Image And Reputation

**IMAGE IS EVERYTHING**
**WE ARE WHAT WE ARE PERCEIVED**
**PERCEPTION IS REALITY!**

- When you display our identification on your vehicle you are on duty.
- When you display our identification you are a representative of this fire department and all of its members.
- When you wear any part of our fire department uniform you are on duty.
- When you wear any part of our fire department uniform you are a representative of this fire department and all of its members.
- When you are away from home you may wear Xxxx Volunteer Fire Department clothing that is clean, free of holes, and approved by the officers.
- Regardless of what you think, the public is watching. Make sure you do not represent Xxxx Volunteer Fire Department in any form if you are going out drinking, partying, or some form of adult entertainment. Don’t be doing something that embarrasses the fire department while wearing Xxxx identification.
- Your personal appearance reflects on the fire department. Sloppy looks and poor personal hygiene gives the public a poor impression of the fire department. Clean clothes, clean shaven and a neat appearance gives the public a good impression of the fire department.
- Drive respectfully in your personal vehicle if it in any way symbolizes the fire department (i.e. lights, stickers, license plate, etc.) Speeding, honking, reckless driving, and destruction of property, (i.e. yards, ditches, driveways, etc.) is not tolerated.
- At all times be aware of how your image and actions in the public is not only closely watched by the public, but also a direct reflection of the fire department.

7. Know what to do on a emergency response, how to do it, and where equipment is on apparatus.
8. Training sessions are not usually conducted on an emergency scene.
9. Become familiar with and competent in operating equipment.

10. USE YOUR COMMON SENSE!
11. THINK BEFORE YOU ACT!
12. If you see a problem, a mess, or something broken and you pass it by without acting, you are just as responsible as the person who did it and left it there.
13. Full trashcans, dirty dishes, messy or dirty floors, or trash in the parking lot is EVERYONE’s responsibility. Every member of the fire department should take care of the taxpayer’s property. Trucks should be washed when they are dirty. The officer in charge of the run may elect to not wash trucks.
14. Don’t assume that "it’s someone else’s job” or "someone else will do it". Everyone is responsible for the upkeep and appearance of the fire department.
15. Don’t wait to tell someone. If you see anything wrong, act immediately. Correct the situation if you are able or contact someone who can. Big problems usually started as small ones nobody took the time to mention to someone.

HOW TO USE XXXX VOLUNTEER FIRE DEPARTMENT'S BUILDINGS

During your stay at a fire station:
- Turn off unnecessary lights/equipment
- Leave the radios set the way they are…or return them to such after using them.
- Sit on chairs instead of the tables, countertops or windowsills.
- Keep food and drinks away from computers.
- If there are people working in the computer, be courteous and take your conversation to another room
- If you use the last of something or notice supplies getting low, please note it on the "Supplies Needed" list
- Flush the toilet after use
- Clean up after yourself (wash your dishes, throw away your trash, etc. unfortunately we can't afford a maid service)
- Even if you didn't make the mess …. take pride in the building and clean it up.

- When leaving a fire station:
- Turn off the lights and copier.
- Turn the thermostat up or down (according to the season)- auto thermostats are not to be adjusted
  - Make sure the door shuts completely behind you

PROPER USE OF XXXX VOLUNTEER FIRE DEPARTMENT'S PHONES

It is sometimes hard to remember that we are a business that provides service to customers. So we need to be professional when answering the phone. Even if you think you know who may be calling, answer each phone call professionally. An example would be "Xxxx Volunteer Fire Department, (name) speaking” or even include
your rank with your name (Chief, Asst. Chief, Division Chief, Captain, Fire fighter). Be proud of yourself and
the department that you represent!. The phone calls that we answer are our links to the public....we do not want a
bad public image!

If you take a message, be thorough. Get their name, their phone number, what they want and make sure the
message is relayed to the proper person.

Do not use the telephone for excessive use for personal reasons.

Do not make long distance calls

Always use a phone directory versus 4-1-1.
EMERGENCY TRAFFIC ONLY

This is to include but is not limited to:
- All dispatcher radio traffic
- Apparatus traffic essential to the functioning of a particular emergency department. (Fire or EMS)
- Officer traffic essential to the functioning of a particular emergency department. (Fire or EMS)
- Radio traffic essential to the functioning of a particular emergency department. (Fire or EMS)
- Active incident traffic

Situations that may cause for this (Included but are not limited to)

Heavy Call Volume
- The Comm Center may consider heavy call volume to be a state in which the active incidents have excess or may have an excess of radio traffic.

Examples
- 2 or more working fires combined with medical calls
- EMS system status of level 1 or 0
- Multiple fire incidents combined with medical calls
*Any other combination of incidents that the dispatcher feels may warrant this state

Natural Disasters
- The Comm Center may feel emergency traffic only is warranted during a natural disaster.

Examples
- Tornado
- Hurricane
- Hard Freeze
- Flooding
- Storms

*Any other situations where multiple agencies are involved in an emergency incident. (Again, the decision is at the Comm Center’s discretion.

Examples of what the Comm Center feels is not essential traffic during this ‘state of being’ on the radio.
- ANY “on the air” apparatus
- ANY POV traffic that is not essential to the functioning of an emergency department or active incident.
- “Convenient” radio traffic (This includes any traffic that may be easily conducted at a later time or over the phone and does not directly effect an active emergency incident.

Additional Notes:
If any department officer or member feels his/her traffic is considered “Emergency,” the person attempting to contact the Comm Center should do so by stating his/her radio number and then “Emergency Traffic.” If necessary, wait a reasonable amount of time for the dispatcher to answer the call before repeating it. (Radios may be tied up due to toning or call taking etc.)
# LONGEVITY AWARDS

The following years of service awards are provided for discussion.

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<td>NAME TAG</td>
<td>$100</td>
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<td>10 YEAR PIN</td>
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<td>15 YR PIN</td>
<td>LEATHER BUCKET</td>
<td>$200</td>
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<td>20 YR PIN</td>
<td>WATCH</td>
<td>$250</td>
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<td>25 YR PIN</td>
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<td>30 YR PIN</td>
<td></td>
<td>$350</td>
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Open Public Records Act

XVFD Customary Charges Policy

In accordance with the General Services Commission under Government Code, Chapter 552, Subchapter F, (the Public Information Act) the following policy of accepted customary charges will be allocated to all information requests of open public records.

The following charges will be applicable for all provided information.

1. **Standard Copies** - 15 cents per page, or 30 cents for double sided copies.

2. **Personnel Charge** - $15.00 per hour / $25.00 minimum

3. **Overhead Charge** - A 20% overhead charge for requests of under 50 pages will be applicable.

4. **Computer Resource Charge** – A base charge of $5.00 will be charged for each task.

5. **Miscellaneous Supplies** – The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information will be added to the arrive at the total.

6. **Postal and Shipping Charges** – Actual cost of postage and shipping costs will be charged.
GUIDELINES FOR XXXX VFD STUDENTS
ATTENDING THE NATIONAL FIRE ACADEMY

11/01
10/11/99

The following guidelines are to be used by XVFD students attending weeklong and other schools at the National Fire Academy (NFA). Abuse of these privileges may result in disciplinary actions as prescribed by the elected officers. The subjects are as follows:

I. Overview
II. Transportation
III. Food & Housing
IV. Telephone
V. Code of Conduct / Proper Dress
VI. Miscellaneous
VII. School Layout Map Information

I. Overview - The NFA application process must be approved by the Fire Chief. Personnel must be qualified to attend particular classes and must be high performance members of the XVFD. A total of $190.00 expense advance will be provided by the XVFD to cover NFA cafeteria meals and miscellaneous expenses. This amount will be increased accordingly if meal costs increase. This expense advance is considered a per diem amount and will not require a XVFD expense statement. Other housing or transportation costs must be pre-approved for each attendee by the fire chief and either personal credit card use or advance expenses provided.

II. Transportation - All transportation arrangements will be approved in advance by Chief Xxx to verify proper schedule requirements and minimizing costs.

Car - Personal transportation to and from Xxx airports is the responsibility of the student(s) and is not reimbursable. Long term parking is not reimbursable from the XVFD. A rental car will be provided to the student(s) and costs reimbursed if desired. A personal credit card must be used to secure and pay for the automobile, any gasoline purchases will be covered by a XVFD expense statement. Personal full coverage insurance is required for rentals, the XVFD insurance is secondary coverage. DO NOT PURCHASE THE OPTIONAL RENTAL INSURANCE AT THE TIME OF THE RENTAL! If a rental car is not desired, a NFA bus provides transportation to and from the airports. Maps are provided by the NFA student information package and the rental car companies.

Baltimore Washington Airport (BWI) and Washington National Airport (N) - The rental facilities are located across from the main terminals. At BWI, the student(s) must walk across the street. At N, on the other side of the elevated train, the student(s) may walk across the parking lots or use a shuttle bus (walking is preferred except in inclement weather). Full explanations are included in the NFA informational packet.
BWI to Emmitsburg - Leave the airport and follow signs to I-195. Go to I-95 north to I-695 north to I-70 to Frederick, Maryland. Take Route 15 to Emmitsburg and Gettysburg. Refer to section VII of this document for further information. The rental company can assist verbally and provide a map.

National to Emmitsburg - Leave the airport and follow airport exit to George Washington Memorial Parkway. Follow the signs to "Dulles Airport" and I-495. Do not use I-395. It is about 9 miles from the airport to I-495. Take I-495 to I-270 to Frederick, Maryland. Take Route 15 to Emmitsburg and Gettysburg. Refer to section VII of this document for further information. The rental company can assist verbally and provide a map.

Airplane – Upon arrival at the NFA, the student must supply a personal check or other information that will describe the proper way to have automatic deposit into the student’s personal checking account for airfare reimbursement. A copy is made of the airfare ticket because airfare costs are reimbursable to the XVFD via the student. Approximately 4-6 weeks after NFA attendance, an electronic deposit is provided to the student(s). A personal check is to be immediately provided to the XVFD as reimbursement. The student may opt to reimburse the XVFD prior to receiving the electronic deposit.

III. Food - The XVFD provides expense monies to pay for food and miscellaneous costs. The student is required to purchase the campus cafeteria food coupon. The food is plentiful and acceptable. Class break times are provided with snacks/coffee/sodas. Thursday night is the traditional steak roast, the class chooses where to have it, costs are primarily covered by the meal ticket.

Housing – Each student is housed on campus in recently remodeled and new dormitories. The NFA student information package contains further information. The student(s) should take an alarm clock since some dorms may not be equipped.

Entertainment - There is a Pub on campus and within are ping-pong tables, television, pool tables, etc. The famous Ott House Tavern/Restaurant is within walking distance (and they provide van transportation). The Emmitsburg VFD is next door to the Ott House.

IV. Telephone and FAX - Telephone usage is to be minimized to prevent excess costs. Students are not expected to use their own long distance company. The XVFD long distance carrier information or other methods are to be obtained from Fire Chief. The NFA phone number is 800-238-3358 and the FAX number is 301-447-1324. Student voice mail is 301-447-1048, an operator will transfer your call to the student’s room.

V. Code of Conduct - The XVFD maintains a highly respected reputation by NFA staff and other fire departments' members. XVFD students are to be clean shaven, dress in attractive and appropriate clothing and set the highest standards of performance. XVFD students are expected to actively participate in classes and set a good example for other students. Sleeping in class, disrespectful actions/words, or non-attendance will not be tolerated. XVFD students who do not follow common sense rules and codes of conduct becoming a member of the XVFD will be subject to strict disciplinary actions including suspension and termination. The senior XVFD officer on site has the authority to fully reprimand and discipline a violating XVFD member, and is expected to provide a report to the senior XVFD officer in district as soon as possible. The NFA dress code is to be followed, that means collared shirts and decent pants and shoes.
**Graduation** - The NFA takes a serious approach to graduation ceremonies including pictures, protocols and student dress. The XVFD dress recommendation for graduation is the Class A uniform. However, some classes may vote to wear the class shirt (obtained at the NFA during the week) for graduation. It is also suggested that the class gift to the NFA should go to the Fallen Firefighters Memorial. Instructor gifts are considered the norm.

**Lunch With The Administrator** - Lunch with the NFA Administrator and other top NFA/United States Fire Administration staff occurs on Wednesday. At some point prior to Wednesday, the class will select a spokesperson to represent the class. The purpose of the luncheon is to communicate future wants and problem solving. **Be a leader and be the spokesperson.**

**VI. Miscellaneous** - Any personal items purchased are the responsibility of the student (caps, shirts, etc.) Any driving/parking violations or other infractions are the responsibility of the student.

**VII. School Layout** - A map of the National Emergency Training Center (NETC) is provided with your student package. As you travel Route 15 from Frederick, Maryland to Gettysburg, Pennsylvania, there will be a Seton Avenue and NETC turnoff to the left (be careful, dangerous intersection). Go about 0.5 miles to the NETC, turn right at first entrance, register yourself and car. You will then need to relocate the car to student parking.
EXPLANATION OF CLASS A AND B FOAMS AND EMULSIFIERS IN USE AT THE XVFD

RULE #1: NEVER, REPEAT NEVER, BATCH/TANK MIX FOAMS IN THE APPARATUS WATER TANKS. THE ONLY APPROVAL OF USE IS IF ONE OF THE THREE FIRE CHIEFS APPROVES THIS ACTION IN A PARTICULAR INCIDENT. THEN, THE TANK AND ALL VALVES AND PIPING MUST BE THOROUGHLY RINSED TO REMOVE ALL RESIDUE OF FOAM.

Following are explanations of each PRODUCT in use....

**Class A Foam:** This foam is used for structural firefighting attack ONLY and is to be used in the discharge side proportioning systems ONLY (the preconnected attack lines). This foam is to be used at a maximum of only 0.2% rate. This foam is about $14 per gallon.

**Fire Quench, by the Xxx Forestry Service:** This foam is used for grass fires and possibly dumpster/trash fires where wetting agents are needed, but the value of using such a product does not equal the "save". This foam is to be used via a Class B foam eductor ONLY (possibly with modification orifice to allow for 0.5-1.0% application rate). This foam is about $3 per gallon. This foam should be used during overhaul phases of structural firefighting if the logistics permit. This foam MAY be used in the discharge side proportioning systems only IF the residual is removed or diluted. One of the three fire chiefs must approve of this action and remediation.

**TopsAll:** This emulsifier is used for large fuel spills when absorption techniques have already removed the majority of the puddled spill, or when a surface only spill is encountered. This emulsifier can be used via a Class B eductor at 1.0% rate, or it may be "sprinkled" on the spill and worked in with a broom. This emulsifier costs $11 per gallon.

**Micro-BlazeOut (MBO):** This emulsifier is used for fuel spills when absorption techniques have already removed the majority of the puddled spill, or when a surface only spill is encountered. This emulsifier can be used via a Class B eductor at 1.0% rate, or it may be "sprinkled" on the spill and worked in with a broom. It may also be used with a pressurized water extinguisher. This emulsifier costs $26 per gallon and contains hydrocarbon eating microbes that are activated when used and will continue to "eat" the hydrocarbons over a period of time. There are some cases when MBO solution can be left on the surface without washing with a hose line to allow the "bugs" to work into the surface materials.

There may be dedicated MBO pressurized water extinguishers available on E64, E62, and E63 for immediate use versus using the sprinkling or eductor methods. The mix ratio is 7 (seven) ounces of MBO per extinguisher (DON'T over mix!).

**Universal 3/6% and 3-M 3/6% Class B Foam:** Is suitably marked on certain apparatus and storage. **If you don't know what it means, don't use it!**

**Universal GOLD Class B Foam 1/3.** **If you don't know what it means, don't use it!**
ReHab 60 is established to provide assistance to Xxxx and mutual aid firefighters at the scene of major incidents. The primary function of ReHab is to monitor the well being of firefighters by keeping them hydrated and watching for the effects of heat exhaustion and other potential illnesses. Other duties include providing food on scene for extended operations, and supporting families of injured firefighters.

ReHab 60 will be paged out on all XVFD “boxes”, and they will respond to all in-district working fires. The senior Xxxx officer, or the Incident Commander, may request ReHab 60 to respond to any scene where firefighters will be utilized for extended periods of time.

ReHab 60 may provide assistance with other XVFD functions which include: (1) Children’s activities at XVFD functions; (2) Public Education presentations, (3) Family morale area (bridal & baby showers), (4) other areas as deemed appropriate.
GUIDELINE FOR RODEO TICKETS DRAWING

PURPOSE:
To establish a guideline for the fair distribution of the Xxxx Volunteer Fire Dept. Xxx Livestock Show and Rodeo ticket member benefit.

SCOPE:
This guideline shall be followed during the drawing process for the Xxxx Volunteer Fire Dept. Xxx Livestock Show and Rodeo ticket member benefit.

GUIDELINE:
1. All drawings shall be completed by the Fire Chief, Administrative Assistant or designee
2. The drawing shall be held 2 weeks prior to the beginning of the Rodeo
3. Must be a member for 1 year to be eligible to sign up for the drawing
4. Sign up for all shows you wish to attend
   a. Remove your name as soon as possible from the list if you determine you can not attend prior to the drawing
5. Most popular entertainer to least popular entertainer shall establish the drawing priority for the shows (ie. Most members signed up, to the least members signed up)
6. Once your name has been drawn you are not eligible for another drawing until all shows have been drawn one time
7. If necessary, additional drawings may occur and shall refer back to step 5 and 6
8. Shows which only have one or two members signed up shall be declared the winners of that show
9. Once all drawings are complete the winners will be notified by the administrative assistant
10. If you cannot attend a show an attempt should be made as soon as possible to return the tickets to the administrative assistant or give the tickets to another member.
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