

FAIR GROVE FIRE DEPARTMENT



PERSONNEL HANDBOOK WITH CONSTITUTION AND BY-LAWS AND STANDARD OPERATING GUIDELINES

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FAIR GROVE FIRE DEPARTMENT

**211 Cedar Lodge Road
THOMASVILLE, N.C. 27360**

Personnel Handbook

(Rules & Regulations)

Introduction

This Manual was written with the purpose of defining the duties, responsibilities and benefits of all personnel of the Fair Grove Fire Department, both paid and volunteer. Should there be a conflict in definition, terminology, or understanding between this handbook and the Constitution and By-Laws of the department, the Constitution and By-Laws of the department shall prevail.

Every effort has been made to address all applicable topics; however there may be information accidentally omitted as well as policy changes. Therefore, this Handbook may be updated from time to time and reviewed periodically, revised if needed, and approved by the Board of Directors.

A copy of the Personnel Handbook (Rules & Regulations), the department Standard Operating Guidelines and also a copy of the Constitution and By-Laws will be made available to all members in a loose-leaf binder. This will become part of your issued equipment. All revisions and additions will be made available to all members as they are approved, each member will be responsible for updating his or her own binder.

All members will be required to become familiar with the Personnel Handbook (Rules & Regulations), the department Standard Operating Guidelines and the Constitution and By-Laws.

FAIR GROVE FIRE DEPARTMENT

211 Cedar Lodge Road

THOMASVILLE, N.C. 27360

February 7, 2014 Edition

We the Board of Directors of the Fair Grove Fire Department have read and do agree with the rules and regulations set forth in this manual. We retain the right to periodically review, update and revise this manual as needed.

Timothy Scott Zander
Chairperson of the Board of Directors

Ronnie Bryce Sink
Secretary

FAIR GROVE FIRE DEPARTMENT

211 Cedar Lodge Road
THOMASVILLE, N.C. 27360

January 22, 2011

Letter to Applicant

We appreciate your interest in becoming a member in the Fair Grove Fire Department. This introductory letter is designed to give you a basic understanding of the requirements, responsibilities and the benefits of our fire department. When we say our fire department we are talking about the community of Fair Grove's fire department, which includes a small portion of western Randolph County including the western part of Trinity, and the Fair Grove community in Davidson County, as these are the people that pay the taxes, which pay all of the bills. These are the people that FGFD provides fire protection and various services for.

We try to maintain a roster of seventy-two volunteer firefighters. This allows us to have two fire fighters on duty at the station each night and two fire fighters on duty at the station all day Saturday and Sunday. This schedule requires that each firefighter have duty at the fire station every four weeks. Having two firefighters at the fire station allows us to have a truck enroute sooner, and other firefighters can respond directly to the incident.

Since 1998 we have also employed part time paid personnel. We have two paid personnel on daytime duty and one on nighttime duty (365 days a year).

Requirements **Prior To** Admission

Before an application can be filled out the person interested in joining FGFD must be nineteen years of age or eighteen years of age and have been a member of the FGFD Junior fire fighter program for the last twelve months and have his or her high school diploma or G.E.D. Before being voted upon the applicant must attend three fire department functions, which include meetings held each Thursday night at 7:30 PM at the fire station, firefighter sponsored BAR-B-QUE fundraisers held each March and October at the fire department and other training functions. The purpose of attending these functions is to allow you to become acquainted with the firefighters and to allow them to become acquainted with you. At fire calls the fire fighters will be preoccupied with the incident, so fire calls will not count as a visit, but you are welcome to come to the fire station after the assignment is completed, which will count as a visit. Have an Officer sign and date your application at each function you attend and then on your third visit give your application along with a copy of your criminal background check from the counties in which you live or lived in prior to moving to Fair Grove if you have not lived in the Fair Grove Community (1) one year, certified by the clerk of court, to the chief or place in his mail box near the front door.

After you have turned in your application you then have to be approved by a majority vote by the Board of Directors, which meet the first Tuesday of each month, you will be ask to attend this meeting so the board can meet you. You must then be approved by a majority vote of the firefighters. After which you will be issued your turnout gear and become a probationary firefighter.

Responsibilities **after** Admission

Every firefighter is **required** to stay one night or all day one Saturday or Sunday every four weeks. Try to choose a shift that will be convenient for your personal schedule at work and at home. If for any reason you are unable to stay on your assigned duty shift, it is your responsibility to find another firefighter to stay in your place if you are the only driver on your shift then you must find a driver as a replacement, likewise if you are not a driver then you cannot replace a firefighter that is the only driver on his shift. It usually is not hard to find someone to exchange shifts. If for some reason you have a shift conflict on a regular basis, you may need to exchange shifts. There is an Officer in charge of each of the four weeks. Exchanging shifts must be approved by the Officer of each person's week.

There is a duty sheet in the radio room with a list of duties to be completed by your shift. These duties include having gear ready for a call, insuring that the fire trucks are ready for a call by going through their check sheet, calling the next shift, checking lights and thermostats in the station and cleaning your assigned portion of the station. Please read the duty sheet before completing the application process. The cleaning duties are set up on a rotating basis to be fair to each shift and the entire station gets cleaned each week.

Since firefighting is a dangerous business, **all firefighters are required by the North Carolina Department of Insurance to have thirty-six hours of training each and every year.**

What Fair Grove Fire Department Provides For You

FGFD will provide training classes throughout the year. Some classes will be on Thursday nights at our meetings, some classes may require three or four nights in one week to complete. Davidson County Community College provides short classes at night each month, and every February there is a fire and rescue seminar on a Saturday and Sunday. If pre-approved by the Board of Directors or the Chief the Fire Department will pay the tuition cost for classes at the college pertaining to fire fighting. There will be certain classes that will be required before any firefighter may enter a burning structure, or direct traffic. The Training Officer will provide a list of these classes. Available upcoming classes will be posted on the bulletin board.

FGFD provides protective turnout gear, which includes pants with suspenders, coat, boots, gloves, hood and helmet all of which are OSHA and N.F.P.A. approved.

Each firefighter is provided with a pager and charger and replacement batteries. Pagers are set to monitor Davidson County Fire Channel #1. They can be set to monitor all traffic on that channel or set to activate an audible alarm when FGFD's tone is encoded at which time the type and location of the fire call will be announced.

FGFD provides Workmen's Comp. Insurance that covers a firefighter while conducting any type of Fire Department activity. The Workmen's Compensation premium is paid by the Fire Department.

FGFD provides a Fraternal Benefit, which pays benefits to a firefighter's beneficiary in the event of the fire fighter's death. The Firemen's Fraternal Benefit Fund is funded by the Davidson Volunteer Fire Association and pays benefits to any active firefighter or honorary firefighter (a firefighter who has served ten years and is no longer an active firefighter).

Due to contact with so many different people in so many different situations OSHA requires that Hepatitis B Vaccine be provided by the Fire Department to all fire fighters. This does not mean that you must take the vaccine, but it must be provided if you wish to have it. FGFD and other fire departments have contracted with the Davidson County Health Department to administer the vaccine.

The state of North Carolina has established a Firefighter's and Rescue Worker Pension Fund. This is provided through the Fire Department but the cost is the responsibility of the fire fighter for the first three years. After three consecutive years of service to the Fair Grove Fire Department the department will pay your annual due as long as you are an active member of the department. If a firefighter wishes to participate he should contact the Pension Fund Treasurer to join. Cost is one hundred and twenty dollars per year, payable annually or semi-annually. After twenty years of fire service and payments, and upon turning fifty-five years of age you will receive pension payments (as of December 2002 monthly payments are one hundred fifty six dollars per month). These payments are subject to increase as they have already increased several times from fifty dollars per month to the current rate. If you decide to leave the fire and rescue service before you have completed your the twenty year requirement for payment and service, you will be eligible for a refund of all the money that you have paid into the pension fund.

DEFINITIONS

The following Definitions are used in this manual:

Alcohol or Alcoholic beverage: Any beer, wine, whisky, gin, vodka, spirituous liquor or other beverage containing at least one-half of one percent (0.5%) alcohol by volume.

Board of Directors: The duly elected governing body, (which is comprised of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and additional members as stated in the Constitution and By-Laws for the department.

Call: Refers to any incident to which the department is dispatched.

Chief: The duly elected Fire Chief whose duties are to generally manage the Fire Department and supervise the firefighters.

Chief Officers: The Fire Chief (as stated above) and includes Deputy Chief, Assistant Chief and Battalion Chief.

Constitution and By-laws: Written rules and regulations set down by the Board of Directors and approved by a majority vote of the members present at the department's annual meeting.

Department: The Fair Grove Fire Department, its organization, its volunteer members and paid personnel.

Firefighter: Members who meet the standards set forth and are approved to answer calls, actively fight fires, and participate in other activities for the department. The term firefighter applies to both male and female.

Firefighter, Active: A person who has been approved to fight fire and who maintains a minimum of 36 hours of training per year. Attends regular scheduled meetings and pulls his or her tour of duty.

Firefighter, Honorary: A person who has served a minimum of five (5) years as an active firefighter and has asked to be relieved of his or her duties. Honorary firefighters have no firefighting or firefighter voting privileges.

Firefighter, Inactive: A person who has been approved to fight fire but has failed to comply with certification requirements. Inactive firefighters cannot participate in emergency operations nor do they have firefighter voting privileges.

Firefighter, Probationary: A new member who has not completed his or her six (6) month training. A probationary firefighter may be assigned limited duties at the fire scene under direct supervision of another qualified firefighter. The probationary firefighter will **not** be engaged in actual firefighting.

Firefighter, Paid only: A firefighter who is paid to work at one of the Fair Grove Fire Stations but is not a Volunteer with the Fair Grove Fire Department.

Full Turnout Gear: Includes Helmet with shield and liner, Coat and Pants with liners in place, Gloves, Protective Hood, Boots, and SCBA.

Governing Body: Board of Directors, duly elected by the fire department.

Line Officers: Captains and Lieutenants.

Personnel Handbook: Rules and regulations defining the duties, responsibilities, and benefits pertaining to the members of the department. These rules are set down and approved by the Board of directors.

Personal Protective Equipment (PPE): Proper term for full turn out gear (see definition above).

Property Owner: Means owner of “real property”, the person that pays the fire tax on the property. This person may vote on Board of Director and Fire Department Business matters and may also run for a position on the Board of Directors.

May: When this word is used, the member can elect to or not to engage in the stated activity.

Member: Volunteer or paid personnel, duly approved.

Officers Council: Chief, Deputy Chief, Assistant Chief, Battalion Chief, Captains, Lieutenants, Safety Officers and Training Officers.

Tour of Duty: Assigned time of active duty at the fire station.

Turnout Gear: Includes Helmet with shield and liner, Coat and Pants with liner, Boots, Gloves, and Protective hood all of which meets or exceeds NFPA and OSHA standards.

SCBA: Self Contained Breathing Apparatus, Positive pressure that meets the minimum standard set forth by NFPA.

Shall: When this word is used, the activity mentioned is mandatory and personnel must engage in or perform the task or activity.

S.O.G.’S: Standard Operating Guidelines, “Guidelines” for day-to-day operation of the department set down by the Chief and approved by the Board of Directors.

Will: This word is synonymous with the word “shall” and shall be used in the same manor.

Personnel Handbook Fair Grove Fire Department			
Article No. 1	Article Title: Meetings	Revised 1/7/2014	Page 1 of 1

ARTICLE 1: MEETINGS

SECTION 1: BUSINESS MEETINGS

The Fair Grove Fire Department will have regularly scheduled business meetings on the second Thursday of each month. Training meetings will be held on the first, third and fourth Thursday each month. All meetings will begin at 1930 hours (7:30 P.M.) unless announced otherwise.

SECTION 2: TRAINING MEETINGS

The Fair Grove Fire Department will have regularly scheduled training meetings on the second and fourth Thursday of each month. Training meetings will begin at 1930 hours (7:30 P.M.) or at other times as scheduled by the Training Officer or the Chief Officer. Other training meetings may be scheduled as deemed necessary at appointed times by the Training officer and/or the Chief Officer.

SECTION 3: JUNIOR FIREFIGHTER MEETINGS

The Fair Grove Junior Fire Department business meeting and training meetings will be held at an approved time as appointed by the Junior Advisor.

SECTION 4: BOARD OF DIRECTORS MEETING

The Fair Grove Fire Department Inc. (Board of Directors) regular monthly meeting will be held on the first Tuesday of each month at 1930 hours (7:30 P.M.) at the fire station and at other times and places as deemed necessary by the chairperson.

SECTION 5: ANNUAL MEETING AND ELECTION OF OFFICERS

The Fair Grove Fire Department Inc. annual meeting and election of officers will be held on the fourth Thursday in January at 1930 hours (7:30 P.M.). The Fair Grove Firefighters will hold their election of officers.

Personnel Handbook Fair Grove Fire Department			
Article No. 1A	Article Title: Elections	Revised 1/7/2014	Page 1 of 2

ARTICLE 1A: ELECTIONS

SECTION 1: NOMINATING COMMITTEE, BOARD OF DIRECTORS

The nominating committee members, for the Board of Directors positions, shall be chosen by the Chairman of the Board of Directors at least one month prior to the Annual Meeting on the fourth Thursday of January. The committee members shall be made up of three members, one from the Board of Directors, one from the firefighter officers and one volunteer firefighter unless no one accepts from one of these categories then two people may be chosen from one of the other categories.

SECTION 2: NOMINATING COMMITTEE, FIREFIGHTER OFFICERS

The nominating committee members, for the Firefighter Officers positions, shall be chosen by the department Chief at least one month prior to the Annual Meeting, held on the fourth Thursday of January. The committee members shall be made up of three members, one from the Board of Directors, one from the firefighter officers and one volunteer firefighter unless no one accepts from one of these categories then two people may be chosen from one of the other categories.

SECTION 3: CANDIDATES

All candidates must be contacted and give verbal consent to run for the position for which they are being nominated at least one week prior to the annual election.

SECTION 4: ELECTION PROCESS

- 1- The Nominating Committee for the Board of Directors will be in charge of that portion of the election and the nominating committee for the Firefighter Officers will in charge of that part of the election. All ballots will be retrieved, counted and tallied by the committee in charge of that part of the election. In the event a member of the nominating committee is being selected for a position in which their committee is in charge of, a member of the other nominating committee will fill in during that portion of the election to retrieve, count and tally the votes.
- 2- Any procedure in question by either a firefighter or citizen must be brought to the attention of the nominating committee by asking permission to approach the table and disclose the issue in private. The Chairman of the Board and the Fire Department Secretary will oversee the direction using the Bylaws and the Personnel Handbook of the Fire Department for guidance.

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Article No. 1A	Article Title: Elections	Revised 1/7/2014	Page 2 of 2

- 4- In the case of a tie, a second vote will be held between the candidates who are tied. If there is a tie after the second vote, the position will go to the candidate with the most consecutive time of service, as a volunteer, with the Fair Grove Fire Department.
- 5- Time of service will be calculated from the time you are voted into the senior department until December 31 of the year preceding the annual election. Only volunteer time will be used to calculate service time. Service time as an employee of the Fair Grove Fire Department will not be factored in.
- 6- The Assistant Training Officer shall post a list of all firefighters who are qualified for each position to be voted on in the firefighter officer election by the second Thursday in January. The firefighters will have until two (2) days before the annual election to resolve any issues with training hours and/or time of service. No correction will be made after this date. The Assistant Training Officer will provide a corrected list to the Department Secretary on the night of the election, this will serve as the official document for the election.
- 7- In the event that no one is qualified, that position will be left open. The next officer in the chain of command will assume the responsibilities of that office until someone meets the qualifications. The Department Chief will notify to the Board of Directors when he has someone meets the qualifications. The Board of Directors will make the decision to appoint a firefighter, or a firefighter officer to the position.

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Article No. 2	Article Title: Membership	Revised 10/3/2000	Page 1 of 1

ARTICLE 2: MEMBERSHIP

Membership shall be defined as Firefighter; active, inactive, honorary, volunteer or paid personnel.

The Fair Grove Fire Department will not discriminate in membership to any person based on race, gender, religion, political belief or national origin.

Persons wishing to become a member of the Fair Grove Fire Department must make written application to the chief by means of the approved application form. (New applicant will be given an introductory letter outlining the requirements, responsibilities and benefits of the department for review and must be prepared to abide by all the rules and regulations set forth by the department before submitting application.)

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Article No. 3	Article Title: Prerequisite for Volunteer Membership	Revised 1/22/2011	Page 1 of 1

ARTICLE 3: PREREQUISITE FOR VOLUNTEER FIREFIGHTER MEMBERSHIP

The applicant must be at least 19 years of age or an active Fair Grove Junior firefighter who is at least 18 years old and has been in the Fair Grove Junior program at least one year immediately prior to becoming 18 and has his or her high school diploma or G.E.D.

All volunteers must live or work in the Fair Grove Fire Protection District or within a 10 mile radius of the fire station.

The applicant must not have been convicted of a felony.

The applicant must attend three (3) weekly meetings/ training sessions prior to being considered for membership. This gives the applicant and the members a chance to get to know each other and gives the applicant a better knowledge of the department to better evaluate whether or not he or she wants to become a member.

The applicant will be ask to provide a copy of his or her criminal background check from the present and previous Counties in which they live or have lived, certified by the clerk of court. The applicant will be asking to appear before the Board of Directors to be voted upon. After approval by the Board of Directors the applicant must be approved for membership by the firefighters.

Personnel Handbook Fair Grove Fire Department			
Article No. 4	Article Title: Prerequisite to apply for paid position	Revised 1/22/2011	Page 1 of 1

ARTICLE 4: PREREQUISITE FOR ELIGIBILITY TO APPLY FOR PAID POSITION

The applicant must be at least 21 years of age.

The applicant must not have been convicted of a felony.

The applicant will be ask to provide a copy of his or her criminal background check from the present and previous Counties in which they live or have lived, certified by the clerk of court.

The applicant will be interviewed, evaluated and may be hired by the Fire Chief.

Paid Only personnel cannot vote on fire department officers and have no voting privileges unless they are a property owner in the Fair Grove Fire District and may vote on Board of Directors and business matters at annual meetings.

Personnel Handbook Fair Grove Fire Department			
Article No. 5	Article Title: Probation (Volunteers)	Revised 04/07/2009	Page 1 of 1

ARTICLE 5: PROBATION (VOLUNTEERS)

After being approved for membership the Applicant will serve a probationary period of six (6) months.

Junior firefighters moving up from the Junior Department into the Senior Department are not required to go through the probation period providing they have satisfactorily completed their basic training program in the Junior Department.

Any applicant who has previously been an active volunteer of the Fair Grove Fire Dept. or an employee of the Fair Grove Fire Dept. who wishes to rejoin or join the department as a volunteer and has been approved by the Board of Directors and the Firefighters may or may not have to go through the probation period depending on their training level & length of service when they left the department. This decision will be left up to the Fire Chief.

During the probationary period the applicant will complete 18 hours of basic training.

The line officers will conduct monthly evaluations to ensure satisfactory progress is being achieved.

Satisfactory progress – attends a minimum of six (6) hours of training and meetings or work details per evaluation period (month).

Upon successful completion of the probationary period the applicant will receive full membership.

An applicant on probation does not have voting privileges.

The Chief may dismiss an applicant at any time during his/her probationary period.

All applicants on six-month probation will not operate red lights or run emergency traffic of any kind on/in P.O.V.'s.

Personnel Handbook Fair Grove Fire Department			
Article No. 6	Article Title: Firefighter Duties & Responsibilities	Revised 1/22/11	Page 1 of 2

ARTICLE 6: FIREFIGHTER DUTIES & RESPONSIBILITIES

To maintain membership (all personnel)

SECTION 1. Firefighters shall obey all By-Laws & Constitution, rules & regulations in the Personnel Handbook and the Standard Operating Guidelines.

SECTION 2. Each firefighter is responsible to carry out the ordered actions of

His/her superiors, both in department business and in combat and shall make every effort to work as a team with fellow firefighters.

SECTION 3. It shall be the duty of each firefighter to attend business meetings and training exercises of the department and shall be present at all fire calls responded to by the department when possible.

SECTION 4. Any member may be suspended or dismissed for breach of trust or disorderly conduct or inadequate participation by recommendation of the Board of Directors and a vote of two-thirds (2/3) of the other volunteers present.

SECTION 5. All firefighters must remain in good health both mentally and physically.

SECTION 6. It shall be the duty of all personnel to be prompt and conduct themselves in an orderly manner on duty, at all calls, and at all meetings and training sessions.

SECTION 7. All firefighters will wear proper protective gear as necessary during training and at fire scenes or other emergency situations and shall observe all safety rules at all times.

SECTION 8. No member shall be guilty of conduct unbecoming to a lady or gentleman or otherwise bring disgrace to the fire department, under penalty of being dismissed as a firefighter.

SECTION 9. Any personnel finding fault with the actions of another member at the scene of an incident shall discuss the matter **only** with that person and the officer in charge upon returning to quarters. If the officer cannot settle the matter, it shall go to the Chief Officer for consideration.

Personnel Handbook Fair Grove Fire Department			
Article No. 6	Article Title: Firefighter Duties & Responsibilities	Revised 1/22/11	Page 1 of 2

(Paid employees)

SECTION 10. All paid employees are under the direction of the Fire Chief. Your immediate supervisor will be the Deputy Chief, Assistant Chief, Battalion Chief, and Shift Commander as directed by the Fire Chief.

SECTION 11. While At the department, fire department operations or on the fire ground scene, you will fall under the direction of the officer in charge or the highest-ranking officer on the grounds.

Personnel Handbook Fair Grove Fire Department			
Article No. 6.1	Article Title: Training	Revised 5/3/2011	Page 1 of 3

ARTICLE 6.1 TRAINING

SECTION 1. Regular training meetings shall be held on the first, third and fourth Thursday of each month at 7:30 P.M. (1930 hours). The Chief and/or the Training Officer may call additional training sessions, as they deem necessary. Business meetings will be held on the second Thursday of each month at 7:30 (1930 hours)

SECTION 2. All new personnel shall be trained to department standards, regardless of prior training or experience. However he or she may receive credit for prior training or experience with approval from the Chief or Chief Officer.

SECTION 3. No personnel shall be allowed to participate in any fire suppression efforts until they have been trained in the use of the department's firefighting equipment and they have been approved by the Chief or Chief Officer to work as part of the firefighting team.

SECTION 4. Basic training is defined as a period of time in which a person is made aware of overall firefighting activities, requirements and benefits as well as what is expected of him or her and what they might expect in return.

SECTION 5. Only those persons who are at least 21 years old and have successfully completed the driver training course and have been certified will be allowed to drive fire department apparatus.

SECTION 6. All firefighters must obtain a minimum of hours of training per year (January 1 thru December 31) required by state law). See Article 11, Section1 on inactive membership. It is each individual member's responsibility to see that the

Assistant Training Officer receives their training hours prior to December 31 to receive credit for their hours. Each individual has two weeks to correct any training hours.

SECTION 7. Any member failing to meet certification requirements at the end of calendar year will be notified in writing and will be declared "inactive" until certification requirements have been achieved.

SECTION 8. Night or Daytime duty will not be counted as training time unless; the firefighter does actual progressive training with actual equipment or procedures, such as driver training (actual time behind the wheel) or the checking out of equipment (running generators, cleaning SCBA, etc.) Only actual time engaged in these activities can be counted as training time. Each individual shall record such time in the training book provided for this purpose. The book is located and shall remain in the Radio room.

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Article No. 6.1	Article Title: Training	Revised 5/3/2011	Page 2 of 3

SECTION 9. Delete

SECTION 10. Training outside the usual department training is encouraged, however, prior approval should be received from the training officer and where expense is involved the following guidelines must be observed.

Procedures for securing funding for out of county fire service training:

Only those persons who have been a firefighter with the Fair Grove Fire Dept.

For at least six (6) months will be eligible for funding for out of county training.

All training for which you desire funding must be firefighter I & II and any state certified firefighter courses or rescue Certification courses.

All courses must be preapproved by the training officer and Chief.

Only those classes that are not offered in Davidson & Randolph County can be taken in other counties. Special permission may be granted for classes that are not available in

Davidson or Randolph County's within a reasonable time period, so as not to delay anyone's certification. Applicants along with the Training officer are to look at Guilford, Forsyth, and Rowan counties before looking at other distant counties.

Each eligible firefighter will be allowed to take up to two (2) out of county (Davidson or Randolph) college courses each year. (Fire dept. year runs February thru January). Additional courses may be taken with special permission from the Training Officer and the Chief Officer.

All college courses that are WITHIN a fifty (50) mile radius of Fair Grove. The Fair Grove Fire Dept. will pay TUITION ONLY. All meals etc. will be the responsibility of the firefighter.

All college courses that are BEYOND a fifty (50) mile radius of Fair Grove. All firefighters taking these courses will be responsible for their own reservations and must pay for their room up front. Upon returning from the class the Fair Grove Fire Dept. will reimburse you up to \$100.00 per room per night upon presenting the receipt and certificate of completion of the class. The Fair Grove Fire Dept. will pay your tuition.

All meals, travel expenses, etc. will be the responsibility of the firefighter.

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Article No. 6.1	Article Title: Training	Revised 1/7/2014	Page 3 of 3

Only line officers and Chief Officers will be allowed to take car 43 or car 45 to training classes. Officers will be allowed one (1) tank of gas on a training trip. Gas tank must be filled upon returning to the station.

IT SHALL BE THE RESPONSIBILITY OF THE FIREFIGHTER REQUESTING FUNDING TO:

- 1- Submit written request to the training officer at least thirty (30) days prior to the last day of registration for the class. No request will be accepted after this date.
- 2- All firefighters taking these courses will be responsible for their own reservations and must pay for their room up front. Upon returning from the class the Fair Grove Fire Dept. will reimburse you up to \$100.00 per room per night, additional funds may be available with special permission from the chief.
- 3- Within (2) two weeks after returning from the class the firefighter MUST bring back to the Training Officer the motel/hotel room receipt and a copy of the certificate of successful completion of the course or the firefighter WEIL BE REQUIRED to repay the department in full for the tuition for the course and the price of the room will not be reimbursed.
- 4- If you request funding to attend a course and for any reason you cannot attend and you cannot get anyone else to take your place. You WILL BE REQUIRED to refund the department in full all prepaid charges that are not refundable.

IT SHALL BE THE RESPONSIBILITY OF THE TRAINING OFFICER TO:

- 1- Make arrangements with the treasurer for all payments.
- 2- Help firefighters with pre-registration as necessary.
- 3- Return all receipts to the treasurer.

The Board of Directors will enforce these procedures as necessary.

SECTION 11. A copy of all training certificates received regardless of where training is received must be brought to the Training Officer in order to receive credit for fire department records. Copies of certificates will be filed in personnel training file.

Personnel Handbook Fair Grove Fire Department			
Article No. 6.2	Article Title: Responding to Emergency & Non-emergency Calls	Revised 10/3/2000	Page 1 of 1

ARTICLE 6.2 RESPONDING TO EMERGENCY AND NON-EMERGENCY CALLS

SECTION 1. Firefighters who have completed their probation period will be allowed to run red lights on their personal vehicles when running emergency calls. State law prohibits the use of sirens on personal vehicles (exception Chief Officers).

SECTION 2. All State and Local traffic laws must be followed at all times by all personnel in private vehicles.

SECTION 3. Obey all traffic laws as necessary when operating fire apparatus, using extreme caution at all times, even when responding to an emergency.

SECTION 4. No member shall respond to a call (in private vehicle or department vehicle), appear at a meeting of the department or be on duty under the influence of alcohol or drugs under penalty of being suspended or dismissed from department

SECTION 5. Any personnel found committing an unsafe act while driving department vehicles or personal vehicles responding to a call will be suspended from the department upon recommendation of the officer's council.

SECTION 6. Upon arrival at an incident scene, personnel will report to the commanding officer (Incident Commander) or staging area for assignment, unless otherwise directed by the commanding officer.

Personnel Handbook Fair Grove Fire Department			
Article No. 6.3	Article Title: Tours of Duty (Volunteers)	Revised 2/7/2012	Page 1 of 1

ARTICLE 6.3 TOURS OF DUTY (VOLUNTEERS)

SECTION 1. All volunteer personnel will be required to pull station standby duty, either on Saturday or Sunday or at night as assigned by his or her officer. Each Volunteer will be responsible for his or her tour of duty and if unable to stay their scheduled duty, must secure a replacement and notify their officer. Duty dates shall be posted on the roster board and will rotate once every four weeks. Day of the week will always remain the same.

SECTION 2. Station stand by duty for volunteers will begin at approx. 7:00 p.m. (1900 hours) and shall continue until approx. 6:00 a.m. (600 hours) as your work schedule will allow.

SECTION 3. No personnel of the opposite sex will be allowed to spend the night at the station at the same time regardless of whether they are volunteer or paid. Any person or persons of the opposite sex of the person or persons on duty at night must leave the station when any person who is on duty announces that he or she is retiring for the night.

Firefighters of the opposite sex may report to the station for standby on automobile accidents and fire calls when the station would otherwise be empty, and may and should return to the station after responding to a call at night to help clean up and get the trucks back in service. Once the trucks are in service persons of the opposite sex of the person or persons on duty must leave immediately to allow the duty person or persons to return to bed. Any firefighter not observing this policy or interfering with the observance of this policy shall be subject to dismissal from the department.

SECTION 4. All volunteers should checkout all apparatus upon the beginning of your tour of duty. To familiarize yourself with where all equipment is at and insure that all the apparatus is ready to respond to any emergency at any time.

SECTION 5. Station duties (listed on duty check sheet) shall be completed before any leisure activities.

SECTION 6. All personnel pulling standby duty shall report with FULL turn out gear and should wear said gear whenever they are participating in any fire suppression or other emergency situation.

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Article No. 6.4	Article Title: Tours of Duty (Paid Personnel)	Revised 2/7/2012	Page 1 of 1

ARTICLE 6.4 TOURS OF DUTY (PAID PERSONNEL)

SECTION 1. During your tour of duty you will be assigned duties in or around the fire department. These duties will be finished during your tour of duty or an explanation of reason will be submitted to your supervisor. (NOTE: All duties handed down will be finished before personal business is done.)

SECTION 2. Paid personnel on the tour of duty will follow the responding guidelines as listed below and in the department S.O.G.'s.

- (a) Patient care will be your first action at all wrecks or accidents of any kind with injury. Make sure the proper apparatus responds to all accidents with injury.
- (b) All nighttime employees will be EMT's and shall respond to rescue, first responder and EMS's assist calls. You will respond to all structure fires with second out fire apparatus (tanker).
- (c) If you are working by yourself on Saturday and/or at other times you will need to be prepared to respond with fire apparatus or rescue as the call arises. If you have to leave the fire department for any reason other than emergency calls (Fuel, paperwork, etc.) Write on the chalkboard where you can be located if needed. The rescue or fire department trucks will not be used for personal use other than to get food or supplies. Any other use will be cleared with your supervisor.

SECTION 3. Paid personnel refer to employee manual: SECTION 4: Standards of Conduct. (Pages 13-20)

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Article No. 6.5	Article Title: Dress Code	Revised 2/7/2012	Page 1 of 2

ARTICLE 6.5 DRESS CODE

SECTION 1. While on an incident scene or public function representing the department personnel shall wear, as much as possible, apparel that identifies them as members of the Fair Grove Fire Department. This may be a ball cap, shirt, and jacket, turn out gear or other apparel issued by or purchased through the department or approved by the Chief.

SECTION 2. Personnel are expected to keep department issued apparel clean and neat in appearance.

SECTION 3. While on an incident or at the station or department function, members shall wear shirt, pants or skirt and shoes. These clothes shall be of a suitable and pleasant public appearance. No obscene language shall be printed on any clothes.

SECTION 4. Personnel will not allow non-departmental persons to use any type of apparel or other identification that would indicate membership in the department.

SECTION 5. The department may or may not issue dress uniforms to its personnel but will allow any firefighter who purchases one to wear a dress uniform. The department has adopted the following dress code. It is recommended that all personnel make every effort to comply with this dress code whenever possible and upon the purchase of any future dress uniforms.

- A- Dress shirts shall be blue for firefighters.
- B- Dress shirts shall be white for all officers.
- C- Dress pants shall be dark black/blue in color.
- D- Department patch shall be worn on the right shoulder, centered approx. 1" below the shoulder seam.
- E- Department firefighter badge shall be worn on badge tab over the left breast pocket.
- F- Nametag shall be worn approx. ¼" above the right breast pocket.
- G- Collar insignia shall be worn in the proper position on both collars.
- H- Nametags, collar insignia, badges, etc. shall be silver in color for all firefighters.
- I- Nametags, collar insignia, badges, etc. shall be gold in color for all officers.

SECTION 6. Dress uniforms which have the department patch displayed on them should not be worn, unless on official department business or with permission of the Chief.

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SECTION 7. Baseball Style caps & t-shirts with the department patch or logo may be worn by all personnel at any time (on or off duty).

SECTION 8. Knit golf type shirts issued by the department may be worn during training, tour of duty or other activities of the department.

SECTION 9. All personnel who are assigned or volunteer to do public relations, standby, fire prevention classes or fire safety house demonstrations shall present themselves in a professional manner and shall be dressed clean and neat accordingly as directed by the officer in charge.

SECTION 10. Paid personnel refer to employee manual. SECTION 4.12 (page16) Dress code/Appearance for requirements for class c work uniforms, etc.

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Article No. 7	Article Title: Benefits	Revised 10/3/2000	Page 1 of 3

ARTICLE 7: BENEFITS

SECTION 1: INSURANCE

The Fair Grove Fire Department Inc. will carry Workman's Compensation insurance on all firefighters.

The Fire Department will carry a group accident policy on all firefighters, junior firefighters, and ladies auxiliary members. This policy covers all active members at any fire department activity or function.

Any member is eligible to purchase individual health, dental, or life insurance through the North Carolina Firefighter's Association at a reduced group rate. For more information contact one of the chief officers.

SECTION 2: RETIREMENT

North Carolina Firefighter's and Rescue Workers Pension Fund

Any firefighter or rescue worker who meets the age requirements of the Pension Fund and has completed one year of satisfactory service (36 hours of training and drill) will be eligible for the North Carolina Firefighter's and Rescue Workers' Pension Fund.

At age 55 any firefighter or rescue worker who has been a member in good standing of the North Carolina Firefighter's and Rescue Workers' Pension Fund for 20 Years will be eligible to draw his or her monthly retirement.

Any firefighter wishing to join will be responsible for his or her monthly dues to the pension fund treasurer until three (3) years of continuous satisfactory service to the Fair Grove Fire Department have been completed.

After three (3) continuous years of service in the Fair Grove Fire Department the department will pay the remainder of your pension fund dues as long as you are an active member of the Fair Grove Fire Department.

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Firefighters or Rescue Squad members that have been a member of another fire department or rescue squad and a member of the North Carolina Firefighter's and Rescue Workers' Pension Fund may have their membership in the fund transferred to the Fair Grove Fire Dept. You must however continue to pay your dues until you have completed three (3) continuous years of service to the Fair Grove Department. At that time the department will pay the remainder of your pension fund dues as long as you are an active member of the Fair Grove Fire Department.

Firefighters or Rescue Squad members that have been a member of another fire department or rescue squad and have not been a member of the North Carolina Firefighter's and Rescue Workers' Pension Fund may join the Pension Fund provided you meet the age requirements of the Pension Fund. You must however pay your dues until you have completed three (3) continuous years of service to the Fair Grove Department. At that time the department will pay the remainder of your pension fund dues as long as you are an active member of the Fair Grove Fire Department.

Any Firefighter or Rescue Worker who is a member of the North Carolina Firefighter's and Rescue Workers' Pension Fund and can not for any reason fulfill his or her twenty (20) year requirement as a member of a fire department or rescue squad in North Carolina and your twenty year membership in the North Carolina Firefighter's and Rescue Workers' Pension Fund shall receive a refund from the North Carolina Firefighter's and Rescue Workers' Pension Fund of the dues you paid into the Pension Fund and the dues the fire department paid for you.

In certain cases the Pension Fund will allow a firefighter or rescue worker buy back service time that you were in the fire department or rescue squad and were not a member of the Pension Fund. The Fair Grove Fire Department will not buy back any time eligible to the participant. The individual will be responsible to buy back his or her own time.

The Fair Grove Fire Department will not begin paying yearly dues for any firefighter or rescue worker who is behind on payments to the Pension Fund. The department will begin paying the yearly dues when the member's dues are paid up to date and all requirements are meet.

For more information contact one of the chief officers or the pension fund treasurer.

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SECTION 3: DEATH BENIFITS

Any firefighter killed in the line of duty shall be eligible for all the state and federal benefits, which are in force at the time of the death. Provided the firefighter has met all requirements of benefits at the time of death. Any firefighter who wishes further information on death benefits available should contact one of the chief officers.

All members will be eligible to join the Davidson County Firefighter's Association Fraternal Benefits Fund entitling your beneficiary to death benefits at your time of death.

All dues assessments will be paid by the fire department.

<p style="text-align: center;">Personnel Handbook Fair Grove Fire Department</p>			
Article No. 8	Article Title: Promotions (PAID PERSONNEL)	Revised 2/7/2012	Page 1 of 1

ARTICLE 8: PROMOTIONS (PAID PERSONNEL)

The chief shall appoint all promotions and salary increases in the paid personnel ranks in accordance with the recommendations given to him by the Board of Directors.

See also Employee Manual (page22) Opportunities for Advancement.

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Article No. 9	Article Title: Resignation	Revised 10/3/2000	Page 1 of 1

ARTICLE 9: RESIGNATION

Any firefighter may resign at any time, for any reason that the firefighter deems cause. While not required, a written letter of resignation is preferred. Upon resignation all department issued equipment shall be returned immediately without delay.

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Article No. 10	Article Title: Leave of Absence	Revised 10/3/2000	Page 1 of 1

ARTICLE 10: LEAVE OF ABSENCE

Leave may be granted to any firefighter by the chief for a period of time up to 180 days, this request shall be submitted in writing. Benefits may be retained provided all eligibility requirements are up to date and all dues are paid. All equipment shall be returned to the department without delay.

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Article No. 11	Article Title: Inactive & Honorary Status	Revised 1/8/2008	Page 1 of 1

ARTICLE 11: INACTIVE AND HONORARY (VOLUNTEERS)

SECTION 1: INACTIVE STATUS

A member may be placed on inactive status for failure to comply with certification requirements as outlined in article 6. A member may remain on inactive status up to six (6) months. At the end of six (6) months he or she must be eligible to return to active status or will be ask to resign.

In order for an inactive status member to return to active status, he or she must comply with article 6.

Inactive status members do not have firefighter voting privileges.

Inactive status members may not be eligible to participate in emergency operations.

SECTION 2: HONORARY MEMBER STATUS

A member who joined the department prior to January 8, 2008 and has five (5) or more years of service or who joined the department on or after January 8, 2008 and has ten (10) or more years of service who finds that he or she can no longer fulfill their required duties and/or maintains their active status for what ever reason may request in writing to be put on honorary status for the purpose of maintaining membership in the Davidson County Firefighter's Fraternal Benefit Fund without complying with article 6.

Any member who goes on honorary status before completing his or her required twenty years of membership in the N.C. Firefighters and Rescue Workers Pension Fund and twenty years of active service will loose his or her pension fund benefits. See Article 7.2.

Honorary members do not have firefighter voting privileges.

Honorary members may not participate in emergency operations.

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Article No. 12	Article Title: Disciplinary Action	Revised 2/7/2012	Page 1 of 1

ARTICLE 12: DISCIPLINARY ACTION (All personnel)

A member may be suspended, dismissed, or demoted because of gross failure in performance of duties or failure in personal conduct (see Article 6). In the case of paid personnel the Chief or the Board of Directors may take the required action. In the case of a volunteer action may be taken by the Board of Directors or the other volunteers as prescribed in Article 6 of this handbook. The Chief shall provide a written notice to the person, which shall include the effective date, the reason for the action, and rights of appeal.

The following causes relating to gross failure in the performance of duties are examples of those considered being adequate grounds for suspension, demotion or dismissal:

- A- Inefficiency, negligent or incompetence in the performance of duties.
- B- Careless, negligent or improper use of department equipment or property.
- C- Physical (permanent) or mental incapacity to perform duties.
- D- Discourteous treatment to the public or other department personnel.

The following causes relating to failure in personal conduct are representative of those considered to be adequate grounds for suspension, demotion or dismissal:

- A- Fraud in securing position.
- B- Conviction of a felony or of a misdemeanor that would adversely affect performance of duties, or the entry of a plea of “no contest” to either.
- C- Misappropriation of department funds.
- D- Knowingly falsify records for personal profit or to gain personal privileges.
- E- Reporting to meetings, classes, calls or other departmental activities under the influence of alcoholic beverages or narcotic drugs or partaking of such things while on duty or while on department property. Prescribed medication may be taken within the limits set by a physician so long as medically necessary and does not impair the person’s ability to safely perform his or her assigned task.
- F- Failure to continue to meet requirements for membership in the department as set forth in the rules and regulations of this handbook (Article 6).

Paid personnel refer also to Employee Manual, SECTION 4.22 (page19) Corrective Procedures.

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Article No. 13	Article Title: Demotion (Paid personnel)	Revised 2/7/2012	Page 1 of 1

ARTICLE 13: DEMOTION (Paid personnel)

Any firefighter, EMT, etc. whose work in their present position is unsatisfactory or whose personal conduct is unsatisfactory, may be demoted, provided the firefighter, EMT, etc. shows promise of becoming a satisfactory member of the department in another position.

If the demotion is for failure in performance of duties or failure in personal conduct, the firefighter, EMT, etc. shall be provided with a written notice citing the effective date, reason for the demotion, and right of appeal to the Board of Directors.

Paid personnel refer also to Employee Manual, SECTION 4.22 (page19) Corrective Procedures.

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Article No. 14	Article Title: Suspension (All personnel)	Revised 2/7/2012	Page 1 of 1

ARTICLE 14: SUSPENSION (All personnel)

Any member who is suspended for disciplinary reasons shall be relieved of all duties and responsibilities.

- A- During the investigation, hearing, or trial of a member on any criminal charges or during the course of any civil action involving a member, the Chief may suspend the member for the duration of the proceedings as a non-disciplinary action.
- B- The Chief and/or the Board of Directors shall authorize full recovery of duties and responsibilities, if a non-disciplinary suspension is terminated with full reinstatement of the member.
- C- Paid personnel refer also to Employee Manual, SECTION 4.22 (page19) Corrective Procedures and SECTION 4.23 (page20) Suspension.

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Article No. 15	Article Title: Dismissal/Termination (All personnel)	Revised 2/7/2012	Page 1 of 1

ARTICLE 15: DISMISSAL/TERMINATION (All personnel)

A member, whose performance is deficient over a period of time, shall be notified of the deficiency and what must be done to improve performance. If that member's performance continues to be deficient that member may be dismissed for cause.

A member, who is on his or her probationary/training period may be dismissed during this period by the Chief at any time the chief feels the member is not satisfactorily performing the assigned duties, tasks, or any infraction of Article 6.

Paid personnel refer also to Employee Manual, SECTION 4.22 (page19) Corrective Procedures and SECTION 4.25 (page20) Employment termination.

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Article No. 16	Article Title: Right of Appeal (All personnel)	Revised 10/3/2000	Page 1 of 1

ARTICLE 16: RIGHT OF APPEAL (All personnel)

- A- Any member suspended, demoted, or dismissed may appeal to the Board of Directors by notifying the Chairperson in writing requesting a hearing. The Chairperson will establish a hearing within 30 days of the request.
- B- The Board of Directors shall pick three impartial citizens from the fire protection district to hear the appeal, make a fair and just recommendation to the Board of Directors. However, the Board of Directors has the final decision.
- C- Probationary/Training personnel, who are dismissed or suspended by the Chief, do not have the right to appeal.

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Article No. 17	Article Title: Selection of Firefighter Officers	Revised 1/22/11	Page 1 of 1

ARTICLE 17: SELECTION OF FIREFIGHTER OFFICERS

SECTION 1. The Chief, Deputy Chief, Assistant Chief, Battalion Chief, Captains, Lieutenants, Training Officers, Safety Officers, Traffic Captain and Training Officers shall be elected by popular vote of the Volunteer firefighters in (paid only, non volunteer staff will not be eligible to vote) attendance at the annual meeting or a special called meeting for that purpose and shall be approved by the board of directors.

SECTION 2. The Fire Prevention (Public Safety) Officer, Shift Commanders (Captains or Lieutenants to oversee day to day operations in the absence of a Chief Officer), Communications Equipment Officer and other Officers as needed shall be appointed by the Chief.

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Article No. 18	Article Title: Requirements for Firefighter Officer Positions	Revised 1/7/2014	Page 1 of 4

ARTICLE 18: REQUIREMENTS FOR FIREFIGHTER OFFICER POSITIONS

SECTION 1. To be eligible for a firefighter Officer Position a “firefighter” must:

- 1- Be an “Active Volunteer Firefighter” having completed a minimum of training hours required by state law for the period of January 1 thru December 31 of each year.
- 2- Any firefighter nominated for officer position shall be willing and Available to serve in that position and perform the duties and responsibilities of that office as outlined in the following Article or shall respectively decline the nomination for that position.
- 3- Any firefighter elected to a line officers position or Chief Offices Position up to but not including Deputy Chief may not serve on the Board of Directors
- 4- Paid only personnel may not run for an officer’s position.

SECTION 2. CHIEF OFFICERS: requirements

- 1- Firefighter level II certification or equivalent experience.
- 2- Hazardous Materials Operations Level Certification or equivalent experience.
- 3- Incident Command Experience
- 4- Interior Firefighter
- 5- Certification on all station 43 & 45 fire apparatus and equipment
- 6- Experience maintaining adequate water supply
- 7- Fire Ground operations knowledge and experience
- 8- Knowledge of available Mutual Aid and Emergency Responses
- 9- Human relations skills
- 10- Administrative skills
- 11- Will have advanced from lower rank

Additional Desired Qualifications:

FIRE CHIEF; Minimum 12 years, experience in department

DEPUTY CHIEF; Minimum 10 years, experience in department

ASSISTANT CHIEF; Minimum 8 years, experience in department

BATTALION CHIEF; Minimum 8 years, experience in department

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SECTION 3. FIRE CAPTAINS: requirements

- 1- Firefighter level II certification or equivalent experience.
- 2- Hazardous Materials Operations Level Certification or experience.
- 3- Incident Command Experience or knowledge
- 4- Interior Firefighter
- 5- Certification on all station 43 & 45 fire apparatus and equipment
- 6- Fire Ground operations knowledge and experience
- 7- Human relations skills 8- Administrative skills

Additional Desired Qualifications:

Minimum 5 years of experience in department
Experience maintaining adequate water supply
Knowledge of available Mutual Aid and Emergency Responses
Advanced from lower rank

SECTION 4. FIRE LIEUTENANTS: requirements

- 1- Firefighter level II certification or equivalent experience
- 2- Hazardous Materials Operations Level Certification or experience
- 3- Incident Command Experience or knowledge
- 4- Interior Firefighter
- 5- Certification on all station 43 & 45 fire apparatus and equipment
- 6- Fire Ground operations knowledge and experience
- 7- Human relations skills 8- Administrative skills

Additional Desired Qualifications:

Minimum 3 years of experience in department
Experience maintaining adequate water supply
Knowledge of available Mutual Aid and Emergency Responses

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SECTION 5. TRAINING OFFICER: requirements

- 1- Firefighter level II certification or equivalent experience
- 2- Hazardous Materials Operations Level Certification or experience
- 3- Working knowledge of Incident Command
- 4- Interior Firefighter knowledge and experience
- 5- Certification on all station 43 & 45 fire apparatus and equipment
- 6- Fire Ground operations knowledge and experience
- 7- Human relations skills
- 8- Administrative skills
- 9- Knowledge of training resources

Additional Desired Qualifications:

Minimum 5 years of experience in department

SECTION 6. TRAFFIC CAPTAIN: requirements

- 1- Knowledge of current traffic laws
- 2- Working knowledge of Fire/Rescue ground operations
- 3- Working knowledge of scene security and safety
- 4- Human relations skills

Additional Desired Qualifications:

Minimum 3 years of experience in department

SECTION 6A. TRAFFIC CONTROL OFFICERS: requirement

Knowledge of current traffic laws

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SECTION 7. SAFETY OFFICER: requirements

- 1- Firefighter level II certification or equivalent experience
- 2- Hazardous Materials awareness Level Certification
- 3- Working knowledge of Incident Command
- 4- Interior Firefighter knowledge and experience
- 5- 5-Certification on all station 43 & 45 fire apparatus and equipment
- 6- Fire Ground operations knowledge and experience
- 7- Human relations skills
- 8- Administrative skills

Additional Desired Qualifications:

Minimum 12 years of experience in department

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Article No. 19	Article Title: Duties and Responsibilities of Firefighter Officers	Revised 1/22/2011	Page 1 of 8

ARTICLE 19: DUTIES AND RESPONSIBILITIES OF FIREFIGHTER OFFICERS

SECTION 1. ALL OFFICERS

1. All officers shall follow the chain of command.
2. No officer shall issue any unreasonable directive.
3. No officer shall issue directives with prejudice or malice.
4. All officers shall receive and carry out all directives from a higher ranking officer to the best of their ability.
5. All officers shall maintain a training schedule of not less than 36 hours per year not including business meetings.
6. Any officers may assume command of an incident scene in the absence of a superior officer and will follow incident Command procedures
7. As Incident Command format dictates. Any officer may be assigned any function in the absence of other officers as the situation may require, particularly at a fire or hazardous incident.
8. Any officer who fails to uphold the duties of his/her office or is negligent in the performance of his or her duties may be ask by the Board of Directors to step down from that office. The Chief will appoint someone to fill that office until the next election. In the event the Chief fails to uphold the duties of his/her office or is negligent the Board shall call for another election. The Deputy Chief will serve as Chief until another election is held.

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SECTION 2. FIRE CHIEF

- 1- The Fire Chief's duties shall be to administer the affairs of the Fire department, both on a business level and at the combat level The Fire Chief is ultimately responsible for everything that the fire department does. The Fire Chief answers directly to the Board of Directors.
- 2- The chief may call meetings with the firefighters as he or she sees fit.
- 3- The chief shall be subject to any and all order passed on to him from the Board of Directors.
- 4- The chief, with the Board of Directors, shall appoint a nominating committee for the firefighter's officers.
- 5- The chief cannot buy or sell any equipment without the Director's approval. Normal operating expenditures will be covered in the annual budget. Major expenditures and items not covered by the budget must have individual approval.
- 6- The chief shall have full authority of all fire department personnel at all incident scenes.
- 7- The Chief along with the Safety Officer shall set up and enforce such safety rules as they see are necessary.
- 8- The chief shall carry out and enforce the Constitution and By-Laws of the department to the best of his or her ability.
- 9- It shall be the duty of the Chief to be present at all incidents, if possible, to plan the attack and direct the action of the department.
- 10- The Chief with the training Officer shall set the time and place for fire department training.
- 11- It shall be the duty of the Fire Chief to be responsible for the upkeep of the apparatus and equipment.
- 12- It shall be the responsibility of the Chief to assign all new members to their shift commander (Captain or Lieutenant) for debriefing on responsibilities, duties and training on apparatus for certification.
- 13- The Chief shall be in charge of payroll, set work schedules and assigned duties of all paid personnel under his command. He shall also have the authority to take disciplinary action and to dismiss or grant leave of absence, within the guidelines of the Personnel Handbook.

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SECTION 3. DEPUTY CHIEF

- 1- The Deputy Chief shall be an administrator of both business and combat operations within the fire department and acts directly on behalf of the Fire Chief.
- 2- In the absence of the Fire Chief the Deputy Chief is in overall control of the department and assumes all of the responsibilities of the Chief.
- 3- The Deputy Chief's role will vary in active combat operations. However the Deputy Chief is responsible for all personnel under his/her command.

SECTION 4. ASSISTANT CHIEF

- 1- It shall be the duty of the Assistant Chief to assist the Chief and the Deputy Chief in the discharge of their administrative duties of the Department (work schedules of paid personnel, keeping records and assigning of duties of the paid personnel, etc.). The Assistant Chief shall have the authority to take disciplinary action in the absence of the Chief and the Deputy Chief, within the guide lines of the personnel handbook.
- 2- The Assistant Chief will assume an active command role in combat operations.

SECTION 4A. BATTALION CHIEF

- 1- It shall be the duty of the Battalion Chief to assist the Chief and Deputy Chief in the discharge of their duties in the daily operations of the Department (equipment maintenance and testing, housekeeping and building maintenance, training operations and station duties of the volunteers, etc.). The Battalion Chief shall have the authority to take action concerning the use of the buildings and equipment in the absence of the Chief and the Deputy Chief, within the guidelines of the personnel handbook.
- 2- The Battalion Chief will assume an active command role in combat operations.

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SECTION 5. CAPTAIN

- 1- The Captain shall obey all orders from the Chief Officers.
- 2- The Captain shall act as Chief in the absence of the Chief, Deputy Chief or Assistant Chief.
- 3- The Captain shall see that each subordinate officer does his or her duty.
- 4- The Captain shall command the firefighters and instruct them as to the best method to use in attacking the problem.
- 5- The Captain shall see that all equipment is used properly.
- 6- The Captain shall be responsible for insuring that all personnel under his/her command performs their duties as prescribed.
- 7- The Captain shall be responsible for assisting all new personnel in training on apparatus for certification.
- 8- The Captain shall assume responsibility for his/her shift (week) to insure that firefighters are pulling their station standby duty or have contacted someone to stay for them. The Captain shall report failure to pull duty without proper notification to the Chief Officer.

SECTION 6. LIEUTENANT

- 1- The Lieutenant shall obey all orders from superior officers.
- 2- The Lieutenants shall assist their superior officers in the discharge of their several duties. To perform the duties of their superior officers in case of their absences.
- 3- The Lieutenant shall be responsible for insuring that all personnel under his/her command perform their duties as prescribed.
- 4- The Lieutenant shall be responsible for assisting all new personnel in training on apparatus for certification.
- 5- The Lieutenant shall assume responsibility for his/her shift (week) to insure that firefighters are pulling their station standby duty or have contacted someone to stay for them. The Captain shall report failure to pull duty without proper notification to the Chief Officer.

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SECTION 7. TRAFFIC CAPTAIN

- 1- The Traffic Captain shall take command of motor vehicle traffic and control the flow of same, re-routing if necessary. The Traffic Captain shall have the authority to request assistance from law enforcement agencies when necessary.
- 2- The Traffic Captain shall be responsible for keeping all non-fire and non-rescue personnel out of the way of the fire/ rescue operations at all calls at all times.
- 3- The Traffic Captain shall open the way and keep open the way open for all fire and rescue personnel and equipment.
- 4- The Traffic Captain shall assist the Safety Officer in insuring that traffic cones and traffic vest are used appropriately on all calls.

SECTION 8. TRAFFIC OFFICERS

- 1- The Traffic Officers shall assist the Traffic Captain with traffic control and shall assume command of traffic control in the absence of the Traffic Captain.

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SECTION 9. SAFETY OFFICER

- 1- The Safety Officer shall implement and instruct personnel in safety and well-being, and shall continually keep the chief advised of all situations needing attention. The Safety Officer reports directly to the Incident Commander and shall have the authority to stop and/or prevent unsafe acts. Shall direct the appropriate personnel to correct any unsafe situation.
- 2- The Safety Officer shall keep accurate records and documentation of all accidents and/or injuries as well as any personnel health records as may be necessary.
- 3- The Safety Officer will investigate all injuries or deaths of a member that occurs at the incident and files the proper reports with the proper authorities.
- 4- The Safety Officer will ensure that all personnel involved in the operation at an incident, be dressed in proper protective clothing for the operation.
- 5- The Safety Officer along with the Chief shall set up and enforce such safety rules as they see are necessary.

SECTION 10. ASSISTANT SAFETY OFFICER

- 1- The Assist. Safety Officer shall assist the Safety Officer in the discharge of his or her duties and act as Safety Officer in the absence of the Safety Officer.

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SECTION 11. TRAINING OFFICER

- 1- The Training Officer is responsible of the training of all fire department personnel. The Training Officer see's that all training records are maintained within the fire department.
- 2- The development of specific programs and classes and certifications is the responsibility of the Training Officer.
- 3- During training evolutions, the Training Officer is in complete control and all personnel (except the Fire Chief) answer to this position. The main reason for this is safety.
- 4- The Training Officer along with the Chief shall set up the time and place for fire department training.

SECTION 12. ASSISTANT TRAINING OFFICER

- 1- The Assist. Training Officer shall assist the Training Officer in the discharge of his or her duties and act as Training Officer in the absence of the Training Officer.
- 2- The Assist. Training Officer shall be in charge of recording all training records.

SECTION 13. FIRE PREVENTION (PUBLIC SAFETY) OFFICER

- 1- The Fire Prevention Officer shall provide and direct public fire and safety education. This position is an appointed staff position (no combat authority), but in some cases requires a combat role as in public information and determining origin and cause of a fire.
- 2- The Fire Prevention Officer shall schedule all fire prevention and public safety education classes. Shall schedule the use of the Kids Fire Safety House and secure personnel to work with the house.
- 3- The Fire Prevention Officer shall have authority to recruit personnel from among the members to serve as Fire Prevention Bureau members as needed.

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SECTION 14: EMS CAPTAIN

- 1- The EMS Captain shall assist the chief officers in keeping records and with equipment responsibilities in the areas of EMS and Rescue within the department and with other duties as assigned by the chief officers. This position is an appointed staff position.

Personnel Handbook Fair Grove Fire Department			
Article No. 20	Article Title: Care of Fire Department Issued Equipment	Revised 1/7/2014	Page 1 of 1

ARTICLE 20: CARE OF FIRE DEPARTMENT ISSUED EQUIPMENT

- 1- All equipment issued by the department to personnel of this department shall remain the property of the department. Must be returned to the department if recalled or upon separation of the member from the department, or if the member becomes inactive.
- 2- No department owned gear or equipment shall be worn or used unless actively participating in a department function or call, unless approved by the Chief or Chief Officer.
- 3- All personnel shall be responsible for all equipment issued to them. Any equipment that is lost, stolen or broken shall be reported immediately to your officer. They shall make a complete written report and forward through the chain of command.
- 4- Department personnel shall not loan any equipment that has been issued to them to any non-member of this department without the approval of a Chief Officer. Likewise, any issued key shall not be duplicated or sub-issued to another without approval of a chief officer.
- 5- All personnel and auxiliary members will be issued a key to all normal facilities.
- 6- Only officers and personnel whose job requires that they have access to offices and other specific areas shall have keys to those areas.
- 7- All issued turnout gear shall be kept as clean as possible and shall remain ready at all times for any incident. Turn out gear shall be cleaned and inspected after each and every fire call and training exercise, for defects or damage. Any such damage shall be reported to a Chief Officer immediately.
- 8- All firefighters shall report to all incident calls with "full" turnout gear and should wear the gear in the correct fashion (i.e. coat snaps snapped and hooks fastened, helmet in place with face shield). Turnout gear shall be worn whenever required during training exercises.
- 9- No non-issued department owned equipment should be removed from the station without approval of the Fire Chief or a Chief Officer.
- 10- Fire Department equipment (computers, fax machines, projectors, copy machines, etc. may not be used by any person or group for any reason not related to fire department training or purposes. The DVD, VCR and TV that is in the room may be used for instructional video purposes.

Personnel Handbook Fair Grove Fire Department			
Article No. 21	Article Title: Use and Care of Buildings	Revised 9/6/2011	Page 1 of 4

ARTICLE 21: USE AND CARE OF BUILDINGS

SECTION 1: SPECIAL USE OF FIRE DEPARTMENT PROPERTY & BUILDINGS

Only the “Fire Department”, “Fair Grove Fire Department Auxiliary” and the “Junior Fire Department” will be allowed to use the Fire Department Property and facilities for fund raising activities. The only exception would be where an instructor is being paid to conduct a class for educational purposes. Fair Grove Fire Department Board Members, Firefighters (Active & Retired) and their immediate families may use portions of the building with prior approval of the Chief. The meeting room and restroom facilities may be used for a community meeting where the general public is invited with prior approval from the Chief. All Fire Department functions; meetings, training, etc. shall take priority. (See Sect. 3 & 4)

SECTION 2: NORMAL USE

- 1- It is the responsibility of all members to maintain the building in good order. Individuals are expected to clean up any mess they make. Any one discovering the need for repairs is expected to note the need on the duty sheet and notify their line officer or a chief officer as soon as possible. Participation in work details and clean-up is expected.
- 2- Members are encouraged to occupy the station as often as they wish but are expected to display a conduct, which will instill confidence in the community.
- 3- When leaving the building, members are expected to secure the premises by closing the windows, closing all doors, turning off the television and all lights and leaving the thermostat set a reasonable setting.
- 4- Ashtrays will be emptied after each use. All trash will be disposed of in a proper receptacle.
- 5- Members pulling duty are responsible for cleaning the area of the building or department property listed on the duty sheet for their tour of duty.
- 6- Members using any part of the building for personal use (wash bay for cleaning P.O.V.'s, etc.) will be responsible for cleaning that area after use. All trash to be put in the mobile trash bins outside and recyclables placed in proper bin.

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Article No. 21	Article Title: Use and Care of Buildings	Revised 1/7/2014	Page 2 of 4

SECTION 3: USE OF THE MEETING ROOM

The following Rules and Regulations will be followed by all persons who use the Fire Department meeting room. These Rules and Regulations are designed for a safe clean environment. The department wishes to maintain a safe clean facility for its employees, volunteers and guest.

- 1- It is required of those using the meeting room and restroom facilities to be responsible for the clean-up of these facilities.
- 2- Request must be made to the Chief who will approve the use: consideration will be based on any prior usage, Fire Department functions, training, meetings, etc. will take priority.
- 3- Members requesting the meeting room for events will be responsible for:
 - a. Setting up the tables and chairs, etc. for their event. Check with the Chief Officer for proper time to do this.
 - b. All property broken or misplaced during this time.
 - c. Adhering to the guide lines (Article 21 of the handbook) set up for the use of the meeting room and other facilities.
- 4- If the kitchen is used, kitchen rules will apply. (See section 5)(Board members, Firefighters (active and retired) and their immediate families only may use kitchen)
- 5- No tape will be allowed on the walls, doors or ceiling tiles.
- 6- No pushpins will be allowed on the walls, doors or ceiling tiles.
- 7- Children shall be attended to at all times.
- 8- No one other than firefighters will be allowed in truck bays or other areas of the Fire Department without supervision.
- 9- Restrooms will be cleaned after the event.
- 10- Floors must be swept and damp moped (warm water only/NO DETERGENT) after each use.
- 11- Glass doors will be cleaned using glass cleaner.
- 12- All trash will be moved to the mobile trash bins outside, all recyclables placed in the recycle bin.
- 13- TV and sound system will not be allowed without supervision.
- 14- All tables and chairs are to be properly stored in the closet.
- 15- Heat and Air Conditioning WILL be turned off after use.
- 16- All lights WILL be turned off after use.
- 17- Report any accidents or problems immediately to the Fire Department Shift Commander.
- 18- Lock all doors when leaving the facility.
- 19- No smoking or alcohol use in facility. (See Sect. 4)

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SECTION 4: USE OF TOBACCO AND ALCOHOL PRODUCTS

- 1- The bay area and the outside grounds are designated smoking areas.
- 2- Smoking is not allowed in the bedrooms, restrooms, radio room and kitchen, offices or meeting room.
- 3- All tobacco products are banned from the radio room. This will include chewing, dipping or spitting of tobacco products and its containers.
- 4- Chewing and dipping are allowed in all other areas of the fire departments facilities.
- 5- There will be no use of alcohol products in the facility or the grounds.

SECTION 5: USE OF KITCHEN

The following Rules and Regulations will be followed by all persons who use the Fire Department kitchen. These Rules and Regulations are designed for a safe clean environment. The department wishes to maintain a safe clean facility for its employees, volunteers and guest.

- 1- 1-All guest use of the kitchen must be approved by the Fire Chief.
- 2- 2-All kitchen appliances will be cleaned after each use. This includes microwave, stove, coffee maker etc.
- 3- 3-The department does not loan out pots, pans or other utensils.
- 4- 4-Guest shall be responsible for all their utensils, plates, pots, pan, cups, etc.
- 5- 5-The department will not furnish food or drinks (coffee, soft drinks, etc.) to guest.
- 6- 6-Items must be covered while in the microwave.
- 7- 7-No food items will be left in refrigerator or on cabinet by guest.
- 8- 8-Floors must be swept and damp moped (warm water only/NO DETERGENT) after each use.
- 9- 9-All cabinets will be cleaned with cleaner.
- 10- 10-Dishes will be washed, dried and stored in their proper place.
- 11- 11-All food by guest must be removed from the building before leaving.
- 12- 12-All trash will be moved to the mobile trash bins outside, all recyclables placed in the recycle bin.

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SECTION: 6 SIGNS

The Fire Department sign will only be used fire department related events and Announcements or specific purposes. The sign may not be used to advertise for any non fire department event or announcement. No type of sign, concerning non fire department classes will be permitted on fire department property.

SECTION: 7 FAILURE TO COMPLY

Failure to comply with any of the items in this Article will result in the building no longer being used by that person or event.

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Article No. 22	Article Title: Purchases and Repairs	Revised 10/3/2000	Page 1 of 1

ARTICLE 22: PURCHASES AND REPAIRS

SECTION 1: PURCHASES

- 1- Except for fuel for the vehicles no member will make purchases for or charges to the department without a purchase order from a Chief Officer.
- 2- Gasoline and Diesel fuel will be purchased from Randolph Mobil on Randolph Street using credit cards provided to the line officers.

SECTION 2: REPAIRS

VEHICLES

The vehicles are to be maintained in the best possible condition. Repairs should be made as soon as possible. Any needed repairs or problems should be reported to your line officer or a Chief Officer immediately. One of the Chief Officers will be responsible for coordinating repairs, whether in house or contracted out to outside services.

RADIOS AND PAGERS

The Communications Equipment Officer appointed by the Chief shall be responsible for taking care of radio and pager repairs.

Radios and pagers are to be repaired as soon as possible. Any unit needing repair should be given to the communications equip. officer for repairs.

Radio and pager batteries will be replaced as needed. The Communications Equip. Officer will be responsible for battery procurement.

Revised: February 2011

CONSTITUTION AND BY-LAWS

FAIR GROVE FIRE DEPARTMENT

CONSTITUTION

ARTICLE I: NAME

SECTION 1. This corporation shall be known by the name of Fair Grove Fire Department.

ARTICLE II: OFFICERS

SECTION 1. The officers of this corporation shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and eleven (11) additional members who shall constitute the Board of Directors.

ARTICLE III: OFFICERS DUTIES

SECTION 1. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of that office.

SECTION 2. It shall be the duty of the Secretary to keep the minutes of each meeting, have charge of all books, documents, and papers belonging to the corporation.

SECTION 3. The Treasurer shall receive all money belonging to the corporation and keep an account of all receipts and expenditures. He shall report the state of the treasury at each meeting. The Treasurer shall write and sign all checks for fire department purchases. The chairperson shall have authority to sign checks in the event the Treasurer becomes incapacitated and is unable to do so.

SECTION 4. The Board of Directors shall be a standing committee to manage the affairs of the corporation.

SECTION 5. The firefighters shall recommend to the Board of Directors their choice for the Firefighter's Officers. The Board of Directors will act accordingly. If their choice is not suitable, the firefighters will be asked to make another choice. Likewise the Chief shall recommend to the Board of Directors His/her choice for all appointed positions. The Board shall act accordingly to approve all such positions and personnel.

SECTION 6. The officers shall turn over to the Corporation all records and money at the expiration of their terms in office.

SECTION 7. Payment for any item exceeding the line item of the budget shall be approved by the Board of Directors. Purchases of any item listed as a major expenditure must be approved by the Board of Directors on an individual basis.

ARTICLE IV: ELECTION OF DIRECTORS

SECTION 1. The Directors of the corporation shall be elected by a majority of the members present at the annual meeting, voting by secret ballot prepared by the Secretary. Nominations for the Directors shall come from the nominating Committee. The floor shall be open for nominations. Directors shall be members of the Corporation as defined in Article V, Section 5.

SECTION 2. deleted

SECTION 3. deleted

ARTICLE V: MEMBERSHIP

SECTION 1. deleted

SECTION 2. deleted

SECTION 3. deleted

SECTION 4. A notice of each annual meeting shall be published by Public Notice by the Secretary at least ten (10) days before each annual meeting.

SECTION 5. Members shall consist of all the real property owners in the fire district and all Fair Grove volunteer firefighters (active and honorary).

SECTION 6. All members as defined above are eligible to serve on the Board of Directors and may vote on the Board of Directors members and other fire department business at the annual meetings.

ARTICLE VI: PROTECTION

SECTION 1. deleted

Section 2. The radius of protection offered by the Corporation shall be determined by the Board of Directors and the Fire Rating Bureau.

SECTION 3. deleted

ARTICLE VII: AMENDMENTS

SECTION 1. This Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the members present at the annual meeting or a called meeting, for that purpose, of the Fair Grove Fire Department voting at the time such proposed amendments are submitted, provided all members have been notified of the coming annual meeting or called meeting at least ten (10) days in advance.

BY-LAWS

Revised February 2011

ARTICLE I: GENERAL MEETING OF MEMBERS

SECTION 1. The annual meeting of the Fair Grove Fire Department Inc. shall be held on the fourth Thursday in January at 7:30 p.m. At the place selected by the Board of Directors. The election of the firefighter officers will take place before the election of the Board of Directors. This will insure that the Chief and Deputy Chief are not elected to the Board as an elected member since they will automatically be members of the Board due to their position and will also insure that no line officer will be elected to the Board of Directors.

SECTION 2. Before the first annual meeting, the Directors shall elect a Board of Directors for a period of three (3) years. At the first annual meeting, the assembled group of property owners shall elect three (3) Directors for a period of two (2) years, and three (3) Directors for a period of one (1) year.

SECTION 3. Beginning in 2003 the Board of Directors shall consist of 15 members as follows: Chief, Deputy Chief, Secretary, Treasurer and 11 elected members. In 2003 a total of five directors shall be elected; three (3) to replace the retiring directors, one (1) for a one year term and one (1) for a two year term. At each annual meeting thereafter either three (3) or four (4) directors shall be elected to fill vacancies on the Board created by retiring directors.

SECTION 4. Beginning in 2011 no line officer, Lieutenant up to but not including Deputy Chief will not be allowed to serve on the Board of Directors. (No changes will be made to the present Board members and no terms will be shortened.) The eventual goal will be to have a maximum of (5) five non firefighters (Honorary firefighters and property owners) and a minimum of (6) six active volunteer firefighters not including the Chief and Deputy Chief who are automatically on the Board of Directors.

ARTICLE II: DIRECTORS

SECTION 1. The Board of Directors shall meet the first Tuesday in each month, and such other times as called by the Chairperson at such places and time of his or her choosing.

SECTION 2. The Board of Directors will take office immediately upon election and shall hold office for three (3) years or until their successors are elected. There shall be no votes by proxy. Each director shall have one vote. The chairperson shall vote only in the case of a tie vote.

SECTION 3. The Directors must be a real property owner in the Fire District or a Volunteer Firefighter in the Fair Grove Fire Department (Active or Honorary) and of Legal age.

SECTION 4. The members of the Board of Directors may succeed themselves for one term and then shall retire for at least one year before being elected for another term of office.

SECTION 5. The presence of at least seven (7) Directors shall be necessary to constitute a quorum.

SECTION 6. The Directors shall elect a Chairperson, Vice-Chairperson, and an assistant Secretary (to take notes in the event the secretary can not attend the meeting) annually at the February meeting of the Board by the Board of Directors.

SECTION 7. In the case of a vacancy on the Board of Directors during the year, a successor Board member shall be appointed by the remaining members of the Board of Directors from the membership of the corporation to serve the unexpired term until the next annual meeting.

SECTION 8. They shall supervise the Auditing of the Treasurer's books prior to the annual meeting each year.

SECTION 9. The Fire Chief and The Deputy Chief shall serve on the Board of Directors. If a firefighter is elected to serve as a line officer (Lieutenant up to but not including Deputy Chief) that person will not be eligible to serve on the Board of Directors. If a firefighter is elected to the Board of Directors he or she will not be eligible to hold a line officers position until his or her term expires on the Board of Directors.

SECTION 10. The Directors shall adopt and approve changes to a Standard Operating Guidelines manual. This manual defines the operational procedures of the fire department.

SECTION 11. The Directors shall adopt and approve changes to the Personnel Handbook of the Fair Grove Fire Department. This manual shall define the duties, responsibilities and benefits of all personnel, both volunteer and paid.

SECTION 12. The Directors shall have authority to hire a Secretary who shall perform those duties specified in ARTICLE III, SECTION 2 of the Constitution and a Treasurer who shall perform those duties specified in ARTICLE III, SECTION 3 of the Constitution. The Secretary and Treasurer shall be responsible to the Board of Directors who shall have full authority in all matters of employment. The Secretary and the Treasurer shall be subject to and privileged to the same rules and regulations as other members/employees, ARTICLES 12 thru 16 of the PERSONNEL HANDBOOK.

SECTION 13. The Secretary and Treasurer shall have no voting privileges.

ARTICLE III: FIRE CHIEF

SECTION 1. The Fire Chief's duties shall be to administer the affairs of the fire department, both on a business level and at the combat level. The Fire Chief is ultimately responsible for everything that the fire department does. The Fire Chief answers directly to the Board of Directors.

SECTION 2. DELETE

SECTION 3. DELETE

SECTION 4. DELETE

SECTION 5. DELETE

SECTION 6. DELETE

SECTION 7. DELETE

SECTION 8. DELETE

SECTION 9. DELETE

SECTION 10. DELETE

SECTION 11. DELETE

SECTION 12. The Fire Chief shall meet the qualifications of the office, accept the commitments and perform the duties of the office as defined in the Personnel Handbook.

ARTICLE IV: DEPUTY CHIEF

SECTION 1: The Deputy Chief shall be an administrator of both business and combat operations within the fire department and acts directly on behalf of the Fire Chief.

SECTION 2. The Deputy Chief shall meet the qualifications of the office, accept the commitments and perform the duties of the office as defined in the Personnel Handbook.

ARTICLE V: ASSISTANT CHIEF & BATTALION CHIEF

SECTION 1. It shall be the duty of the Assistant Chief & Battalion Chief to assist the Chief and Deputy Chief in the discharge of their duties in the areas defined in the personnel handbook and to perform these duties of the Chief or Deputy Chief in their absence.

SECTION 2. The Assistant Chief & Battalion Chief shall meet the qualifications of the office, accept the commitments and perform the duties of the office as defined in the Personnel Handbook.

ARTICLE VI: CAPTAIN, ASST. CAPTAIN, 1st. and 2nd LIEUTANT

SECTION 1. The Captain shall obey all orders from the Chief Officers.

SECTION 2. The Captain shall act as Chief in the absence of a Chief Officer.

SECTION 3. DELETE

SECTION 4. DELETE

SECTION 5. DELETE

SECTION 6. The Assistant Captain, First and Second lieutenants shall assist their superior officers in the discharge of their several duties .To perform the duties of their superior officers in case of their absences.

SECTION 7. The Captain, Assistant Captain, the 1st & 2nd Lieutenants shall meet the qualifications of the office, accept the commitments and perform the duties of the office as defined in the Personnel Handbook.

ARTICLE VII: FIREFIGHTER

SECTION 1. DELETE

SECTION 2. Application for membership as firefighter must be made to the Chief.

SECTION 3. The screening committee, The Board of directors and the Firefighters, must approve new firefighters.

To be considered as a Firefighter the applicant must be at least 19 years of age.

Exception: An applicant who has been a Junior Firefighter with the Fair Grove Fire Department at least one year prior to his or her 18th. Birthday will upon receiving his or her High School Diploma or GED is eligible to become a senior Firefighter at age 18.

SECTION 3A. DELETE

SECTION 4. DELETE

SECTION 5. DELETE

SECTION 6. DELETE

SECTION 7. DELETE

SECTION 8. DELETE

SECTION 9. DELETE

SECTION 10. DELETE

SECTION 11. DELETE

SECTION 12. DELETE

SECTION 13. DELETE

ARTICLE VIII: TRAFFIC CAPTAIN

SECTION 1. The Traffic Captain shall take command of motor vehicle traffic and control the flow of same, re-routing if necessary.

SECTION 2. The Traffic Captain shall meet the qualifications of the office, accept the commitments and perform the duties of the office as defined in the Personnel Handbook.

ARTICLE IX: TRAFFIC OFFICERS

SECTION 1. The Traffic Officers shall assist the Traffic Captain with traffic control. Shall assume command of traffic control in the absence of the Traffic Captain.

SECTION 2. The Traffic Officers shall meet the qualifications of the office, accept the commitments and perform the duties of the office as defined in the Personnel Handbook.

ARTICLE X: SAFETY OFFICER

SECTION 1. The Safety Officer shall implement and instruct personnel in safety and well-being, and shall continually keep the chief advised of all situations needing attention. The Safety Officer reports directly to the Incident Commander and shall have the authority to stop and/or prevent unsafe acts.

SECTION 2. The Safety Officer shall meet the qualifications of the office, accept the commitments and perform the duties of the office as defined in the Personnel Handbook.

ARTICLE XI: ASSISTANT SAFETY OFFICER

SECTION 1. The Assist. Safety Officer shall assist the Safety Officer in the discharge of his or her duties and act as Safety Officer in the absence of the Safety Officer.

SECTION 2. The Assistant Safety Officer shall meet the qualifications of the office, accept the commitments and perform the duties of the office as defined in the Personnel Handbook.

ARTICLE XII: TRAINING OFFICER

SECTION 1. The Training Officer is responsible of the training of all fire department personnel. The Training Officer maintains all training records and oversees all testing within the fire department.

SECTION 2. The Training Officer shall meet the qualifications of the office, accept the commitments and perform the duties of the office as defined in the Personnel Handbook.

ARTICLE XIII: ASSISTANT TRAINING OFFICER

SECTION 1. The Assist. Training Officer shall assist the Training Officer in the discharge of his or her duties and act as Training Officer in the absence of the Training Officer.

SECTION 2. The Assistant Training Officer shall meet the qualifications of the office, accept the commitments and perform the duties of the office as defined in the Personnel Handbook.

ARTICLE XIV: FIRE PREVENTION (PUBLIC SAFETY) OFFICER

SECTION 1. The Fire Prevention Officer shall provide and direct public fire and safety education. This position is a staff (appointed, not combat authority) position, but in some cases requires a combat role as in public information and determining origin and cause of a fire.

SECTION 2. The Fire Prevention Officer shall meet the qualifications of the office, accept the commitments and perform the duties of the office as defined in the Personnel handbook.

ARTICLE XV: BUDGET

SECTION 1. Yearly budget shall be set up and regulated by the Directors, according to the financial standing of the Corporation. The fiscal and budget year will run February 1 through January 31.

SECTION 2. DELETE

ARTICLE XVI: NOMINATING COMMITTEE

SECTION 1. A nomination committee of three (3) shall be appointed by the **Chairperson** annually.

FAIR GROVE FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

INTRODUCTION

This manual was written with the purpose of giving firefighters a basic overview of operations conducted by the fire department. Should there be a conflict in definition, terminology, or understanding between the Standard Operating Guidelines (SOGs) and the Constitution and By-Laws of the department, the Constitution and By-Laws of the department shall always prevail.

These are to be considered as guidelines only. They are to be utilized in the decision making process of the officers and members of the department. Conditions at each scene or incident would make it impossible to set a single set of procedures. These guidelines may and should be modified to fit the needs of each incident as the incident commander sees fit, however, flagrant or frequent intentional disregard of these guidelines may result in disciplinary action.

Every effort has been made to address all applicable topics; however there may be other information accidentally omitted as well as policy changes. Therefore, these SOGs may be updated from time to time and reviewed periodically by the Fire Chief, revised if needed, and approved by the Board of Directors.

All members will be provided with copies of the department's Standard Operating Guidelines, Rules & Regulations, and Constitution and By-Laws. All members are required to become familiar with the department's Standard Operating Guidelines, Rules & Regulations and Constitution & By-Laws.

Standard Operating Guidelines

Fair Grove Fire Department

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1 Public Information, Education and Special Programs

1.1 Public Information

1.1.1 Mass Media

The Incident Commander (I.C.) or a designated Information Officer (I.O.) for the incident will make all communication with and through mass media (Television, Radio, Newspaper, Telephone, Internet, etc.) in question. All requests for information concerning an incident should be relayed to the proper officer. No other member of the Department should release any information concerning an incident to a media representative (reporter, camera operator, etc.).

1.1.2 General Public

All communication with the public in general should be made in a courteous, respectful manner. General information such as temporary road closings and safety information can be given to the public when necessary for incident access, traffic, or crowd control. Requests for incident details such as victim identity or status, property information, or investigative information or offers of information about the incident by witnesses or parties related to any victims should be referred to the I.C. or I.O.

1.1.3 Incident Reports

Incident Reports should be completed for all incidents responded to by Fair Grove Fire Department. Reports should be completed by the I.C. and/or paid firefighter on duty following National Fire Incident Reporting System (NFIRS) guidelines and including attendance sheet, response times from communication center, and narrative. Only copies of incident reports should be released. Copies of incident reports should be released only to property owners of the affected property, law enforcement representatives, or insurance representatives. Insurance representatives requests must be submitted in writing.

1.1.4 Patient Information & HIPAA

In compliance with the Standards for Privacy of Individually Identifiable Health Information (the Privacy Rule) of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, no victim or patient information should be released to anyone not directly related to the immediate health care of an individual. All reports with sensitive information will be kept secure and only released to the county Emergency Management Department for NFIRS reporting purposes.

1.2 Public Education

All Public Education, Public Safety, and Fire Prevention activities and tours should be scheduled through the Fire Prevention/Public Safety Officer to avoid scheduling conflicts. All activities and tours should be listed on the department calendar. For safety and liability concerns, a Chief Officer should approve all events.

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1.2.1 Kids Safehouse

All personnel transporting and operating the Kids Safehouse will be trained and approved by the Fire Prevention/Public Safety Officer. Personnel needed for the transport of the Kids Safehouse should include both a driver and a spotter for backing and placement. The trailer should not be towed or demonstrated outside the station during inclement weather conditions including but not limited to severe rain, high wind conditions, and dangerous road conditions.

1.2.2 Station Tours and Events

Personnel conducting tours or hosting events on Fair Grove Fire Department buildings and grounds are responsible for the safety of the visitors, condition of department property, and cleanliness of the property at the conclusion of the tour or event.

1.2.3 Apparatus Tours & Parades

All use of Fair Grove Fire Department apparatus should be scheduled through the Chief. The Chief will decide which unit(s) will be used, when the unit should be returned to quarters, and if the unit will be placed out of service for the activity.

1.3 Preplans

Response to all buildings, occupancies, properties, or areas with sufficient fuel load, hazards, populations, size, or frequency of incidents should be planned in advance so as to aid in hazard mitigation, personnel safety, inter-agency cooperation, and general response effectiveness.

1.3.1 Walk-thrus

Walk-thrus for preplanned buildings, occupancies, properties, or areas should be made periodically in order to update department information. Personnel conducting walk-thrus should schedule them in advance with property owners and/or occupants. In order to familiarize department members with preplanned locations, informal walk-thrus should be made periodically by groups of members with the assistance of property owners and/or occupants. Review of preplan details should be made as part of the walk-thru.

1.3.2 Haz-Mat, Hazards, & MSDS

All hazardous materials and firefighting and/or rescue hazards should be noted in the pre-plan along with their locations. When possible, material safety data sheets (MSDS) for all hazardous materials should be filed and retained by the Safety Officer and made part of the pre-plan.

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1.3.3 Drawings & Plans

Preplans should include drawings and/or plans showing the layout of structures and property including location of large machinery or other contents. Locations of hazardous material, firefighting and/or rescue hazards, building access, sprinkler/standpipe fire department connections, and other items of interest such as hydrants and roadways should be noted on all drawings and plans.

1.3.4 Preplan Records

All preplan materials and records should be made readily available for use by I.C.s on the scene of an incident. Copies of preplans or/portions of preplans should be distributed to any agencies providing automatic aid to the preplanned locations.

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2 General Operations

2.1 Personnel Safety & Accountability

2.1.1 Personal Safety

Every member's personal health and safety should be their primary concern. No member is required to perform duties that they have not been trained for, do not feel competent performing, or feel are unsafe. No officer should ask any personnel to perform duties that would place themselves, or others in jeopardy or any duties that they themselves would not perform.

2.1.2 Accountability

2.1.2.1 Issuing/Replacing Tags

Members will be issued an accountability tag as part of their PPE. If a member's tag is lost or damaged, the member is responsible for contacting their line officer or appropriate member to be issued a replacement as soon as possible.

2.1.2.2 Tagging In/Out

Every member should turn in their accountability tag to the staging officer or leave their tag at the first arriving apparatus immediately upon arrival on an incident scene. Members should retrieve their tags and clear their assistance from the staging officer or I.C. when leaving the scene.

2.1.2.3 Use of accountability board

When the I.C. determines a incident accountability system is needed, accountability tags should be used with the accountability system control board in order to track individuals, officers, teams, equipment, apparatus, sectors, and their respective assignments.

2.1.3 Zones of operations

For safety considerations, all incidents will consist of three zones of operations: Hot, Warm, and Cold. Generally, the hot zone is considered the area of highest life hazard where actual firefighting, rescue, mitigation, or patient care is being performed. The warm zone is considered the area outside the hot zone where there is still some life hazard involved. The cold zone is considered the outermost area where the life hazard level is minor. The most common incident types and descriptions of each type's zones are listed below for reference. However all incidents are different and the boundaries of each incident's zones are the responsibility of the I.C. and/or Safety Officer at each incident.

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2.1.3.1 Fire Incidents

2.1.3.1.1 Hot Zone

Any area in which firefighting, rescue, ventilation, salvage or overhaul operations are occurring should be considered the hot zone. Some examples are the interior, roof, and collapse zone of a structure, the vehicle and immediate area of a vehicle fire or entrapment, or fire lines and burning areas of a wildland fire.

2.1.3.1.2 Warm Zone

Areas where operations such as exposure protection are located should be considered in the warm zone. Examples: the immediate surrounding property of a structure fire and access routes to a wildland fire.

2.1.3.1.3 Cold Zone

Safe areas outside of any warm zone are to be considered Cold Zones. Operations such as rehab, staging, water supply, accountability, and incident command should be located in the cold zone.

2.1.3.2 Motor Vehicle Accident & Vehicle Fire Incidents

2.1.3.2.1 Hot Zone

An area encompassing all involved vehicles, vehicle parts, victims, and the surrounding roadway and roadside as well as helicopter landing zones for at least 100 square yards should be considered the hot zone.

2.1.3.2.2 Warm Zone

The warm zone should consist of the area from the hot zone to the outside of all EMS loading and unloading zones, and apparatus locations.

2.1.3.2.3 Cold Zone

Any other operations such as traffic direction, incident command and landing zone command should be located in the cold zone

2.1.3.3 Haz-mat Incidents (no fire)

2.1.3.3.1 Hot Zone

The hot zone is the area of initial release or spill and a perimeter determined by the initial isolation distances for the material found in the Emergency Response Guidebook. The zone may also be determined or adjusted by detecting presence of product using detection devices. Size and shape of the zone can change with ambient temperature, wind, and hazard levels.

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2.1.3.3.2 Warm Zone

The warm zone is the area used for contamination reduction. The size and shape should be dependent on the space needed and the initial isolation distances for the material found in the Emergency Response Guidebook. The zone may also be determined or adjusted by detecting presence of product using detection devices. Size and shape of the zone can change with ambient temperature, wind, and hazard levels.

2.1.3.3.3 Cold Zone

The cold zone should contain staging, incident command, medical support, operations and apparatus locations for a perimeter determined by the initial isolation distances for the material found in the Emergency Response Guidebook. The zone may also be determined or adjusted by detecting presence of product using detection devices. Size and shape of the zone can change with ambient temperature, wind, and hazard levels.

2.1.3.4 CO Alarms

2.1.3.4.1 Hot Zone

The interior of a structure containing the alarming CO detector and the surrounding area for at least 50 feet should be considered the hot zone.

2.1.3.4.2 Warm Zone

The areas surrounding the hot zone for a minimum distance of 50 feet should be considered the warm zone.

2.1.3.4.3 Cold Zone

All other areas of the property including staging, incident command, and apparatus locations should be in the cold zone

2.1.3.5 EMS Assist Incidents

2.1.3.5.1 Hot Zone

Areas or rooms in which patients are located and, depending on medical conditions related to the patient, entire homes and helicopter landing zones should be deemed the hot zone

2.1.3.5.2 Warm Zone

EMS loading and unloading zones and triage zones are examples of operations in the warm zone.

2.1.3.5.3 Cold Zone

The cold zone should include all other areas of the property including incident command and apparatus locations.

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2.1.4 Personal Protective Equipment

Personal Protective Equipment (PPE) includes any equipment and/or clothing used to increase the safety level of personnel. Different kinds and combinations of PPE are required for operations in different zones of incidents. The following are examples of the most common situations and the **minimum** PPE for each zone of operations. When unsure of the proper level of PPE, personnel should be conservative and use more rather than less PPE.

2.1.4.1 Structure Fire Incidents

2.1.4.1.1 Hot Zone

Structural firefighting helmet, structural firefighting hood, structural firefighting coat, structural firefighting pants, structural firefighting boots, structural firefighting gloves, and SCBA w/PASS device (mask donned and on air)

2.1.4.1.2 Warm Zone

Structural firefighting helmet, structural firefighting hood, structural firefighting coat, structural firefighting pants, structural firefighting boots, structural firefighting gloves, and SCBA w/PASS device (mask at hand and air tank on)

2.1.4.1.3 Cold Zone

Structural firefighting PPE preferred, street clothes or duty uniform allowed with some markings identifying personnel as a department member

2.1.4.2 Wildland Fire Incidents

2.1.4.2.1 Hot Zone

Structural firefighting helmet, structural firefighting pants, structural firefighting boots, and structural firefighting gloves

2.1.4.2.2 Warm Zone

Structural firefighting helmet, structural firefighting pants, structural firefighting boots, and structural firefighting gloves

2.1.4.2.3 Cold Zone

Structural firefighting PPE preferred, street clothes or duty uniform allowed with some markings identifying personnel as a department member

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2.1.4.3 Vehicle Fire Incidents

2.1.4.3.1 Hot Zone

Structural firefighting helmet, structural firefighting hood, structural firefighting coat, structural firefighting pants, structural firefighting boots, structural firefighting gloves, SCBA w/PASS device, and reflective vest or other clothes with sufficient reflective material and helmet

2.1.4.3.2 Warm Zone

With the exception of personnel involved in immediate patient care - Structural firefighting helmet, structural firefighting hood, structural firefighting coat, structural firefighting pants, structural firefighting boots, structural firefighting gloves, and proper reflective material
 Personnel involved in immediate patient care - street clothes or duty uniform allowed with some markings identifying personnel as a department member, proper blood borne pathogen protection, and reflective vest or other clothes with sufficient reflective material and helmet

2.1.4.3.3 Cold Zone

Street clothes or duty uniform allowed with some markings identifying personnel as a department member, reflective vest or other clothes with sufficient reflective material and helmet

2.1.4.4 Motor Vehicle Accident Incidents

2.1.4.4.1 Hot Zone

With the exception of personnel involved in immediate patient care - Structural firefighting helmet, structural firefighting coat, structural firefighting pants, structural firefighting boots, structural firefighting gloves, and SCBA w/PASS device, and reflective vest or other clothes with sufficient reflective material and helmet
 Personnel involved in immediate patient care - street clothes or duty uniform allowed with some markings identifying personnel as a department member, proper blood borne pathogen protection, and reflective vest or other clothes with sufficient reflective material and helmet

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2.1.4.4.2 Warm Zone

With the exception of personnel involved in immediate patient care - Structural firefighting helmet, structural firefighting coat, structural firefighting pants, structural firefighting boots, and structural firefighting gloves

Personnel involved in immediate patient care - street clothes or duty uniform allowed with some markings identifying personnel as a department member, reflective vest or other clothes with sufficient reflective material and helmet

2.1.4.4.3 Cold Zone

Street clothes or duty uniform allowed with some markings identifying personnel as a department member

Personnel involved in traffic control operations – Reflective vest or other clothes with sufficient reflective material

2.1.4.5 Haz-mat Incidents (no fire)

2.1.4.5.1 Hot Zone

Structural firefighting helmet, structural firefighting coat, structural firefighting pants, structural firefighting boots, structural firefighting gloves, and SCBA w/PASS device

Personnel should follow PPE requirements for the material found in Emergency Response Guidebook. If PPE required from the Emergency Response Guidebook is not available, no substitutions should be made.

2.1.4.5.2 Warm Zone

Personnel should follow PPE requirements for the material found in Emergency Response Guidebook. If PPE required from the Emergency Response Guidebook is not available, no substitutions should be made.

2.1.4.5.3 Cold Zone

Personnel should follow PPE requirements for the material found in Emergency Response Guidebook. If PPE required from the Emergency Response Guidebook is not available, no substitutions should be made.

2.1.4.6 CO Alarms

2.1.4.6.1 Hot Zone

Structural firefighting helmet, structural firefighting hood, structural firefighting coat, structural firefighting pants, structural firefighting boots, structural firefighting gloves, and SCBA w/PASS device (mask donned and on air)

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2.1.4.6.2 Warm Zone

Structural firefighting helmet, structural firefighting hood, structural firefighting coat, structural firefighting pants, structural firefighting boots, structural firefighting gloves, and SCBA w/PASS device (mask at hand and air tank on)

2.1.4.6.3 Cold Zone

Structural firefighting PPE preferred, street clothes or duty uniform allowed with some markings identifying personnel as a department member

2.1.4.7 EMS Assist Incidents

2.1.4.7.1 Hot Zone

Blood borne pathogen protection including latex gloves, and, when necessary, upper arm protection, surgical mask, and respiratory protection with air filter

Personnel participating in fire control operations at helicopter landing zones should use full structural firefighting PPE including SCBA w/PASS device with or without mask donned and air tank on.

2.1.4.7.2 Warm Zone

Blood borne pathogen protection including latex gloves, and, when necessary, upper arm protection, surgical mask, and respiratory protection with air filter with the exception of fire protection personnel at helicopter landing zones

2.1.4.7.3 Cold Zone

Street clothes or duty uniform allowed with some markings identifying personnel as a department member

2.1.5 Traffic Safety

Personnel should always be aware of the hazards involved in working in or near roadways. Any lanes involved in hot or warm zone operations should be closed and traffic rerouted until I.C. considers the area safe for civilian traffic. If an entire roadway is closed, an alternate route for traffic should be devised. All personnel involved in traffic control operations should remain in radio contact with each other and the I.C. All personnel involved in traffic control operations should have approved training in traffic control. All personnel should understand and appreciate that firefighters are exposed to high risks when operating in or near moving vehicle traffic. Personnel should always operate from a defensive posture and always consider moving vehicles as a threat to their safety.

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2.1.6 Electrical Safety

2.1.6.1 Downed Lines

All downed or disconnected power lines should be considered energized and should be avoided by all personnel. Personnel should not approach any structure or vehicle in contact with any power line. If the structure or vehicle is occupied, personnel should advise the occupants to stay away from doors windows and exterior walls. If the structure or vehicle is involved in fire, occupants should be advised to jump from the structure or vehicle with out touching the ground and the structure or vehicle at the same time. Personnel should never attempt to assist occupants in such situations until they are clear of the structure or vehicle. Personnel should never engage in fire suppression activities in the area of energized lines. When possible, personnel and/or scene tape should be placed in the area of the line to alert other personnel to the lines location.

2.1.6.2 Power to Structures

If properly trained personnel are available, I.C. should have electrical power disconnected from any building that has more than it's contents involved in fire. In the process of disconnecting electrical power, covers will be placed on service boxes and power meters will be confiscated and returned to the utility company. Fire department personnel will not reconnect power to any structure.

2.1.7 Suspicious Situations, Individuals, or Items

2.1.7.1 Unsecured Scenes

If an incident scene becomes unsecured or civilians become dangerous after arriving on the scene, the communication center should be notified of the need for law enforcement and operations should cease as determined by the I.C. Personnel should not confront or attempt to physically subdue or detain any civilian.

2.1.7.2 Evidence & Items

If the I.C. determines there are suspicious circumstances to an incident, personnel should take great care to avoid disturbing items on the scene. If items must be moved due to fire or other danger, personnel should take note of the item's original position and orientation to the scene. If a suspicious or hazardous item is discovered in the process of incident operations, the I.C. should be immediately notified and the area or scene should be evacuated if deemed necessary by the I.C.

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2.2 Apparatus & Response

2.2.1 General Response

When approaching any scene, personnel should visually scrutinize the incident scene for any hazardous materials, unusual situations or items before approaching. If anything concerning the incident scene is suspicious, personnel should stage, report the situation to all personnel via the communication center, and await further orders.

2.2.1.1 Haz-mat Incidents

When dispatched to a hazardous materials incident, only personnel certified at hazardous materials operations level should respond to the scene. All other personnel should report to the station for stand-by duty. If hazardous materials are discovered during a working incident, all personnel not certified at hazardous materials operations level should evacuate and stage in the cold zone.

2.2.1.2 Bomb Threat, & Suspicious Substances

All personnel should report to the station for stand-by duty when dispatched for a bomb threat or suspicious substance incident. Law enforcement should notify the department, through the communication center, when the department is needed or when the department can stand down.

2.2.1.3 Unsecured Scenes

When dispatched to an incident where law enforcement is also dispatched or is on the scene, or information from the communication center indicates the scene is not secure or is dangerous, all personnel and apparatus should stage a proper distance from the scene until law enforcement informs the communication center that the scene is secure.

2.2.1.4 Extreme Weather

Apparatus and POV response will be of routine traffic unless a life threatening situation or fire has been determined. Incidents involving trees or lines down should be responded to routine traffic

2.2.1.5 Personnel Operated Vehicles

When responding in their personal vehicles, personnel should obey all NC and local traffic laws. Upon arriving on the scene of an incident, all personnel operated vehicles (POVs) should park in a manner so as not to impede traffic unless used for the purpose of traffic control. On the scene of motor vehicle accident or vehicle fire incidents, POVs should be parked on the same side of the roadway as the apparatus to help with traffic control. If deemed necessary by the I.C., POVs may be ordered to stage at remote location to the incident scene to allow apparatus positioning or travel.

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2.2.2 Apparatus

2.2.2.1 Driver/Operator Qualification and Responsibilities

All driver/operators shall be 21 years of age or older and be individually approved by the Chief or his designee(s) for each piece of apparatus.

Drivers/operators are responsible for all equipment on their apparatus and should not leave an incident scene until all equipment carried on their apparatus is accounted for.

2.2.2.2 Responding Units

Listed below are examples of apparatus response combinations for the most common incident types both in the Fair Grove district and in neighboring districts via automatic or mutual aid. If dispatched to an incident type that does not correspond to an example below, personnel should respond with the apparatus carrying the equipment most appropriate for the incident or should ask the communication center or I.C. on the incident scene what type of apparatus is needed.

2.2.2.2.1 In District

2.2.2.2.1.1 Structure Fires & Alarms

Two engines and a service unit

2.2.2.2.1.2 Vehicle Fires & MVAs

Squad unit, an engine, and a service unit

2.2.2.2.1.3 Haz-mat Incidents

Squad unit, an engine, and a service unit

2.2.2.2.1.4 Brush Fires

Brush unit and a tanker

2.2.2.2.1.5 Helicopter Landing Zone Establishment

Engine

2.2.2.2.1.6 EMS Assists & Public Service Calls

Squad unit or engine depending on availability of driver/operators for secondary calls at time of dispatch

2.2.2.2.2 Mutual Aid

2.2.2.2.2.1 Structure Fires & Alarms

Tanker

2.2.2.2.2.2 Brush Fires

Brush unit or Tanker depending on the request of I.C. from assisted department

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2.2.2.3 Emergency & Routine Response

Incidents involving life threatening or uncontrolled fire situations should require an emergency traffic response. All other responses should be routine traffic. I.C. should downgrade a response from emergency to routine traffic if no life threatening or uncontrolled fire situation is found. Only a chief officer or line officer may cancel response to an incident. Officers should only notify agencies other than fire (EMS, Rescue Squads, Law Enforcement) of incident information rather than canceling their response.

2.2.2.4 Apparatus Placement

When possible, all apparatus should be placed so as not to restrict the movement and use of other apparatus. Placement should allow the movement of civilian traffic unless placement is for traffic control purposes. Personnel should contact I.C. when arriving on the scene for instructions on placement and initial orders. Below are examples of placement for the most common types of incidents.

2.2.2.4.1 Structure Fires

2.2.2.4.1.1 1st arriving engine

The 1st arriving engine should attempt placement in the immediate area of the involved structure either in the driveway or on the roadside. Care should be taken to allow connections to the pump for intake lines and additional discharge lines as well as space of the opening of equipment compartments. Apparatus should never be placed within the collapse zone of a structure.

2.2.2.4.1.2 2nd arriving engine

The 2nd arriving engine should attempt placement relative to the 1st arriving engine to allow ease in attaching discharge lines to the 1st arriving engine for water supply. Care should be taken to allow connections to the pump for intake lines and additional discharge lines as well as space of the opening of equipment compartments. Placement of a drop tank or placement of tankers for water supply should also be a consideration. Apparatus should never be placed within the collapse zone of a structure.

2.2.2.4.1.3 Service unit

The service unit should be placed outside of the area of water supply operations. Space should be allowed for the removal of equipment. Apparatus should never be placed within the collapse zone of a structure.

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2.2.2.4.2 Vehicle Fires & MVAs

When possible, arriving apparatus should stay upwind, uphill and several hundred yards away from an involved vehicle until the hazardous material status is determined. Apparatus should remain at least 100 feet from the involved vehicle. Always position apparatus to protect the scene, patients, emergency personnel, and provide a safe work zone. Where possible, angle apparatus toward the right to protect the pump operator and prevent a moving vehicle from knocking fire apparatus into the work area. Apparatus positioning must also allow for adequate parking space for other apparatus. Leave all emergency lights on to provide warning to drivers during daytime operations. For nighttime operations, turn off fire apparatus headlights to help reduce the blinding effect to approaching vehicle traffic.

2.2.2.4.2.1 1st arriving engine

Place engine at least 100 feet back and in the same lane or on the side of the road as the vehicle(s) involved placing cones and/or flares to provide a merging area for traffic.

2.2.2.4.2.2 2nd arriving engine

Place engine approximately 1000 feet back and in the same lane as the 1st arriving engine or in an additional lane occupied by the vehicle(s) involved placing cones and/or flares to provide a merging area for traffic.

2.2.2.4.2.3 Service unit

Place apparatus either at least 200 feet back and in the same lane as the 1st arriving engine or in an additional lane occupied by the vehicle(s) involved placing cones and/or flares to provide a merging area for traffic or beyond the vehicle(s) involved in the same lane of the road as determined by the I.C.

2.2.2.4.3 Haz-mat Incidents

If Haz-mat is on or near a roadway, follow the same placement guidelines as used for Vehicle Fires & MVAs allowing a greater distance for the perimeter determined by the initial isolation distances for the material found in Emergency Response Guidebook. If Haz-mat is off the roadway or in a structure, allow for the perimeter determined by the initial isolation distances for the material found in Emergency Response Guidebook. I.C. will determine the location of apparatus used for decontamination and other uses.

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2.2.2.4.4 Brush Fires

When possible, place vehicles in either an already burned area or on the far side of a natural or constructed fire break. Apparatus should not be placed where they will block or hinder the evacuation or relocation of vehicles or personnel.

2.2.2.4.5 EMS Assists & Fire Service Calls

Apparatus should be placed so as not to interfere with the arrival and departure of EMS units and the loading and unloading of patients.

2.2.2.5 Apparatus Equipment, Maintenance, & Inventory

The driver/operator is responsible for all the equipment carried on the apparatus while in route, on the incident scene, and returning to the station. All equipment used should be cleaned, serviced, repaired or replaced and returned to the apparatus and tanks refilled before it is reported back in service. If any equipment or apparatus cannot be returned to service, the driver/operator should report the situation to a line officer immediately. All apparatus should be inspected and inventoried by personnel at the beginning of their duty shift. Any missing, damaged, or malfunctioning equipment should be noted and reported. Maintenance duties should be divided among personnel at the Chief's discretion.

2.3 Communications

2.3.1 General Procedures

All radio communications should be clear and concise, in plain English, and in a professional manner. Personnel receiving detailed information should repeat all information received to insure information is received correctly. Personnel, apparatus, and station radio numbers should be used for identification. Personnel receiving emergency calls by phone or from the public in person should obtain information related to type of emergency, location, name of person reporting call, phone number of person reporting call, and other relevant information and relay this information to the appropriate dispatch center while responding to the incident.

2.3.2 Identification

All units communicating via radio should identify themselves and the unit they are communicating with using their apparatus name (Engine 43, Squad 45, et. al.) or personnel or officer number (543, 2743, 4305, et. al.). When communicating on Randolph County Frequencies, "Fair Grove" should precede the apparatus or personnel number. Officers should use the following identifiers on Randolph County Frequencies instead of their officer number: Chief – Chief 43, Deputy Chief – DC43, Asst. Chief – AC43, Captain – 43C, Other Officers – 43B and 43A

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2.3.3 Frequencies

All communications with either counties dispatch center should be made over that counties main dispatch frequency, designated Davidson F1 and Randolph F1. On scene communication should use a designated secondary frequency, designated F2, F3, F4 et al, or the Statewide Fire frequency, State Fire. Other frequencies used include: Pilot F2 - Pilot Fire Dept. on scene, State Rescue – Statewide Rescue, Thomasville Fire – 800Mhz frequency used by the City of Thomasville (requires specific radio), Randolph County Fire Ground 8 – Guil-Rand Fire Dept. on scene, Randolph County Fire Ground 4 – Tabernacle Fire Dept. on scene, Lexington Fire – City of Lexington Fire Dept., TAC1 thru TAC6 – Departmental tactical frequencies.

2.3.4 Being dispatched

2.3.4.1 Davidson County

All incidents originating from calls to the Davidson County 911 Center are dispatched over the Davidson F1 frequency. Upon being dispatched, any apparatus or officers responding to the dispatch should notify Davidson County Communications (CCOM) that they are in route. No other personnel should check in route. CCOM should be contacted for any additional incident info, directions, cross streets, house numbers, etc.

2.3.4.2 Randolph County

All incidents originating from calls to the Randolph County 911 Center are dispatched over the Randolph F1 frequency. Randolph County Communication Center (Randolph Communications) then notifies Davidson County Communications Center via telephone in order to have the dispatch to be communicated on Davidson F1. Upon being dispatched, any apparatus or officers responding to the dispatch should notify both CCOM and Randolph County Communications (Randolph Communications) that they are in route. No other personnel should check in route. Randolph Communications should be contacted for any additional incident info, directions, cross streets, house numbers, etc.

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2.3.5 On scene

2.3.5.1 Arrival & Scene Size-up

The first apparatus or personnel to arrive on the scene or in the area of an incident should contact CCOM only (in Davidson County) or CCOM and Randolph Communications (in Randolph County) and give a description of the incident (scene size-up). The scene size-up should include a description of the property involved, current situation, number and condition of victims, and any other information needed by incoming apparatus or personnel. If needed, a fire ground channel frequency should be requested at this time. In Davidson County the next available fire ground channel can be used (F2, F3, F4, et. al.). In Randolph County, request the State Fire frequency when in the Fair Grove Fire District or use the appropriate Fire Ground Frequency for the district being responded to.

Example 1

3043 on the scene, 2 story brick residential structure, smoke showing, owner reports everyone is out of the building, closest hydrant at the corner of Ben Lee Rd and Kennedy Rd

Example 2

343 on the scene, 2 vehicles involved, one overturned, 3 victims, 2 entrapped, one mobile and alert, power line down

2.3.5.2 Other Agencies

Listed below are the agencies most often communicated with and the radio frequencies used to contact them.

2.3.5.2.1 EMS

Davidson County – CCOM
Randolph County – Randolph F1

2.3.5.2.2 Rescue

Davidson County – CCOM
Randolph County – Randolph F1

2.3.5.2.3 Air Care

Davidson County – State Rescue
Randolph County – Randolph F3

2.3.5.2.4 Thomasville Fire Department

City of Thomasville 800 MHz A-1 (Dispatch)
City of Thomasville 800 MHz C-1 (Fire Ground)

2.3.5.2.5 Lexington Fire Department

City of Lexington Fire

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2.3.6 Clearing the scene & returning apparatus to service

When leaving the scene, apparatus and I.C. should notify CCOM only (in Davidson County) or CCOM and Randolph Communications (in Randolph County) they are clearing the scene and if their apparatus is in service or not. CCOM should also be informed when apparatus has returned to quarters and is back in service (if not in service when clearing the scene).

2.3.7 Disaster, Severe Weather, & Communications Failure

During a severe weather or disaster event, dispatch channels will be left open for emergency use only. The Davidson Communication Center will notify the department or any incidents of a routine nature such as trees or lines down via phone. A department dispatcher should be assigned to receive the calls and keep a log of the incidents and their times. The department dispatcher should monitor the dispatch channels as well as TAC 6 for weather related calls. All non-emergency radio traffic should be transmitted on TAC 6. Apparatus should notify the department dispatcher on TAC 6 instead of CCOM when responding to or clearing such incidents. The Davidson County Communication Center will assign one incident number for all non-emergency weather related calls during a severe weather or disaster event.

2.4 Incident Management and Command

2.4.1 Chain of Command & Incident Command System

The Chain of Command within the department for department operations is as follows: Chief; Deputy Chief; Assistant Chief; Captain; Assistant Captain; 1st Lieutenant; 2nd Lieutenant; Safety Officer; Assistant Safety Officer; Other Special Officer Positions.

I.C.s should use the Incident Command System on all calls appointing sectors and commands as needed. Preplans, hazardous material information, and eyewitness or owner's statements should all be used when available.

2.4.2 Incident Command

2.4.2.1 Establishing Command

Incident Command should be established by the driver/operator of the first apparatus arriving on the scene or the first officer on the scene if they arrive before or with the apparatus. CCOM and/or Randolph Communications should be notified that command has been established and by whom.

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2.4.2.2 Command Priorities

Whereas every incident is unique, the I.C. should consider all the factors of an incident under a risk benefit analysis. The priorities for risk in order of importance are:

Personnel Safety

No action should be taken that places personnel under undo danger

Civilian/Victim Safety

No action should be taken that places any civilian/victim involved in the incident under undo danger

General Public Safety

The safety of the public in general should always be taken into account (i.e. evacuations due to hazardous materials, closing highways due to accidents)

Property Conservation

Personal property should be conserved when ever possible and no unnecessary damage should be done to personal property. (i.e. salvage and overhaul, damaging as little property as needed for forcible entry)

With the understanding that all department operations involve some risk. No action should be taken that unduly risks a higher priority for the sake of a lower priority.

2.4.2.3 Designating areas of operations

I.C.s should designate locations and commands of the various on scene operations in the Hot Zone (Interior, Ventilation, RIT, Extrication, Helicopter Landing, et al), Warm Zone (Staging, Rehab, EMS loading/unloading, Zones, et al), and Cold Zone (Command Post, Safety, Accountability, Traffic Control, et al) as needed. The Safety Officer (SO) of the incident may, in cooperation with the I.C., halt any operation that is determined to be exceedingly unsafe or is being performed unsafely.

2.4.2.4 Transferring Command

Command may be transferred up the chain of command to another officer on the scene at any time. The current I.C. should make the officer assuming command aware of all information concerning the incident and operations before command is transferred. CCOM and/or Randolph Communications should be notified of the transfer of command and who is assuming command.

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2.4.2.5 Fire Cause Determination & Investigation

It is the responsibility of the I.C. to determine the cause, origin and circumstances of all fires responded to by the department in its district. The Davidson or Randolph County Fire Marshal's Office can be requested, through CCOM or Randolph Communications respectively, to assist in the investigation. Other agencies, such as the State Bureau of Investigation, are also available through the Fire Marshall's Offices, and should be used when needed. Fire Cause Determination should be completed before command is terminated and the property is returned to the owner whenever possible in order to keep evidence chain of custody intact.

2.4.2.6 Terminating Command

I.C.s should terminate command of the incident scene when all on scene operations are completed and all units have cleared the scene. CCOM and/or Randolph Communications should be notified that the command is terminated and the incident has concluded.

2.4.2.7 Post-Incident Operations

2.4.2.7.1 Injury/Exposure Investigation

The Chief should be notified by the I.C. of any injuries, haz-mat or biological contaminations or exposures, or fatalities involved in any incident responded to by the department. The I.C. should appoint a department representative to accompany any member transported for medical treatment.

2.4.2.7.2 Incident Record-keeping & Reporting

The I.C. is responsible for all record-keeping and incident reporting for their incident. The I.C. should review all incident reports for accuracy.

2.4.2.7.3 Returning apparatus & equipment to service

All apparatus and equipment should be returned to a ready condition (water tanks full, hoses replaced and cleaned, SCBA cleaned and full, hand tools clean, power tools fueled and cleaned. etc.) before they are reported in service. If, for any reason, apparatus cannot be returned to service immediately, the driver/operator of that apparatus should notify a chief officer or line officer immediately. If an apparatus is to be left out of service for an extended period of time, CCOM should be notified of the apparatus and the period of time it will be out of service to aid in dispatch.

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2.4.2.7.4 Critical Incident Stress Debriefing

I.C.s should consider initiating a Critical Incident Stress Debriefing for any incident which may have caused significant mental or emotional stress to members. Some examples are incidents involving fatalities, injuries to members or their families, or mass casualties. Davidson County has resources to help with CISDs.

2.4.2.7.5 Post-Incident Analysis

Any incident of significant size, scope, or involving a particular situation which can be used for training purposes can initiate a post-incident analysis or critique. The analysis should consist of reviewing the incident from dispatch to clearing the scene with a focus on learning how the department can improve our performance. This is a department-wide process and all constructive input is encouraged.

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3 Firefighting Operations

3.1 Water Supply

A constant water supply should be established whenever the amount of water needed to extinguish a fire exceeds the total amount of water available in the apparatus on the scene. Choice of water sources depends on availability of hydrants and other water sources, water flow needed, and apparatus and equipment available. Multiple water supplies may be needed depending on incident size.

3.1.1 Areas with hydrants or other water sources

Hydrants or other water sources such as lakes or ponds should be used for water supply whenever a water source is within the distance of the available supply line to the incident. The I.C. should determine which engine should connect to the water source based on manpower, fire load, availability of the second engine, location of water supply in relation to the incident, etc. If the second engine connects to the water source, that engine should supply water to the first engine before discharging to any other lines.

3.1.2 Water shuttle operations

When hydrants or other water sources are not available or feasible, water shuttle operations should be used for water supply. If the I.C. determines the need for a water shuttle, the second engine should connect and supply water to the first engine and prepare to receive water from the shuttle engines either from direct connection or drop tank. Water shuttle operations should begin with the third engine to arrive on the scene. Additional engines may be needed depending on distance to the water source, type of water source, and fire flow needed. After discharging its initial load of water to the second engine or drop tank, the third engine should proceed to the water source. If the water source is not pressurized sufficiently, this engine should be used for filling additional engines. If water shuttle operations are needed, I.C. should appoint water supply and traffic control sector commanders.

3.2 Fire Attack

3.2.1 Structure Fires

After considering fire size, structure stability, contents, information on possible victims, among other factors, the I.C. should determine the mode of initial attack, offensive or defensive, to employ. The I.C. should reevaluate and change the mode of fire attack, if necessary, as the situation changes.

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3.2.1.1 Offensive Mode

An offensive fire attack should be used to extinguish the fire directly within the structure. No less than two firefighters, preferably three firefighters and an officer should perform an offensive fire attack. One of the members of the attack team should be designated the Interior sector command. Interior sector command should be in radio contact with the I.C. An entry point into the structure should be selected on a different side of the structure from the fire to reduce fire spread and aid rescue operations. A second (back-up) team should be in place at the entry point used by the attack team. The back-up team should remain in place until Interior command has cleared the structure, reported the fire under control, or called for assistance. If the back-up team reports to Interior command to assist, a second back-up team should replace the initial back-up team. For every firefighter inside the structure, a firefighter should be assigned to either the RIT team or back-up team. All personnel assigned to attack, back-up, or RIT teams should be an interior qualified firefighter approved by the Chief. If a member of an interior team must exit the structure, a second team member must accompany them. No team members should remain inside alone. No exterior fire streams should be directed into the structure while interior firefighting is underway unless specifically requested by Interior command. Interior command and all interior personnel will evacuate the structure immediately when notified by the I.C. via radio and/or when hearing three long blasts of an apparatus air horn.

3.2.1.2 Defensive Mode

A defensive mode of fire attack should be used when the structure or its contents are not safe for interior attack personnel or when structural collapse has already occurred. The first priority of defensive attack should be the exposures of near-by property to contain the fire to the initial structure. The second priority should be to apply fire streams to the burning structure to extinguish the fire from the warm zone.

3.2.2 Brush/Wild land Fires

After considering fire size, weather conditions, terrain, among other factors, the I.C. should determine the mode of initial attack, offensive or defensive, to employ. The I.C. should reevaluate and change the mode of fire attack, if necessary, as the situation changes. All personnel involved in fire attack should travel in groups of 2 or more with at least one radio per group.

3.2.2.1 Offensive Mode

In an offensive attack, the fire line is attacked directly. Starting on a flank of the fire near the origin, personnel should extinguish the fire along the perimeter toward the head of the fire. After the perimeter is extinguished, the burned area should be thoroughly inspected for hot spots (burning logs, stumps, etc.).

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3.2.2.2 Defensive Mode

If the situation does not allow an effective offensive attack, defensive attack should be used. This may include such actions as constructing fire breaks away from the fire line, lighting back fires, and protecting structures in interface areas. The use of back fires and heavy equipment (tractors, bulldozers, etc.), is generally a forestry service action and should remain under their command.

3.2.3 Vehicle Fires

Hand lines used on vehicle fires should be at least 1½" diameter in size. Personnel should approach burning vehicles along a diagonal direction from a corner of the vehicle and not perpendicular to the vehicles sides or ends in order to minimize exposure to fuel tank openings, hydraulic cylinders in the bumpers and doors, etc. Fires inside the engine compartment should be initially attacked indirectly from underneath or from the wheel wells before attempts are made to gain access to the engine. Fires in the area of the fuel tank should be initially attacked from a distance and from the opposite side from the fuel tank opening. AFFF foam should be used to contain and extinguish fuel spills.

3.2.4 Electrical Fires

Fire attack for any fires involving electrical equipment or electrically energized property should be halted until the electrical power is disconnected. Fire spread from an electrical to other property not energized may be attacked if contact between personnel and water streams and the energized property can be eliminated. (et al brush fires from sparks created by a transformer fire on a transmission pole)

3.2.5 Fires involving Haz-mat

Fire attack procedures for incidents with hazardous material involvement should follow the recommendations listed for the material found in Emergency Response Guidebook. Only personnel properly hazardous material qualified will participate in fire attack operations at incidents involving hazardous materials.

3.3 Gaining Access

3.3.1 Key Holders

When there is no evidence of fire and a key holder can be located, either through a county communication center or directly by phone, the I.C. should wait for a key holder in order to gain entry to locked property.

3.3.2 Forcible Entry

When forcible entry is required, personnel should balance life-safety, fire control, and fire spread concerns against the damage necessary to gain entry when determining the location and techniques for forcible entry into secured property. Any property forcibly entered should be made as secure as possible before all units clear the scene and command is terminated.

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3.4 Ventilation

The I.C. should balance life-safety, fire control, and fire spread concerns against the damage necessary for ventilation when determining the method, location, and techniques used when ventilating a structure.

3.4.1 Horizontal & Vertical

Any damage to property that causes exposure to weather or a threat to the security of the property should be made as weather tight or secure as possible. (et al covering vertical ventilation holes with tarps, board-up or cover damaged windows or doors)
If ventilation operations are located on or in the burning structure, a Ventilation sector command should be designated.

3.4.2 Positive Pressure

When using positive pressure ventilation fans, a staging area should be designated away from the structure to be used when refueling the fan to reduce the amount of fuel vapors in the burned area. This helps in the use of SBI arson dogs and raises the air quality of the structure. A charged hand line should remain in the fire area when beginning positive pressure ventilation in case the increased oxygen causes hot spots or undiscovered fires to grow.

3.5 Salvage

Salvage operations should begin as soon as feasible in order to preserve as much property as possible. Any items of unusual worth such as firearms, currency, and jewelry, or personal items such as photos, awards, or family bibles that need to be moved from its location for its conservation should be turned over to the property owner or the I.C. to be kept secure.

3.6 Overhaul

All burned areas should be overhauled thoroughly reduce the possibility of rekindle as much as possible. If complete overhaul can not be accomplished, a single engine and personnel should remain on the scene or periodically revisit the scene as a fire-watch.

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4 EMS Operations

4.1 Patient Care

The first responder from any agency with the highest emergency response certification (First Responder, Emergency Medical Technician, Paramedic, etc.), should be considered the EMS sector command. Unless specifically ordered by the I.C. or EMS sector command, personnel without at least a First Responder certification should not participate in hands-on patient care. If necessary, personnel with CPR certification may be used for CPR related activities.

4.2 Patient Transportation

4.2.1 Ambulance

Personnel should only assist in the loading, and unloading of EMS ambulance units.

4.2.2 Helicopter

It is the I.C.'s responsibility to determine if transportation by helicopter is needed. Helicopter transport should be called for through the county communication centers. The I.C. should appoint a landing zone (LZ) sector commander. LZ command should be the sole communicator with the helicopter pilot. A dedicated fire apparatus should be located at the LZ with personnel for fire control and victim loading.

4.3 Special EMS Operations

4.3.1 Mass Casualty

In the event of a mass casualty incident, personnel with emergency medical or NC Emergency Vehicle Driver certifications may be used for triage, transportation, and/or patient care.

4.3.2 Haz-mat

EMS operations at hazardous material incidents should follow the guidelines set forth for the material found in the Emergency Response Guidebook.

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5 Rescue Operations

5.1 Fire Search & Rescue

The search of structures involved in fire consists of two operations; a primary search and a secondary search. The primary search is a cursory quick search of areas not involved in fire during the time period that the fire is being attacked. The secondary search is a thorough search of the entire structure. A search team should consist of at least two firefighters, preferably two firefighters and an officer. One of the members of the search team should be designated the Search sector command. The interior fire attack team while performing the interior attack may perform the primary search at the same time. For every firefighter inside the structure, a firefighter should be assigned to either the RIT team or back-up team. If a member of an interior team must exit the structure, a second team member must accompany them. All personnel assigned to search teams should be an interior qualified firefighter approved by the Chief.

5.2 Water Rescue

5.2.1 Swift Water Rescue

Department personnel may perform swift water rescue in cooperation with Thomasville Rescue Squad and/or other rescue personnel. A member with adequate rescue training and experience should be designated Rescue sector command. All personnel involved in such operations should be assigned by the I.C. and should have adequate training and/or experience in swift water rescue operations.

5.2.2 Underwater Rescue/Recovery

5.2.2.1 General Guideline

No person shall engage in diving operations under the auspices of the S.U.R.T. team public safety diving program unless he holds a current certification from a nationally recognized SCUBA organization as set forth earlier in this document or to the provisions of this document. Public safety diving shall not be conducted unless emergency guidelines have been established to initially treat and transport a diver(s) to an operational hyperbaric chamber or appropriate emergency medical facility.

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5.2.2.2 Diving Guidelines

5.2.2.2.1 Solo Diving Prohibition

All diving conducted under the auspices of the member organization should be planned and executed in a manner as to ensure that every diver involved maintains constant, effective communication with at least one other comparably equipped, certified public safety diver in the water. This buddy system is based upon mutual assistance, especially in the case of an emergency. Dives should be planned around the competency of the least experienced diver. If loss of effective communication occurs within a buddy team, all divers within that team should surface and reestablish contact. The solo, line-tended diver should be considered an exception to the solo diving prohibition. However, both the diver and the tender should be sufficiently trained in this technique prior to their operational use of this type of solo diving. During a solo line tended diving operation, a standby diver in addition to the line tender should be utilized.

5.2.2.2.2 Diver's Flag

The "diver down" flag should be prominently displayed during all public safety diving operations.

5.2.2.2.3 Flotation Devices

Each diver should on every dive possess the capability of attaining and maintaining post live buoyancy. An inflatable exposure suit by itself should not be used as the sole source of buoyancy.

5.2.2.2.4 Timing Devices Depth Gauges And Pressure Gauges

Both members of the diving pair must have an underwater time keeping device, an approved depth indicator, and a submersible tank pressure gauge. Divers may delegate the determination of their depth and dive time to a surface tender or other individual appropriately equipped to perform such functions.

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5.2.2.2.5 Dive Tables And Computers

An appropriate dive table (RDP) or dive computer must be available at the dive location. Only those dive computers or dive tables that have been properly studied and approved by the program's Diving Control Board may be utilized within the public safety diving program. The Diving Control Board will ensure that each diver utilizing a dive computer or dive table is trained to understand basic decompression theory and properly and safely operate the dive computer with which he dives. Documentation of this training should be maintained in the diver's permanent diving record. Each diver relying on a dive computer to plan dives and indicate or determine decompression status must have his own unit. A diver who is not using a personal dive computer is prohibited from relying on a computer used by another diver. On any given dive, both divers in the buddy pair must follow the more conservative dive computer or dive table. If one of the computers fails, the dive will be immediately terminated using appropriate surfacing guidelines. A diver should not dive for 24 hours prior to the initial activation of a dive computer that will be used to control his diving. Once in use, the computer should not be turned off for 24 hours after the final dive or until computer out gassing is completed, whichever comes first. When using a dive computer or dive table, non-emergency ascents are to be at the rate specified for the system being used. Ascent rates should not exceed 60 fsw/min. When practical, the diver should make a 5-minute stop between 15 and 25 feet, especially for dives deeper than 60 feet. Diving that results in exceeding the no decompression limits of the dive computer or dive table at any time during the dive is strongly discouraged. Repetitive and multi-level diving guidelines should start the dive or series of dives at the maximum planned depth followed by subsequently shallower exposures. Multiple, deep dives approach the limits of the dive computer's or dive table's capability and require special consideration and planning. During dives in which dive computers are used, the diver should have the capability for redundant time and depth measurements. Throughout all dives, the diver should maintain an awareness of maximum depth and bottom time. In the event of omitted decompression, breathing 100% oxygen above water is preferred to in water air guidelines.

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5.2.2.2.6 Depth Limits

The PADI certification will authorize the holder to dive to the depth not to exceed 130 ft. The certification card should bear the signature of the dive instructor. A certified public safety diver under the auspices of the S.U.R.T. team should not exceed his depth certification while diving, except as follows:

- a. May exceed his depth certification by one step only if accompanied by a diver certified to a greater depth or
- b. May exceed his/her depth certification by more than one step only when accompanied by the Diving Officer or a person designated by the Diving Officer, either of whom must be certified to the depth to be dived.

5.2.2.2.7 Refusal To Dive

The decision to dive rests with the individual diver. A diver may refuse to dive without fear of penalty whenever he feels it is unsafe to make the dive (see Section 2.53). Ultimate responsibility for safety rests with the individual diver. It is the diver's responsibility and duty to refuse to dive or continue to dive if, in his judgment, conditions are unsafe, unfavorable, or if diving would violate the precepts of his training or the guidelines of this document or the member organization's diving manual.

5.2.2.2.8 Termination Of Dive

Unless it compromises the safety of another diver already in the water, it is the responsibility of the diver to terminate the dive without fear of penalty whenever the diver feels it is unsafe to continue. The dive should be terminated while there is still sufficient tank pressure to permit the diver:

- a. To safely reach the surface, including decompression time or
- b. To safely reach an additional air source at the decompression station.

It is suggested that an ascent to the surface from a dive of 100 feet or shallower be initiated when the tank pressure reaches 750 psi. The Diving Officer may terminate the dive at any time for safety or other operational reasons.

5.2.2.3 Diving Operations

5.2.2.3.1 Diving Officer

For each dive, one individual should be designated as the Diving Officer. He should be in an appropriate location at the dive site or the dive location during the diving operation. The Diving Supervisor will be responsible for:

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5.2.2.3.1.1 Coordination

Diving should be coordinated with other known activities in the vicinity that are likely to interface with diving operations. Briefing: The dive team members should be briefed on:

- a. Dive objectives:
- b. Any unusual hazards or environmental conditions likely to affect the safety of the diving operation
- c. Any modifications to diving or emergency guidelines necessitated by the specific diving operation and
- d. Reporting any physical problems or adverse physiological effects including symptoms of pressure related injuries.

5.2.2.3.1.2 Dive Planning

Planning of a diving operation should include considerations of the safety and health aspects of the following:

- a. Diving mode
- b. Surface and underwater conditions and hazards
- c. Breathing gas supply
- d. The real protection
- e. Diving equipment
- f. Dive team assignments
- g. Residual inert gas status of dive team members
- h. Decompression schedules and altitude corrections
- i. Entry and exit guidelines and Emergency guidelines.

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5.2.2.3.2 Dive Plans

Before conducting any diving operations under the auspices of the S.U.R.T. team, the Diving Officer for a proposed diving operation should consider the following information:

- a. Other divers involved and their qualifications as well as the type of permit certificate held by each participating diver
- b. At least one diver in each buddy team or other underwater operational group should be a lead diver as defined by this document.
- c. Name, telephone number, and relationship of the person to be contacted for each diver in the event of an emergency
- d. Approximate number of proposed divers)
- e. Locations of proposed divers:
- f. Estimated depths and bottom timers anticipated:
- g. Current environmental conditions such as temperature, current, visibility, etc.: and
- h. Proposed work, equipment, and boats to be employed, repetitive dives, and details of any hazardous conditions anticipated

5.2.2.3.3 Pre-dive procedures.

5.2.2.3.3.1 General.

Fair Grove Fire Department S.U.R.T. team should comply with the following requirements prior to each diving operation, unless otherwise specified.

5.2.2.3.3.2 Emergency aid.

A list should be kept at the dive location of the telephone or call numbers of the following:

- a. An operational decompression chamber (if not at the dive location)
- b. Accessible hospitals
- c. Available physicians
- d. Available means of transportation

5.2.2.3.3.3 First aid supplies

A first aid kit appropriate for the diving operation should be available at the dive location. When used in a decompression chamber or bell, the first aid kit should be suitable for use under hyperbaric conditions. In addition to any other first aid supplies a bag-type manual resuscitator with transparent mask and tubing should be available at the dive location.

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5.2.2.3.3.4 Planning and assessment.

Planning of a diving operation should include an assessment of the safety and health aspects of the following:

- a. Diving mode
- b. Surface and underwater conditions and hazards
- c. Breathing gas supply (including reserves)
- d. Thermal protection
- e. Diving equipment and systems
- f. Dive team assignments and physical fitness of dive team members (including any impairment known to the employer)
- g. Repetitive dive designation or residual inert gas status of dive team members
- h. Decompression and treatment procedures (including altitude corrections)
- i. Emergency procedures

5.2.2.3.3.5 Hazardous activities

To minimize hazards to the dive team, diving operations should be coordinated with other activities in the vicinity that are likely to interfere with the diving operation.

5.2.2.3.3.6 Employee briefing

Dive team members should be briefed on:

- a. The tasks to be undertaken
- b. Safety procedures for the diving mode
- c. Any unusual hazards or environmental conditions likely to affect the safety of the diving operation
- d. Any modifications to operating procedures necessitated by the specific diving operation

Prior to making individual dive team member assignments, the Dive officer should inquire into the dive team member's current state of physical fitness, and indicate to the dive team member the procedure for reporting physical problems or adverse physiological effects during and after the dive.

5.2.2.3.3.7 Equipment inspection

The breathing gas supply system including reserve breathing gas supplies, masks, helmets, thermal protection, and bell handling mechanism (when appropriate) should be inspected prior to each dive. (J. Coopers Dive Center, Thomasville FD & Blue Stone Dive Resort)

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5.2.2.3.4 Divers Responsibility

Each diver should conduct a functional check of his diving equipment in the presence of the dive buddy or tender. It is the diver's responsibility and duty to refuse to dive if in his judgment, conditions are unsafe, unfavorable, or if he would be violating the precepts of his/hers training or the guidelines of this document or the member organization's diving manual. No diver should be required to be exposed to hyperbaric conditions against his/hers will except when necessary to prevent or treat a pressure related injury. No diver should be permitted to dive for the duration of any known condition that is likely to adversely affect the safety and health of the diver or other dive team members.

5.2.2.3.5 Diver's Qualifications

Each public safety diver should be trained, qualified, and certified for the diving mode being used. Each diver should have experience or training in the following:

- a. The use of the instruments and equipment appropriate to the diving activity to be conducted
- b. Dive planning and emergency guidelines:
- c. Diver rescue techniques, cardiopulmonary resuscitation, oxygen administration, and other diving related first aid
- d. Diving related physics and physiology as well as recognition of pressure related injuries.

5.2.2.3.6 Postdive Checks

With the completion of a dive, each diver should:

- a. Report any physical problems or symptoms of decompression sickness or air embolism
- b. Perform an equipment check and report any problems or malfunctions to the diving officer: and
- c. When diving outside the no decompression limits, the divers should remain awake for at least one hour after diving and in the company of a dive team member who is prepared to transport him to a hyperbaric chamber if necessary.

5.2.2.3.7 Emergencies Deviation From Guidelines

Any public safety diver may deviate from the requirements of this document to the extent necessary to prevent or minimize a situation that is likely to cause death, serious physical harm, or major environmental damage. The Diving Officer will submit a written report explaining the circumstances and justifications for such action to the Diving Control Board.

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5.2.2.3.8 Dive Trailer

Personnel must pass a developed driving course and meet the approval of the Chief to tow the S.U.R.T. team trailer. Personnel must sign a waiver of understanding of insurance coverage while towing the trailer. Lights, tires, tire pressure and inventory must be inspected weekly by an assigned S.U.R.T. team member. No one is allowed in the trailer without permission from the S.U.R.T. team commander or accompanied by a S.U.R.T. team member. The trailer should not respond emergency traffic for any reason. A S.U.R.T. team member will be assigned to the trailer each month. It is their responsibility to insure that equipment is in order, maintained, and in service. Only vehicles that are equipped with a proper wiring harness will be allowed to tow the trailer. When on scene, the trailer should not be left unattended unless trailer and equipment is properly secured and locked. After each use, the trailer should be cleaned and properly stocked before being placed back in service.

5.3 Vehicle Extrication

Department personnel may perform vehicle extrication in cooperation with Thomasville Rescue Squad and/or other rescue personnel. A member with adequate rescue training and experience should be designated Rescue sector command. All personnel involved in such operations should be assigned by the I.C. and should have adequate training and/or experience in vehicle extrication operations. A charged handline with two firefighters should be deployed on all vehicle extrication operations.

5.4 Other rescue operations

Department personnel may perform other rescue operations such as structural collapse, and confined space\trench rescue in cooperation with Thomasville Rescue Squad and/or other rescue personnel. A member with adequate rescue training and experience should be designated Rescue sector command. All personnel involved in such operations should be assigned by the I.C. and should have adequate training and/or experience in the particular rescue operations being performed.

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6 Haz-Mat Operations

No personnel should be involved in any hazardous material operations beyond the operations level. All personnel responding to a hazardous material incident should be hazardous material operations level qualified or higher.

6.1 Recognition & Identification

6.1.1 Immediate Signs

All incidents with the potential for hazardous material exposure should be approached from the upwind and uphill direction. Involved vehicles or containers should not be approached until the material is identified. All personnel should locate and identify all placards and/or identifying numbers. Any spill, leak, or container of an unknown material or a known hazardous material should be reported immediately to the I.C.. Until the material is identified, the structure and/or the direct area should be evacuated.

6.1.2 Using the Emergency Response Guidebook

Along with Material Safety Data Sheets and Shipping Papers, The Emergency Response Guidebook should always be used to identify unknown materials. The Emergency Response Guidebook should also be used to determine the potential hazards, public safety, and emergency response factors involved in the incident.

6.2 Response Procedures

All operations should follow the emergency response guide in the Emergency Response Guidebook. Firefighting, Containment, Rescue, EMS, Decontamination, and Evacuation operations should be coordinated with the appropriate local agencies.

6.3 Notification & Assistance

6.3.1 Owner or Carrier

The owner and or carrier of the material(s) should be notified, either directly or via the county communications center, as soon as their contact number(s) can be determined.

6.3.2 Local Authorities

County emergency management should be notified whenever it is determined that hazardous materials are involved in an incident.

6.3.3 State or Federal Resources

If deemed necessary by the I.C., state or federal agencies and resources should be notified and/or requested by the county emergency management representative.

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6.3.4 Mitigation & Clean-up

Hazardous material mitigation and clean-up is the responsibility of the owner and or carrier of the material in question. The I.C. may utilize department resources and personnel with sufficient training and experience to contain or divert hazardous material when public safety is a concern. No procedures beyond Hazardous Material Operations level should be attempted by department personnel.

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7 Disaster & Extreme Weather Operations

7.1 Preparation

In the event of a severe weather threat (snow or ice storms, flooding, high wind conditions, et. al.), staff on duty will notify all Chief Officers. The station generator should be inspected and load tested as threat approaches. All other generators will be inspected and load tested. All saws, generators, vehicles and fuel cans will be topped off. All radio batteries and flashlights will be fully charged. Preparation for winter severe weather may include the placement of tire chains on apparatus. Chief officers should inform personnel regarding which apparatus should be equipped with chains. Chief officers may alter the use of particular apparatus for certain types of incidents during the extreme weather event. Extra personnel may need to be placed in the station for staffing during the severe weather event.

7.2 Response Procedures

7.2.1 Non-Life Threatening Incidents

Calls for trees or lines down or other non-life threatening situations will be handled in routine nature. One truck will be dispatched to determine severity and nature of the call.

7.2.2 Emergency Incidents

Apparatus responding to life-threatening or uncontrolled fire situations should continue to respond emergency traffic during severe weather events reducing speed for road conditions and unusual traffic situations.

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8 Training Operations

8.1 Safety

Public & Personnel safety should be the primary concern during any training exercise. A safety officer should be appointed for any training exercise. Personnel should follow all guidelines concerning zones of operations, PPE, or other safety concerns as if the training exercise were an actual incident.

8.2 Apparatus & Equipment

Approval should be obtained from a chief officer prior to the removal of any equipment from the fire district for training purposes. If any apparatus is to be used outside the fire district or the apparatus or the equipment on the apparatus is to be used in a manner that will not allow it to be available for use on an actual incident, CCOM should be notified that the apparatus is to be considered out of service. Apparatus placed out of service for training should be placed back in service and CCOM notified as soon as possible.

8.3 Command & Instruction

The instructor should be considered the I.C. of the training exercise. The instructor, as I.C., should follow all guidelines concerning incident management and command.

8.4 Special Evolutions

8.4.1 Live Structure Fires

All live fire training should be conducted in compliance with NFPA 1403 standards and all guidelines concerned with structure fire incidents.

8.4.2 Driver/Operator

In addition to driver/operator training classes outside the department, candidates for driving/operating apparatus should be trained by department officers in the operation of the vehicle, the pump or other components of the apparatus, and the location of the equipment carried on the apparatus before being allowed to operate the apparatus.