Standard Operating Procedures

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LANDS END FIRE PROTECTION DISTRICT
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PURPOSE:

The purpose of this "operations manual" is to ensure that the policies and guidelines set forth by the Chief and Officers of the Lands End Fire Protection District are understood and adhered to by all members. This direction and guidance will help maintain a safe working environment while providing each individual with the opportunity to train, work and respond in a safe and professional manner. Any questions relating to the information or interpretation of this manual should be addressed to the Chief or one of the Officers.

SCOPE:

This manual will apply to all members of LEFPD, (Lands End Fire Protection District), to include officers, regular members, and new (probationary) members while utilized in service of LEFPD. Changes, additions or deletions to this document may only be made by approval by majority vote of a quorum of the Officers.

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CHAPTER 1

STANDARDS OF CONDUCT AND SAFETY

The Lands End Fire Protection District will make every effort to provide safe working conditions for the members of this department and to observe government and department safety regulations.

No one will knowingly be required to work in an unsafe manner or environment except those normally encountered in this profession and then all means will be taken to prevent accident or injury.

Safety is each member's responsibility and it is imperative that each member follow safety guidelines and practices.

Members must be aware of their responsibilities to the District and their fellow members. Members will also be required to show respect and courtesy to all members of the public as well as their fellow members at all times.

Any complaint in writing, presented to the Chief, against any member for abuse of safety standards, reckless conduct, or disrespectful conduct can be brought before the department's Membership Committee and disciplinary action may be brought against that member.

The S.O.P.s and other standards and policies contained within this manual must be adhered to at all times. Failure to do so may result in disciplinary action and/or partial loss of Workers Compensation benefits if injured due to a safety rule violation.

This set of Standard Operating Procedures and the individual policies therein do not constitute an employment contract, agreement, or guarantee of continued employment. The Chief (with the Officers) reserves the right to change any of the policies in this handbook at any time, without prior notice, as well as the right to interpret their meaning, purpose, and effect.

"AT-WILL" POLICY STATEMENT:

Employment with the Department is "at-will". Any employee may be terminated with or without cause, a statement of reasons, or a hearing, just as any employee may resign at any time, for any reason. Nothing in this handbook is intended to modify the District's "at-will" employment policy.

I _____, have received a copy of the Department's Standard Operating Procedures, and Safety Policy.

Member Signature: _____ Date: _____

CHAPTER 2

ADMINISTRATION

1. BOARD OF DIRECTORS

a. Consists of five (5) members, who are elected by qualified voters that reside within the boundaries of the Lands End Fire Protection District.
b. The Board of Directors is the governing body of the Lands End Fire Protection District and is the ultimate authority as described by Colorado Revised Statues.
c. Each member serves a term of office of four (4) or two (2) years, at the end of which time they may seek re-election for another term.

2. CHIEF

a. The Chief is appointed by the Board of Directors and will be reviewed yearly.
b. The Chief is responsible for the day-to-day operation of the fire department and its members.
c. The Chief carries out all duties imposed upon him by the Board of Directors and the Statues of the State of Colorado.
d. The Chief is responsible for the administrative, operations and technical work in planning, organizing, and directing the firefighting, fire prevention, and other related duties of the District. The Chief will be responsible for staff, training, budgeting, and all other administrative matters for the development and improvement of the Department.
e. Firefighter 1 certification and EMT-B certification required within one year of appointment to this position. (*See Addendum B) The board may allow these required qualifications to be extended at the discretion of the board.*

3. EMS COORDINATOR

a. Is appointed by the Board of Directors and will be reviewed yearly.
b. Is the department's EMS Coordinator.
c. Is responsible for the department's EMS equipment, supplies and drugs.
d. Is the department's EMS continued education supervisor.
e. When required or necessary, shall assist in fire prevention, fire inspections, and fire investigations.
f. Shall be the designated Officer for liaison with area hospitals in matters concerning infectious disease and member's possible exposure to such.
g. Shall serve on the Safety Committee.
h. Shall be, along with the Chief, the department's Training Officer.
i. Assumes command at emergencies when first to arrive and exercises full control until relieved by the Chief.
j. May be appointed as a sector Officer at emergency scenes when the need arises.
k. Works closely with the Chief to organize and conduct affairs of the Department in emergency and non-emergency situations.

l. Minimum EMT-B (IV) certification required and must be on protocols within one year of appointment to this position. (*See Addendum B) The board may allow these required qualifications to be extended at the discretion of the board.*

4. ASSISTANT CHIEF

a. Shall be appointed by the Board with recommendations from the Chief. This appointment shall be reviewed yearly.
b. Performs the duties of the next highest ranking Officer in that Officer's absence.
c. Assumes command at emergency scenes when first to arrive and exercises full control until relieved by a senior Officer.
d. May be appointed as a sector Officer at emergency scenes when the need arises.
e. Is the Department's fire investigator and inspector.
f. Is responsible for hydrant flows and tests.
g. Is responsible for the Department's fire prevention program, to include a juvenile fire setter program.
h. Will assist the Chief in reviewing all plans for development and zoning that occur within the boundaries of the District.
i. See Chapter 21 for additional duties and responsibilities.
j. *(See Addendum B)* Firefighter 1 certification and *(EMT-B)* ~~first responder~~ certification required within one year of appointment to this position. *The board may allow these required qualifications to be extended at the discretion of the board.*

5. LIEUTENANTS

a. Shall be appointed by the Chief and shall be reviewed yearly.
b. Performs the duties of the next highest ranking Officer in that Officer's absence.
c. Assumes command at emergency scenes when first to arrive.
d. May be assigned as a sector Officer at emergency scenes.
e. May be assigned as a safety Officer at emergency scenes.
f. May be assigned as the Department's Maintenance Officer.
g. Serves on the Department's Safety Committee.
h. Assist in scheduling and conducting training as needed.
i. Responsible for training of probationary members and verifying as such on the Department's check-off form.
j. See Chapter 21 for additional duties and responsibilities.
k. Firefighter 1 certification and first responder certification required within one year of promotion to this position.

6. TEMPORARY POSITIONS *(See Addendum D)*

a. Shall be appointed by the Chief.
b. Performs the duties of the position in which he/she is temporarily placed.
c. May be given special assignments without any designation to rank or position.

CHAPTER 3

SAFETY OFFICER

PURPOSE

The intent of the Safety Officer is to assist in assuring that no one, whether civilian or emergency responders, is injured or killed during the course of an emergency. It is the purpose of this officer to identify and correct any unsafe acts or situations.

APPOINTMENT and AUTHORITY

It shall be every individual's responsibility to be safety conscious at all times. A Safety Officer for the team shall be appointed by the Chief. A scene safety officer shall be appointed by the Incident Commander as needed. The scene safety officer shall be responsible for ALL scene safety, will answer directly to the Incident Commander, and make recommendations to Incident Commander as needed.

DUTIES

First and foremost shall be the safety of emergency responders and the general public. In less complex situations, Incident Commander can handle the safety officer's duties. In more complex situations, the Incident Commander should appoint a scene safety officer. The scene safety officer shall be the eyes and ears of the Incident Commander and report directly to the Incident Commander.

DUTY EXAMPLES

1. Insure that proper safety clothing is being worn for the type of incident, i.e., safety vests, turnout gear, etc.
2. Identify hazardous situations such as downed power lines, leaking fuel tanks, possible structure collapse, etc.
3. Establish a safe zone for the public and press. Make sure they do not interfere with emergency operations or expose themselves to possible dangers.
4. Set up warning equipment such as safety cones, flares, fire tape, etc.
5. Identify, note and correct immediately, any unsafe practices. Problem areas should be brought to membership's attention and corrective action taken as soon as possible and practical.
6. Take videos and/or still pictures if time permits and it does not interfere with the safety officer's primary role.

CHAPTER 4

SAFETY

1. Safety is the most important element when performing our duties at LEFPD and each individual has a personal responsibility for his or her safety. Observing rules and guidelines is essential to job safety and continued participation / employment as a member of LEFPD.

2. We must remain alert and attentive when performing our duties to prevent injury to others or ourselves. In case of doubt or uncertainty, TAKE THE SAFE COURSE!

3. Accidents, injury, personal illness or defective equipment should be reported to an officer immediately by the first means of communication available. This would include any situation or unusual condition on a scene or at the station that may affect safe and efficient operations at LEFPD.

4. All tools and equipment will be checked on a regular basis for proper operation, cleanliness, and any defects. All vehicles will also be checked when returning from a call, and signed off on "LE form 1" - "Vehicle Safety checklist". Tools on the vehicles will be checked for safe operation. This includes saws, hand tools, extrication equipment, and SCBA's. Fire extinguishers will be checked for proper inspections and charge status, but will NOT be discharged.

5. When arriving on scene, the Safety Officer, or in his absence a designee of the Incident Commander, will be assigned. The scene Safety Officer will, under guidance by the Incident Commander, be responsible for establishing traffic control, and setting up a rehabilitation and recovery (R+R) area, if required or necessary. The Safety Officer will check to make sure wheels are chocked on all engines and the water tender. Scene safety will include traffic cones and fusees or flaggers as required. All individuals performing traffic control will be required to wear ANSI approved reflective vests or turnout coat. The Safety Officer will spot check to ensure individuals are wearing seat belts at all times while operating department equipment. No one under age 18 is allowed to drive LEFPD vehicles unless they have a class "B" CDL with air brake endorsement AND have been approved by the Chief. In addition, personnel under age 18 may operate LEFPD vehicles without a class "B" CDL if they are with a qualified driver over the age of 21.

6. A Safety Officer will be designated at all training sessions to oversee safety issues, and to ensure all activity is conducted in a safe manner. The Safety and Training Officer at all training sessions will discuss and resolve any safety issues or problems PRIOR to starting training. The Safety Officer will have in his possession at all training locations a pack set, and if possible a cell phone. In addition, at training locations other than the station, a complete BLS medical kit will be available.

7. Station safety rules are important as members are constantly there and small insignificant chores can easily become an injury or health issue. Do not climb ladders without a "spotter". When closing overhead doors, make sure all equipment and individuals are

clear. Stay at the stop switch until the doors are fully closed. When backing vehicles, always use a “ground guide”. The only exception would be if you were the only person present. If this happens, back the vehicle ONLY after walking around the vehicle and checking behind and underneath it. Then proceed slow and with caution. Sound the horn with two short “beeps” before backing any vehicle. Floors and walkways should be kept clear of tripping or stumbling hazards. Dirty and oily rags will be picked up and stored in appropriate, marked containers. Gasoline will only be stored in approved, marked containers and placed in a designated area. All electrical cords and tools, drop lights, will be checked periodically or when used for cracks in the cords, shorts, and overall serviceability. Do not use any defective shop equipment. When upstairs, be aware of tripping hazards and low overhead clearance. When lifting heavy objects, use two people and utilize proper lifting techniques.

CHAPTER 5

TRAINING

1. All members of this organization will be trained to the highest level of proficiency possible. This level will vary from member to member based on factors such as time available, personal preferences and budgetary constraints, however there will be some minimum qualifications that must be met and maintained.

   After meeting qualifications for new membership, new members will be asked to either complete an academy or complete a new volunteer orientation packet. If there are enough new members, then an academy will be conducted. If one or two members are joining, then those members will be asked to complete the orientation packet. Both will contain the following training categories.

   SOP training
   a. Computer training
   b. Radio training
   c. Safety training
   d. Basic EMS familiarization
   e. Basic Fire familiarization
   f. HIPAA Law
   g. Workers Compensation
   h. Department Operations
   i. Driver training

   Upon completion of the academy or orientation packet, members will be required to take a written and practical examination along with the fire fighter challenge. After successful completion of those tests, members will meet with the membership committee and be voted in as probationary members. At that time, probationary members will be issued PPE, radio, pager, and a door code. Academy members will be required to successfully complete all phases of the academy. If a scheduling conflict arises and the member is unable to complete any phase of the academy, they will need to schedule a time to complete the missed phases. The orientation packet may be completed as the new member has time.

2. Training for probationary and regular members will be conducted at least twice a month. This will consist of one EMS training and one fire training session. Each training session will last for at least 2 hours. Probationary and regular members will be required to attend 50% of all regularly scheduled training sessions. Failure to meet this standard may be reason for dismissal from LEFPD. Extenuating circumstances should be brought to the attention of the Chief or one of the Officers. A training roster of who attended, date, time, place and subject taught will be maintained by the training officer and kept on file in the station. Individual members are responsible for knowing when, where and what time training is taking place. If not sure, they should notify an Officer for clarification. “Not knowing” is NOT an excuse for missing training.

3. Members who are age 16-18 will be trained in all aspects of Fire Fighting and EMS (In accordance with state and local regulations). They will not be allowed to drive District vehicles, except as noted in Chapter 4 (5), but may serve in any other capacity, including engineer, hose or nozzle person. No one under age 18 will be allowed on an interior attack.

4. At times, additional training, classes, seminars or courses may become available for members to attend. See Chapter 26, Education Policy on how to apply for and be reimbursed for these classes.

5. The minimum probation period will be six months. During that time the members will be responsible for completing all check offs and all training categories. After the six month probation period, the member may request to be taken off probation.

6. The member will be required to successfully complete a written and practical test, along with a satisfactory evaluation by the membership committee. Once testing and evaluations are complete, the membership committee will vote. With a majority vote, the member may or may not be taken off probation.

CHAPTER 6

EMERGENCY RESPONSE

1. Calls for LEFPD are handled by the Grand Junction 911 dispatch center. Any member receiving a personal phone call or a phone call at the station for emergency services will contact the 911 dispatch center by phone or radio and have the department paged out. LEFPD members will not "freelance" (respond to incidents) unless paged out. If in another district and you come upon a scene and no responders are present, stop and notify dispatch by radio or cell phone with a short, concise scene size up, and then render aid until a responding unit arrives. Cell phone use is preferable in these instances.

2. When the pager is activated, the page should be acknowledged by one of the district officers. If this does not happen within 1-2 minutes, another member should radio to dispatch with "Lands End copy the page". All available members should then switch to the Lands End Channel and wait for the RC (Resource Coordinator) to request personnel check in. Example: "Lands End 6 en-route", or "Lands End 18 en-route from Whitewater post office". All members should monitor the radio carefully in case more manpower is needed. If required, the Resource Coordinator will ask for help on the Lands End frequency or in some cases may ask dispatch for a second page. After the page has been copied, only the Resource Coordinator or the member who acknowledged the page with dispatch should be in contact with dispatch (except with normal apparatus communication). Some calls will be designated by the on call coordinator as an "all hands call". If you hear this on the radio and are able to respond, please do so immediately. These types of calls require massive amounts of manpower and/or other resources. Your participation in this type of call is especially critical for a satisfactory outcome. All structure assignments, rescue calls and MVA's will be "all hands" calls.

3. No one shall operate District vehicles while under the influence of drugs or alcohol. No one shall respond to calls, or come to training under the influence of drugs or alcohol. Department members shall wait twelve (12) hours after their last consumption of intoxicating substances to respond on calls or to training sessions.

4. When departing the station, bay doors should be closed after ensuring the vehicle has cleared the door. Any members reporting to the station, who are not responding, should close any open bay doors. Once en route, call dispatch and report "en route". Example: "Ambulance 111 en route". All members will ride in seats or "jump seats" using seat belts at all times. NO ONE IS ALLOWED TO RIDE THE TAILBOARD OF ANY APPARATUS. When leaving the fire station and reaching the main highway, the equipment must be brought to a full stop. Use of lights and sirens should be avoided when leaving the station until apparatus is on the highway. Good judgment must be exercised in this regard to insure your safety and the safety of the public.

5. When responding to calls, it is important to remember that SAFETY is paramount to everything else. More emergency responders are injured and killed each year while responding in P.O.V.'s, than for any other cause. ALL responses in a P.O.V. will be at

Code 2. NO EXCEPTIONS! All traffic laws and regulations will be followed. Emergency lights and sirens are not allowed to be operated on P.O.V.'s while en route to a scene, however emergency lighting is allowed to "mark" a scene. If responding in a department vehicle, a Code 3 response may be necessary. However some scenes such as assaults, attempted suicide, or any scene that requires a law enforcement presence or "staging" should be approached with extreme caution at Code 2. If so, caution, common sense, and patience are the key. Remain staged at a safe distance until dispatch or law enforcement has given a "scene is Code 4" report. Do not exceed any posted speed limit by more than 10 MPH. If you are in a vehicle that will not make the posted speed limit, turn off any emergency lights and sirens, and proceed with caution. Use emergency lights and sirens in advance of intersections or to pass slower moving vehicles. Leave emergency lights on when on scene for safety and to mark the location for other responders.

All responding apparatus, when approaching a lighted or stop sign intersection or other blind traffic area, will not proceed through the intersection or area until the operator has positively ascertained that all traffic has come to a complete stop or yield. The operator may then proceed through the traffic area with all due caution. This may mean that, at times, the apparatus must come to a complete stop.

When an "Emergent Response" apparatus is approaching a "Loading or unloading" school bus with flashers on and a bus stop sign displayed, the operator will slow, turn off lights and siren, and come to a complete stop until the school bus driver has removed the stop sign and the way is clear of all children. The operator may then resume his emergent response.

When approaching a school zone and the school zone lights are on, the transition through the school zone will be Code 2 and the zone speed limit will be adhered.

When running with lights and siren, operator will not exceed the speed limit by more than ten (10) miles per hour. If an assistant driver is available, have him/her run the lights and siren. The driver should pay strict attention to driving the vehicle. Any speeds in excess of ten (10) miles per hour over the posted speed limit will be considered reckless and cause for a case review by the Chief and Officers.

Remember, the use of lights and siren does not guarantee that you will get the right of way. Proceed SAFELY to the scene.

All District vehicles will have headlights on at all times, day or night.

6. Officers will decide what equipment responds to a scene, based on the following guidelines. If no Officers are available, members will make the decision as to equipment needed.

EMS ASSIGNMENT:
Ambulance-111 (remember to call for ALS if we do not have an ALS member available.)

MVA, (no extrication needed) Ambulance-111. Rescue 111 should respond Code 2 for fluids, scene control, etc.
MVA, (extrication required) Ambulance-111, Rescue-111. Normally an MVA requiring extrication is an "all hands call".

STRUCTURE ASSIGNMENT:
Engine-111, Tender-111, Rescue-111 and Ambulance-111. All structure assignments should be considered as an "all hands call".
Note: At Officers discretion some calls, such as "smell of smoke" or when the reporting party is certain there is no visible smoke or flame, the Resource Coordinator may respond E-111 and have additional equipment stand by at the station.

STILL ASSIGNMENT:
Brush or Weed assignment:
Brush 111, Tender 111, Engine 111
Motor Vehicle Fire:
Engine 111, Rescue 111, Tender 111
Trash Fire:
Brush 111, Tender 111

HAZ-MAT ASSIGNMENT:
Rescue-111. Normally we will request Grand Junction Fire for haz-mat.

RESCUE ASSIGNMENT:
Rescue-111 and Ambulance-111. (Consider contacting dispatch and requesting Mesa County Search and Rescue for situations beyond your skill level).

RAIL ASSIGNMENT:
Ambulance-111, Rescue-111, Engine-111. (Consider calling for mutual aid.)

STAGE ASSIGNMENT:
Stage assignment is given when there is a perceived hazard at the scene. The nature of the call will determine what vehicles will respond. Pay close attention to radio traffic for assignments and updates.

7. Initially all fire, rescue, and MVA calls (except smoke checks) will be considered as "all hands calls" and therefore all available personnel should check in and prepare to respond. Depending upon the circumstances, the Incident Commander may cancel additional responders or request a second page for additional manpower.

8. All members operating the Department apparatus shall be at least 21 years of age, unless accompanied by a member over the age of 21 years, or have a valid CDL class "B" license with air brake certification AND approved by the Chief. No one under age 18 may operate a Department vehicle for any reason.

9. All emergency personnel responding in their private vehicles should park a reasonable distance away from the emergency scene so they do not congest the area of emergency operations and preserve the scene. They should also park in such a manner that will allow responding apparatus access to and from the scene.

   It has been requested by the State Patrol that emergency responders park their vehicles all on the same side of the street to prevent a "bottleneck" hazard for moving traffic.

10. When arriving on scene, conduct a good scene size-up. Establish incident command. Call dispatch and report "on scene". Example; "Dispatch, Rescue 111 on Scene". Be aware of any hazards, safety considerations or problems that may affect the situation. Consider additional resources such as Grand Junction Fire, Care Flight, extrication, additional equipment, more personnel, law enforcement, haz-mat, etc.

11. When arriving on fire apparatus, all members will immediately don SCBA equipment (it is not necessary to put on the mask until given an assignment) and report to the Incident Commander. Give PASS tag to IC on arrival. SCBA masks may be carried until needed. All other arriving personnel will also don SCBA except for engineers. Personnel riding in "jump seats" should don SCBA while en route to the scene. Be ready for duty when you get off the vehicle!

12. The first arriving unit may keep or pass command to the next incoming unit. Incident Command may be assumed at any scene by the senior Officer, but must be communicated to the rest of the team in person or by radio transmission. All team members should switch to LEFPD channel. The Incident Commander will monitor the "Fire A" and the Lands End Channels. Any communication with dispatch (other than normal apparatus communication) or law enforcement will be by the Incident Commander. On all scenes, the Incident Commander is the final authority and his orders and directions will be followed. Any Safety issues will be brought to the attention of the Safety Officer and Incident Commander. Any questions, changes, ideas, or problems will be reported to the Incident Commander. When a conflict of interest or decisions exists among members or Officers, the Incident Commander's decision is final and will be followed.

    If there is an Officer on scene, he or she will be the "Incident Commander" and is responsible for the entire scene. However, as there is a difference between "Incident Command" and patient care, this does not necessarily mean that the Officer will be making medical or patient care decisions on EMS calls. As always, the most qualified personnel (Officer or not!) on scene will make these decisions.

13. When placing apparatus during night time operations, turn off headlights reducing blinding oncoming traffic. This will also make firefighters more visible to all traffic. Always use a "spotter" when backing any apparatus.

14. Pumping apparatus should be placed close enough to the incident to be effective, but far enough away to be safe from heat and flame. Consider the location of the engineer panel when placing apparatus. Pre-connect attack lines are 150' in length. Always be aware of power line hazards. Do not park directly under power lines. Watch for the safety of all fire ground personnel and the general public.

15. On medical calls, the Incident Commander will be in charge of scene operations, and the senior EMS person will be responsible for patient care. In some cases, the Incident Commander will also be the senior EMS person on scene. When this happens, the EMS member will be Incident Command until such time as patient care is needed. At that time, scene command will be passed and the former Incident Commander will assume the role of "EMS Supervisor". The EMS Supervisor will be in charge of all aspects of patient care. PATIENT CARE WILL RECEIVE TOP PRIORITY on all calls. The EMS supervisor on scene may ask the Incident Commander for any help, assistance, or additional resources. Anyone who is asked to assist will comply without hesitation.

16. For reasons of safety for either fire personnel or the general public, it may be appropriate to totally close the road on which emergency operations are taking place. Please consider all factors when contemplating this, but do not hesitate to do so if you deem the traffic is unsafe for operations.

17. On occasion a vehicle will be "out of service". When this happens, an e-mail will be sent to the entire department for informational purposes. In addition, the vehicle will have an "out of service" sign placed in the cab of the vehicle in plain view of the driver. DO NOT respond to a scene in an "out of service" vehicle.

18. Anyone receiving 3 complaints about their driving of either the fire apparatus or their personal vehicle, to or from an emergency scene, will appear before the Chief and Officers for possible disciplinary action or dismissal. The first complaint will entail a verbal reprimand from the Chief. The second complaint will entail a written reprimand from the Chief. The third complaint will be an appearance before the Officers. Three complaints are counted within a one year period. The one year period to begin on the date of the first complaint.

CHAPTER 7

GENERAL OPERATIONS AND SAFETY

The safety of Firefighters/EMS crews responding to, and while on scene of, emergency operations is a major reason why personnel need to be well informed of all aspects of Department Standard Operating Procedures and Safety Guidelines. Understanding why different fire/emergency ground activities are performed a certain way usually comes from experience and training knowledge. This has proven to be an effective resource in ways to accomplish the job at hand. Improvements and new ideas are encouraged and anticipated but, unless everyone involved is aware of what is taking place, and why, it will probably be deemed an unsafe practice.

The ultimate goal of the Department is the containment, control, and restoration of the emergency scene back to a safe environment. This task needs to be accomplished as safely and as quickly as possible, with safety being foremost in everyone's actions. The intent of Standard Operation Procedures is to minimize emergency scene confusion and congestion, and to insure that this is accomplished in a safe and systematic manner. The following topics are a few safety factors which need to be addressed.

1. TACTICAL POSITIONING

Positioning of operating crews can severally affect the safety or survival of such crews. Personnel must use caution when placed in the following positions:

a. Above the fire. (Floors, attics, roofs, etc.)
b. Where fire can move in behind you.
c. Where sectors cannot control position/retreat.
d. When combing interior and exterior attacks.
e. (Offensive vs. defensive)
f. With limited access. (one way in and/or out)
g. Operating under involved ceilings or roofs.
h. In areas containing hazardous materials or flammable liquids.
i. Below ground fires. (Basements, etc.)
j. In areas where back draft potential exists.

2. DEFENSE

When operating in a defensive mode, operating positions should be far from the involved area as possible while still remaining effective. The intent is for personnel to utilize safe positioning where possible. To safeguard against sudden hazardous developments such as backdraft, structure collapse, etc.

3. OFFENSE

When operating in an offensive mode, be aggressively offensive. An effective, coordinated interior attack which includes ventilation and a primary search, operating quickly towards knocking down the fire will usually eliminate most safety problems. Always keep thinking, always stay calm, and always expect the unexpected. Interior attacks should be fought from the least towards the most involved part of the structure so as to push smoke and fire back towards the involved portion of the structure. All interior operations will be conducted within the following guidelines.

a. At least two firefighters will make entry.
b. At least two firefighters will be RIT.
c. RIT will stay at the point of entry.
d. No team will make entry without a radio.
e. Entry teams will have hand tools with them.
f. If one members leaves, both leave.
g. Teams will exit if low air alarms sound.
h. Teams will exit on IC's command.

4. LADDERS

When laddering a roof, the ladder selected should be one which will extend 2 to 3 feet above the roof line. This shall be done in an effort to provide personnel operating on a roof with a visible means of egress. A secondary ladder should always be utilized in case one or the other means of egress becomes blocked. If possible, when laddering a building under fire conditions, placement of the ladders should be near the building corners where the structure will generally be more stable. Avoid laddering over doors and windows. Once safely on the roof, always test the roof for support (sounding out the roof). If the roof is unstable and you cannot safely accomplish ventilation, get off the structure as quickly as possible. Always inform command when a task has been completed or conditions are unsafe for completion. COMMUNICATE WITH THE INCIDENT COMMANDER!

5. SECTORS

a. The scene or area of operation will be broken down into sectors. These sectors will be referred to as the, **b**, **c** and **d** sides. The **a** side will be the command side and will be designated by the IC. Each of the following sides will be labeled, going in a clock wise rotation around the scene.

b. Full protective clothing has been provided and should be worn by all firefighters on the fire ground or otherwise involved in emergency operations until the scene has been stabilized, the fire has been contained, those involved in overhaul operations, or command has been given the okay to "Bunker down". This includes the use of SCBA with PASS device in the "ON" position. Protective clothing is as follows:

(1) Fire ground (structures, vehicles)

(2) Department issued turnout coat, pants, helmet, boots, gloves, Nomex hood. SCBA'S should be worn by all personnel who might be exposed to a contaminated atmosphere. (just about everyone)
(3) Safety
(4) Staging
(5) Triage/treatment
(6) Transportation
(7) Air support (filling air bottles etc.)
(8) Search and rescue
(9) Salvage and overhaul

6. PROTECTIVE CLOTHING

a. Full protective clothing has been provided and should be worn by all firefighters on the fire ground or otherwise involved in overhaul operations, or command has given the okay to "bunker down". This includes the use of SCBA with PASS device in the "ON" position. Protective clothing is as follows:

(1) Fire ground (structures, vehicles)
(2) Department issued turnout coat, pants, helmet, boots, gloves, Nomex hood. SCBA'S should be worn by all personnel who might be exposed to a contaminated atmosphere. (just about everyone)

b. Weed, Brush, Special duty:

(1) Department issued Nomex shirt.
(2) Cotton pants. Wild land B.D.U.
(3) Boots, 8" high, no steel toes.

c. Auto Accidents:

(1) During extrication the minimum required should be eye goggles, leather gloves, and helmet. All department issued turnout gear is acceptable.
(2) Safety vests.

d. Patient Contact:

(1) Exam gloves should be worn for all patient contacts. This is for the patient's protection as well as yours.
(2) If large amounts of body fluids are present, consider goggles, gowns, masks, and gloves.
(3) Exposure Control Plan closely (Chapters 28) and follow the standards set forth.

****** Anytime personnel may be in or near a highway or other traffic area, ANSI approved safety vests or turnout coats will be worn. Do not be afraid to close off a street or highway if command deems it unsafe for emergency operations.**

e. If any firefighter is engaged in firefighting, or in extrication using hand or power tools, or exposed to broken glass or jagged metal, full protective clothing will be worn.

(1) At no time shall gear be donned while an apparatus is in motion.
(2) Protective clothing shall be worn at all times that a hazard exists, or has the potential to exist.
(3) While training, the proper personal protective clothing for the training scenario will be worn.
(4) When protective clothing is required, it shall be worn in the proper and correct manner.
(5) Helmets, if required, shall be worn with the chin strap under the chin, securing it to the head properly.

f. Helmet face shield or NFPA goggles shall be utilized at any time the need for eye protection is necessary.

g. Gloves shall be worn any time a piece of firefighting equipment is being handled. Leather shelled gloves with woolen liners may be worn when weather dictates, but only for exterior firefighter situations where they will not be exposed to heat, sharp objects, or hazardous materials.

h. If a deficiency or damage is noted in any component of protective clothing, it shall be reported to the Chief or Safety Officer as soon as possible, and taken out of service if necessary.

i. If there is any blood or body fluids contamination to bunker gear, the gear should be removed at the scene and "red-bagged". This bunker gear shall be checked over by the Chief, Safety Officer, or Infectious Control Officer and handled appropriately.

j. Exceptions:

(1) The incident commander may use his discretion in order to regulate the use of protective clothing where exceptions appear necessary (extreme weather, time, duration, etc.)
(2) When arriving on scene without bunker gear, personnel shall report to staging. (some spare bunker gear is carried on most apparatus) If no bunker gear is available that fits an individual, the individual will put on an orange vest and wait to be assigned. These personnel shall be utilized for non-hazardous duties such as gathering information, photography of scene, filling out reports, Rehabilitation, or air tank changes etc.
(3) When performing duties after the hazards have been eliminated, or fire has been suppressed, command may allow personnel to remove bunker gear. Gloves shall be worn when handling firefighting equipment, and vests if there are any traffic hazards.

7. *Please see addendum A for addition to this section.*

7. PERSONNEL ACCOUNTIBILITY REPORTING (PAR SYSTEM)

- Each operational member of the department will have five nametags with their last name and Lands End number on it.
- Probationary members will have a red square on the right side of their tag.
- Each Lands End apparatus will have a "passport" in the passenger compartment along with one tag from each member. Tags will be placed on a Velcro strip, located near the passport.
- Engine-111 will have a command board located in the passenger compartment.
- Members will place their nametag on the passport in the apparatus they are assigned.
- Members arriving on scene in the POV's will remove their name tag from the apparatus they have been assigned and give it to the IC (Incident Commander).
- Passports will be removed and given to the IC when arriving on scene.
- The IC or designee will place each passport on the command board.
- The IC or designee will monitor and make changes to the command board at all times.
- PAR checks will be conducted at twenty minute intervals by the IC or dispatch.
- When possible, operational personnel will operate in teams of two.
- Members will be responsible for removing and placing their nametags back on the Velcro strip after the close of an incident.

CHAPTER 8

EMERGENCY OPERATIONS AT A STRUCTURE FIRE

The first engine on the scene should begin attacking the fire.

The second arriving engine or truck should locate the nearest water supply and prepare to deliver the first on scene engine with an appropriate water supply. The second truck to arrive may be the water tender. If this is the case and no water supply is close, the tender will deploy the portable water tank, fill it, and make a run to the nearest water supply to refill the tender. It then returns to the scene and continues to supply the portable tank as many times as necessary.

Before laying a supply line, it should be confirmed through the Incident Commander, the amount and size of supply that is needed, or if a supply line is needed at all.

All commercial structures in the Lands End Fire Protection District will have preplans which contain floor plans, hazards, etc. which are relative to that structure. These preplans will be in a preplan book in the cab of each apparatus. In case of fire in a commercial structure, consult the preplan book.

A major concern at the scene of a structure fire is the potential for structure collapse. Every year across the country numerous firefighters are killed or injured due to structure collapse. When fighting fire in a structure, the following recommendations should be considered:

1. If only the contents are involved, an aggressive interior attack is appropriate.
2. If a large amount of the trusses may be, or are involved, remove all personnel from the structure and secure a safety collapse zone. (At least the height of the structure.) This fire scene now becomes a defensive action.
3. Look for heavy smoke from the roof area and light to moderate smoke from the interior.
4. Be extremely cautious of smoke and no fire. Fire may have possession of the truss void. (attic space) It is possible to have a well involved attic fire with little or no smoke showing. <u>SOUND THE ROOF!!!!!!!</u>
5. Fire entering a truss void can spread rapidly involving the entire structure in a very short time frame.
6. If the fire is so severe that roof ventilation is required prior to the first interior attack, the structure is probably not safe enough for vertical ventilation. Extreme caution should be used at all times when any sector is operating on the roof. <u>SOUND THE ROOF!!!!!</u>
7. Random pulling of ceiling tiles on a suspended ceiling can cause the fire to “blow” causing the suspended ceiling to collapse, entrapping firefighters.
8. Use sufficient water to reach the trusses and darken the fire. If darkening is not accomplished in a short amount of time, withdrawal from the structure would be strongly recommended. Collapse of ceilings, roofs, and structures often happen quickly and without warning. It is imperative that all sectors have communications with command. If an order to “Evacuate the Structure” is given, all sectors MUST confirm and comply immediately. NO EXCEPTIONS!!

9. If a roof sector reports a worsening condition and conversion has not been noticed, an immediate evacuation of the entire structure will commence. An order to evacuate may be given via radio or by long blasts of apparatus air horns. All sector Officers should account for personnel in their charge and confirm to command that all personnel are safe or not safe.
10. Recognizing the possibility that at any incident in which the fire department responds, the incident might become so hazardous that firefighters are in extreme imminent danger. A withdrawal from the incident must be done.
    a. The following signal - a one minute continuous wails of a siren, and / or a one minute blast from the air horn will be sounded.
    b. At either of the above alarms, all firefighters on the scene will exit the incident and report to the command center.
    c. At this time, a check of all firefighters will be made to ascertain that everyone is accounted.
    d. The incident commander will determine at this time how the incident will be addressed.
    e. In the event someone is not accounted for, an immediate attempt will be made to determine his location.

All personnel should report back to the station after they have been released from the scene by an Officer. EVERYONE should assist in reloading, cleaning, and assuring that the apparatus is ready for another response. If you cannot report to the station, you must have authorization from an Officer to allow your absence. Firefighting is a team effort before, during, and after an incident. This will also assist command in the accountability of all personnel so this department can insure that no one has been left injured or dead on the fire ground. Watch out for everyone involved. If you have seen someone on the fire ground and are concerned about his or her whereabouts or safety, report immediately to an Officer so a search can be initiated.

RIT AND MAYDAY OPERATIONS

This procedure increases firefighter's safety at emergency incidents by providing for firefighter rescue at the outset of an event before a team enters an unknown atmosphere, potential or actual IDLH. The objective of a RIT crew is to have a fully equipped rescue team on scene, in a ready state, to immediately effect rescue of trapped, injured or lost firefighters.

Definitions:

RIT Rapid Intervention Team
IDLH Immediate Danger to Life and Health
PAR Personnel Accountability Report
"Working" Structure Fires: A fire inside of buildings that are enclosed. Structures which are involved beyond the incipient stage.

This procedure applies to all Lands End fire personnel assigned to emergency operations.

Required use of RIT: This procedure shall be implemented at all working structure fires beyond the incipient stage and other incidents where fire department members are subject to

hazards that would be immediately dangerous to life and/or health, in the event of an equipment failure, or sudden change of conditions or mishap.

Examples of special hazards include, but are not limited to:

Offensive fire operations
Hazard materials incident (IDLH or unknown atmosphere)
Any other incident having significant IDLH risk.

Implementation: RIT will be established upon declaration of a working fire where interior operations may be possible. At that time, a second engine will be requested from Grand Junction to assist with fire operations. In all cases, the RIT team must maintain the ability to rapidly deploy. The team must be able to react immediately to sudden emergency events at the incident. The RIT crew must take RIT equipment to the appropriate stand-by position. RIT members should assess the need for other access points to provide for egress, rescue and ventilation.

Commitment to rescue: Upon report of lost or trapped firefighter, Command should deploy the RIT team to the last known location of the lost or trapped firefighter(s). The appropriate RIT equipment should be taken. Fire ground communication will then be dedicated to rescue related information only. RIT members can be used for any appropriate assignments after all crews are out of danger, PAR has been obtained, and an IDLH atmosphere no longer exists.

Lands End Fire uses the acronym LUNAR when calling for a mayday. If a firefighter becomes injured, trapped or is in imminent danger, they are to call a mayday. Mayday is called by using a portable radio and calling out “mayday mayday mayday” on the operations channel that is being used. All other radio traffic is to stop and the only people using that channel should be the firefighter that called the mayday and the IC. After calling the mayday, the firefighter should give the following information.
Location or perceived location.
Unit or vehicle assignment.
Nature of emergency, or problem you are having.
Assignment or what you were doing at the time – i.e. primary search, fire attack, ventilation and so on.
Resources or what you need – i.e. air, tools and if you are able to self-rescue.

CHAPTER 9

TACTICAL GUIDELINES AT A STRUCTURAL FIRE

1. Fire Ground factors offer a standard list of basic items that command must consider in the evaluation of tactical situations. This list should provide command a check list of the basic items that are involved in size-up, decision making, initial action and revisions of plans on the fire ground. An effective command Officer can only deal with a limited number of factors of any kind, in a given time, on the fire ground. This is known as the "Span of Control".

2. Within the framework of that limitation, the identification of CRITICAL FACTORS is extremely important. All factors are not critical in any one tactical situation. The list of factors offers a framework for this process.

3. Many times operations begin before adequate considerations of the critical fire ground factors are reviewed.

4. Size-up is a conscious process involving the very rapid but deliberate consideration of the critical factors and development of a rational plan of attack based on these conditions.

5. Attack is many times an instinctive, action oriented process that involves taking the shortest and quickest route directly to the fire. Action feels good in the fire ground situation, while thinking delays action.

6. Beware of non-thinking attack situations and non-thinking attackers. Some critical factors to be aware of are listed below.
    a. Life hazards: Number of occupants, location of the occupants in relation to the fire, type of occupants, and commitment required for search and rescue. (manpower, equipment etc.)
    b. Occupancy: Type of occupancy, fire load based on the time of day occupancy. Is building vacant, occupied, under construction, etc. Is it morning, mid-day, middle of the night etc.?
    c. Fire: Size of fire, extent of involvement, location and stage of fire, type of materials involved, etc.
    d. Building: Size of building, roof type, age and condition, value of structure.
    e. Exposures: If building is heavily involved, decide where you can stop it. Do not chase the fire and push it to another exposure.
    f. Rescue operations are a top priority at an emergency scene. Time is a critical factor and a primary search must be accomplished as soon and as safely as possible. A primary search means an interior crew has quickly and thoroughly searched all areas of the affected structure and verified the removal and / or safety of all occupants. When this procedure has been completed an "ALL CLEAR, VICTIMS FOUND-REMOVAL IN PROGRESS" or NEED ASSISTANCE" should be conveyed to command. A secondary search means that crews have thoroughly searched the interior after initial attacks and ventilation has been

completed. Thoroughness, rather than time is the critical factor in the secondary search.

7. The stage of the fire becomes a critical factor that affects the rescue process. In a minor fire that does not pose a serious threat to life, a rapid primary search can proceed very easily and safely. If a heavy smoke and / or fire condition exists, efforts must be extended simultaneously with fire attack and ventilation activities. Primary searches must always be conducted, followed by a secondary search. Remember, vacant structures are not always vacant.

8. It is very important that all firefighters on the scene of a working fire know which mode of action the fire is being attacked. For our purposes there are probably just two modes of action to be familiar with, offensive or defensive.

9. An offensive mode is one that indicates an aggressive interior attack with support activities.

10. A defensive mode is one in which dictates protection of surrounding structures and exposures and holds the fire to the structure of origin. This would be a fire in which it has consumed enough of the structural members as to be deemed unsafe for entry.

11. When an interior attack or search team enters a hazardous atmosphere, a backup RIT (Rapid Intervention Team) with charged line and SCBA should be put in place as soon as possible. This team should consist of at least (2) members.

12. It is imperative to never involve both modes of operation at the same time.

13. Fire stream management choice is dictated by the amount of fire you have to contend with. To make it simple, fight big fire with big water, and little fires with little water.

14. Do not continue to drench or drown a structure with water once knockdown has been accomplished or you are sure conversion has taken place.

15. Do not upset the thermal balance. Let steam do its job.

CHAPTER 10

COMMAND GUIDELINES/INCIDENT COMMAND

1. **Establish Command** – FIRST PERSON TO ARRIVE WILL ESTABLISH COMMAND UNLESS PASSED TO THE NEXT UNIT. ONCE THE ON-CALL IC ARRIVES ON SCENE, PERMENANT COMMAND WILL BE DECIDED. THE IC WILL BE IDENTIFIED BY A GREEN REFLECTIVE VEST.

2. **Size Up the Situation** -Give an initial size up as you arrive on scene (on LEFPD channel). After investigation, give an updated summary of what you have and what actions or additional resources are needed. Size up should include complete inspection of the scene. (WALK AROUND THE INCIDENT)

3. **Life Safety** - Our first priority is the safety of human life. This being occupants, bystanders, and emergency responders.

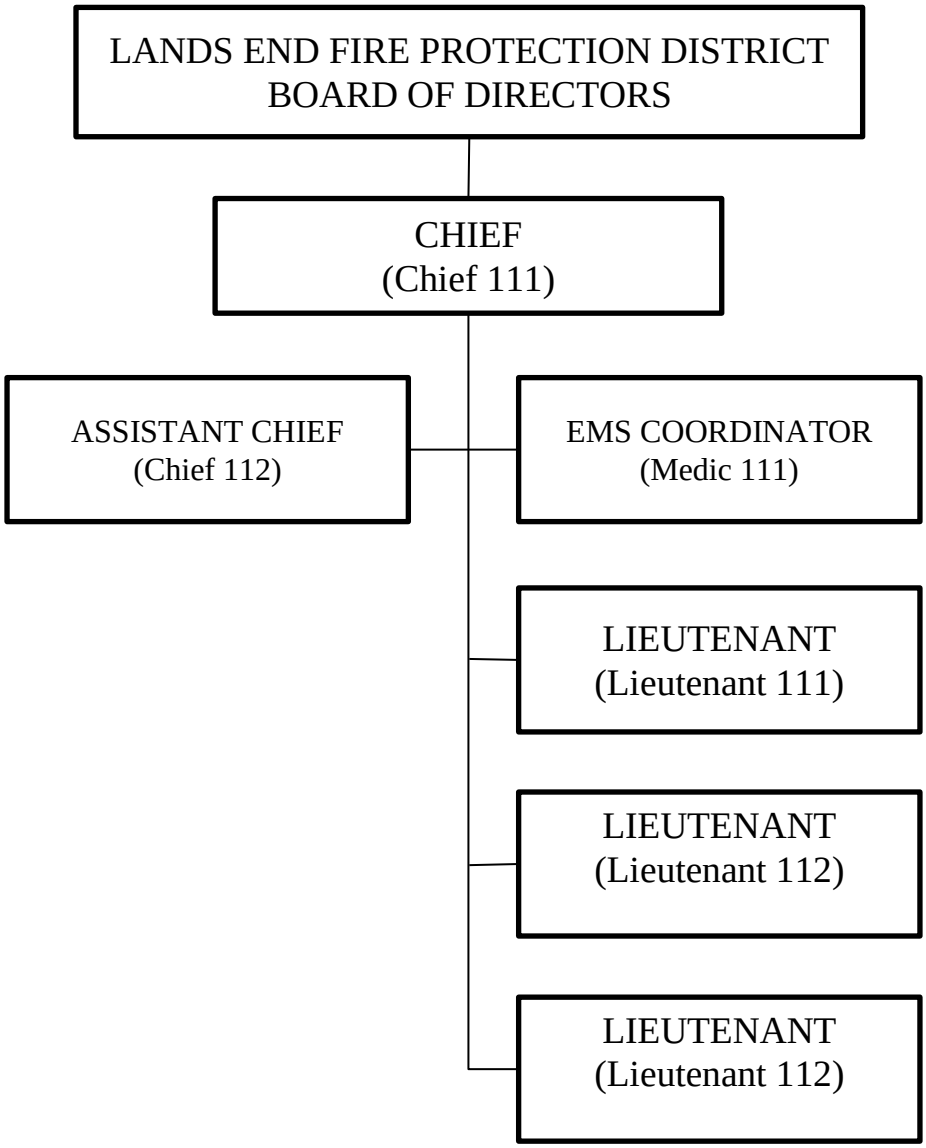
4. **Incident Stabilization** - Assignment of resources

    a. Fire Operations-Water supply: stations, ponds, ditches, tanks, etc.
    b. Rescue Operations - extrication, transport, treatment, etc.
    c. Communications - Select appropriate tactical channel.
    Every sector on the scene must have communication with command concerning the following:
        (1) Safety Officer Assignment – Scene Safety
        (2) Utilities off? Propane, gas, electric, water etc.
        (3) Traffic control
        (4) Appropriate safety clothing, equipment.
        (5) Recognition of potential hazardous situations as they may develop, i.e. roof collapse, etc.
        (6) Pictures / videos of scene and bystanders.
    d. Suppression tactics
        (1) Primary search?
        (2) Offensive / defensive attack?
        (3) Attack crews and sectors
        (4) Ventilation; horizontal / vertical? Positive / negative?
        (5) Secondary search?
    e. Staging - call for mutual aid if needed.
    f. Triage - if needed.
    g. Transportation - if needed.
    h. Air supply- Lights, other support services?
    i. Investigation - Cause and origin.

5. **Property Conservation**

a. Salvage and overhaul should be an ongoing function. Do not use any more water than is necessary. Do not be the cause of destroyed property. Use salvage covers to protect personal property.

FLOW CHART
LANDS END FIRE DEPARTMENT
JANUARY 2012



CHAPTER 11

LANDS END SCENE OPERATIONS

1. The Incident Commander will be responsible for personnel accountability reports (PAR) and any updates to dispatch. Examples of updates should include: "patient extricated from vehicle", "vehicle fully engulfed", "fire knocked down", "fire out", "starting mop up", etc. If at any time on any scene it is determined necessary to withdraw to a safe area, the Incident Commander will sound a long continuous blast on a horn for at least 20 seconds. At that time ALL members should stop what they are doing and retreat to a safe area. This will usually be to the re-hab and recovery area. The re-hab and recovery area will be designated by the Safety Officer immediately upon arriving on scene. The area will include, at a minimum, a tarp spread out on the ground at a safe and protected distance from the fire ground, replacement air bottles and a member designated to assist in changing of air bottles, re-hydration (water, soda, other drinks), and snacks if available. An O2 station with nasal cannulas and non-re-breathers should be set up and available for those who need it. The Ambulance should be used as a platform for re-hab and recovery, especially in inclement weather. On small motor vehicle fires consider the use of an extinguisher. This is a much faster method of extinguishing the fire if it is not too involved. Always have another fire fighter deploy and charge a 1 ¾" pre-connect in case it is needed. Consider the use of foam. All personnel except the engineer and Incident Commander will don SCBA on motor vehicle fires.

2. On structure fires the first arriving unit should set up upwind from the fire if possible, but close enough to start an interior attack if required. Plan where you will put the portable drop tank before the water tender arrives. Uphill from your location works best, on a level area. If the area is not level, make sure you get the drain spout on the downhill side of the slope. Try to locate a big enough area where two engines could get in and set up drafting operations from the portable tank. There should be ample enough space for the water tender to drop the tank, turn around and make additional trips back for more water. Keep the area as "open" as possible.

3. The Safety officer will monitor all personnel actively working on the scene. Anyone, who, in his opinion, is fatigued or otherwise not able to continue SAFELY with their duties, will be replaced with "fresh" personnel. These changes of personnel will be coordinated with the Incident Commander. If after a period of rehab a member feels they are ready for duty again, they MUST be cleared by the safety officer before returning to fire ground duty.

4. On occasions the media will be present at the station or on a scene. It is important to remember that the media can be a valuable tool in fostering good relations between the community and LEFPD They will be treated fairly and with respect by this department and, with the Incident Commander's approval, will be allowed on scene. There are some issues that must be considered when dealing with the media.

5. Department members will not actively seek out the media to discuss Department or personnel issues. If approached by the media, it is acceptable to answer questions of a

general nature about the department. Any questions or information of a sensitive nature or involving private personnel information, patient information etc., should not be answered and the media person should be directed to an Officer of the Department. If you are not sure, or are uneasy with what to release concerning information, DO NOT release it! For their own safety the media (along with bystanders), are kept at a safe distance when on a scene, or if interacting with the Department at any training session. They are NOT to interfere with any duties of personnel working at a scene or at training. The Incident Commander may act as P.I.O. (public information officer), or may designate this duty. It is preferred that the P.I.O. be a Department Officer. The Safety officer will, if necessary, "rope" off an area to keep bystanders and the media back and out of harm's way. Individuals will be instructed to stay behind the designated area. Anyone failing to follow these instructions will be told to leave the area. Should they fail to comply, law enforcement will be contacted to expedite their removal.

6. When time permits, the Incident Commander or a designee will contact the homeowner or renter of a fire call, the driver of an MVA, or the patient or other responsible party on scene and the appropriate forms completed. On fire calls a "Fire Incident Report" will be completed for each incident. These forms are located in each vehicle. The Incident Commander will place these completed forms in the Chief's in-box. For EMS calls, the trip reports along with any other required reports will be completed and placed in the EMS Coordinators in-box. After review, all reports and completed forms will be filed in the station filing system.

7. Before clearing the scene, the Incident Commander will do a final "PAR" check and ensure all equipment used on scene is returned to the proper place, any trash is cleaned up. Members on scene will be instructed to return to the station for clean-up. Unless released on scene by the Incident Commander, ALL members will report back to the station for clean-up and re-stocking of vehicles. When scene operations are completed, the Incident Commander will notify dispatch and "clear the scene" and report "available". On medical calls the ambulance will be re-stocked as soon as returning to the station. If supplies are not available at the station, the Incident Commander will immediately be informed and the situation resolved as soon as possible. Equipment and hose will be cleaned as needed and loaded back on the vehicles. Newer hose (yellow) can be drained and loaded while still damp. All other hose needs to be laid out and dried before re-loading. Any SCBA tanks used will be put in the office to be filled and replacement tanks, if available, put on vehicles as needed. Empty bottles will be filled as soon as possible. All water tanks will be "topped off", fire extinguishers that were discharged will be removed from the vehicle and a replacement, if available, put on the vehicle. Empty extinguishers will be put in the office and re-filled as soon as possible. If a vehicle's fuel level is less than ½ tank full, they will be fueled.

8. When the Incident Commander is confident all vehicles are ready for service, he may dismiss individuals from duty.

CHAPTER 12

CRITICAL INCIDENT STRESS DEBRIEFING & MANAGEMENT

1. Any incident meeting one of the five (5) criteria listed below shall be reviewed during a critical incident stress debriefing (CISD).
    a. Major disasters
    b. Multiple casualty incidents
    c. Line-of-duty death or suicide of a district member
    d. Death of a child resulting from violence, neglect, or any other condition which may have a lasting effect on personnel.
    e. Any incident or situation that the incident commander feels may require CISD intervention.

2. Each CISD shall be automatically scheduled for all members present during the incident. Members present during the incident will be expected to attend the CISD. Members not present for the initial incident will not be allowed to attend the CISD.

3. A separate review of the incident will be held for all active members of the department during regularly scheduled training.

4. The debriefing should conduct a basic review of the conditions present, the actions taken, and the effects of those conditions and actions on the safety and health of members.

5. Any incident involving injury or death to a Team Member shall be investigated by an established safety committee and/or other agencies as deemed appropriate and/or required.

6. The debriefing should identify any action necessary to change or update any safety and health program elements that would improve the welfare and safety of the members.

7. CISD meetings should be documented and kept on file, or in the records of, the Chief's Assistant.

8. The debriefing should include an action plan for any needed changes, including a date by which the action plan should be completed.

9. If any member feels that the initial team CISD meeting did not meet their mental health or emotional well-being needs, that person may request a Critical Incident Stress Debriefing (CISD) team be made available. This request should be made to the EMS Coordinator. The EMS Coordinator will request the CISD team through any member of the board.

10. If any member should require mental health counseling following a CISD as defined in the above five (5) criteria, that member can approach any officer with whom they feel

comfortable and request additional counseling without fear of retribution or public disclosure. That officer will be responsible for arranging counseling and payment.

11. Each member is allowed no more than 3 visits per critical incident, not to exceed 6 visits per calendar year, except with explicit board approval.

CHAPTER 13

STATION OPERATIONS

1. All LEFPD members are responsible for the cleanliness and safety of YOUR building.

2. All members of LEFPD will keep a complete set of bunker gear at the station. Some individuals will have 2 sets of bunker issued, and may keep the 2nd set in a P.O.V. or at home. "Wild land" gear may be kept at the station or at home, but should be worn to a brush or weed fire. Anyone responding on a call from the station WILL have the appropriate protective clothing, bunkers, gloves, helmet, boots, etc. If responding to the scene in a P.O.V., obtain the required clothing from a department vehicle. All Officers on a scene are responsible to ensure members are wearing the correct protective clothing. Any person not in the correct clothing may be relegated to a "non-essential" task in a safe area. A minimum of 2 sets of complete bunker gear will be kept on each vehicle, and 2 sets of wild-land gear kept on the brush truck. When using the "TNT" equipment or ANY powered saws, striking or cutting equipment, eye protection, gloves and a helmet will be worn.

3. When at the station, all doors to the training room will be kept closed at all times to prevent dirt, dust from coming in and keep diesel fumes out.

4. All windows of vehicles parked in the bay area should be rolled up to keep out dust and dirt. All LEFPD vehicles will have a medical bag stocked as deemed appropriate by the EMS Coordinator. When starting a vehicle in the shop area, ALWAYS have the bay door open.

5. Air conditioning should be turned off when no one is in the building. Heating of the bay area in the winter will be kept at 45 degrees. The office and training rooms will be kept at 50 degrees. Under normal conditions, even in the winter time, the heat from the bay area will keep sufficient heat in the training room area. This being the case, TURN OFF the heating system in the training room only when departing the station. Make sure the bay thermostats are set on 45 degrees. Lights will be turned off when not in use. The motion detector light switch by the front door is to remain on at all times.

6. The diesel storage tank will be checked twice a month for fuel level, leaks, and any tampering. If low on fuel, the Chief will be notified and the tank filled if funding permits.

7. Do not release personnel information to anyone outside the department. This includes phone number, address etc. Refer all inquiries to one of the officers. A "phone" list with addresses and LEFPD numbers will be issued to each member for official department use.

8. Once a year LEFPD Officers will conduct a "personal equipment inventory" of each member. Equipment will be checked for cleanliness, serviceability and overall condition. Serial numbers of radios pagers, etc., will be verified. Damaged equipment will be considered for replacement. Lost or missing equipment will be noted and steps taken to determine where the gear is located and what happened to it. Individuals will have 2 weeks to produce the missing items. If at that time the items are not accounted for, the Officers

will meet and discuss whether the individual should be held responsible for replacing the missing items.

9. Once a year LEFPD members will conduct a station, vehicle, and equipment inventory. Defects, problems, or shortcomings will be noted and taken care of as soon as possible. Building areas to be inspected and inventoried are: storage areas, attic, bay area, fuel and water tanks, the building itself (paint, cracks in walls, foundation, ceiling, air tank and piping, windows, doors, weather seals, lights, hot water heater, furnace/air conditioning etc.)

10. LEFPD will maintain a map, listing all water resources, location of hydrants, fill stations, ponds, river access points, etc. A large map will be located in the station and a smaller copy maintained in each LEFPD vehicle.

11. A map will be maintained in the station using "dots" or similar references to pinpoint all locations of Fire and EMS calls. This map will show (using color coding) type of call, type of structure and any other data deemed necessary. This map will be stored at the end of each year and a new map started.

12. Each vehicle will also have an "address book" with current addresses and access information, using easily known reference points, roads, and mile marker locations.

13. All emergency vehicles will have a current copy of the Emergency Response Guide (ERG) for hazardous materials located in the cab of the vehicle.

14. LEFPD vehicles will not be taken off the property without permission from one of the Officers. It is important that emergency vehicles stay located at the station so all members will know where they are and able to access vehicles when paged to an incident. Exceptions may be made by an Officer when equipment needs to go to town for issues such as fuel, maintenance etc. Individuals operating district vehicles out of the district MUST constantly monitor the radio and be prepared to return immediately if needed in the district.

15. At times, LEFPD will allow the department facilities to be used by outside groups or organizations for meetings, voting etc. All requests for use of the station will be directed to the Chief's Assistant. Individuals will sign a release form, releasing the District from any liability issues. This form will also establish that station users are required to provide their own supplies. They will not be allowed to make or receive long distance phone calls on the LEFPD phone system. They will be asked to clean up after themselves, such as dishes, floors, trash and restrooms. Groups using LEFPD facilities will NOT be given any keys to the building. They will be let in by authorized personnel. In some cases, LEFPD may charge a "fee" to organizations for use of the facilities. This fee will be determined by a meeting of the board.

16. LEFPD will have a bulletin board located in the training room area. At a minimum this board will contain notices of future training sessions, board meetings and a list of the Officers with phone numbers, safety information, and any other information approved by the Chief.

CHAPTER 14

COMMUNICATIONS

1. All members will be issued radios and pagers after completion of "basic training". Pagers will be monitored 24 hours a day, 7 days a week unless out of communication range. Radios will be monitored once a page is received. The best way to monitor is to set your radio to "scan" and scan "Fire A" and the Lands End Channel. When transmitting, push the talk button for about 1-1/2 seconds before talking and be sure to hold the button until completely finished speaking. When calling another unit, that unit should be addressed first, i.e. if Lands End One is calling Lands End Ten, "Lands End Ten, Lands End One." If using the Land's End Channel and you cannot recall a units Land's End number it is acceptable to use first names. Remember to act professional on the radio as everyone has a 'scanner", what you say is a reflection of the whole Team.

2. Department owned radios shall not be altered in any way without consent of the Communications Officer. The frequencies that are programmed into Department radios shall not be changed, added to, or deleted from, without the direct consent of the Communications officer.

3. All personnel on scene will monitor Lands End Channel. In addition to the Lands End channel, the Incident Commander will monitor Fire "A" or other channel as directed by dispatch.

4. No "entry" team will enter a structure without at least one radio. The Incident Commander will maintain constant contact with interior teams to insure their safety and to monitor other fire or rescue activity. If radio communication is lost, the Incident Commander may, at his discretion, send in another team to check on the status of the first team. Should radio communications fail or break down the Incident Commander may consider the use of cell phones, land lines, or face to face communication as an option. A "runner" may be designated to deliver communication to others on the scene.

5. LEFPD land line phones and cell phones are for official use only. Except in an emergency, officers are the only ones allowed to make long distance phone calls. All long distance numbers dialed are subject to verification by the Chief or Communications Officer. Any individual using the phone for unofficial long distance calls may be asked to reimburse LEFPD for those calls. No "900" prefix numbers are to be dialed from the LEFPD phone system.

6. The use of District computers, including the e-mail system and the Internet, is to be used only for District business purposes and not for the personal purposes of District's members. E-mail messages are considered to be public records under the Colorado Open records Laws. Accordingly, e-mail messages may be accessible to the public upon request. All computer usage is subject to review by the Officers.
7. Your use of e-mail and other computer systems gives permission to the Chief and Officers to review any of the messages to or from you in the system. Deleting messages from the

computer program does not delete them from the computer's memory, and such deleted messages may be retrieved by management at any time without prior notification. Foul, inappropriate, or offensive messages such as racial, sexual, or religious slurs, are prohibited. No on-line sites will be visited which are pornographic, sexual or immoral in nature. Unsolicited e-mails or information which does not meet "official use" standards as stated above will be referred to the Chief or Communications Officer and such material deleted from the computer. Lands End computers will have an anti-virus program installed and running on all e-mail and all programs. No programs will be installed on department computers without approval of the Communications Officer. Violation of this or any other computer use policy will lead to discipline, up to and including dismissal.

CHAPTER 15

SOCIAL MEDIA

Whether a member chooses to create or participate in a blog, Facebook, or other form of online publishing or discussion, send a letter to the editor, or engage in any other form of public expression of personal opinion (collectively, "public expressions of opinion") is his/her own decision; however the member must be careful not to violate privacy laws or other applicable laws while participating in these public forums. Examples include but are not limited to:

1. The release of personal medical information, or any information that may lead to the identification of a patient.
2. The release of any personal information of team members or other members of the department.
3. Information that may compromise any ongoing fire investigation.
4. Any posting of pictures containing images of EMS or fire scenes.
5. The names of individuals on a scene or individuals contacted during the course of a fire investigation.

Nothing in this section is intended to restrict or limit in any manner whatsoever a member's constitutional or common law right to comment upon matters of public concern, to the extent protected by, and consistent with, applicable law.

CHAPTER 16

VEHICLE FUELING AND MAINTENANCE

1. The Maintenance Officer will be responsible for all maintenance issues with any LEFPD vehicles and any engine, motor-driven generator, saws, tools, pumps, etc. Every member will be responsible for reporting any defects, problems, safety, or maintenance concerns of vehicles or equipment to the Maintenance Officer. Any vehicle or equipment which cannot perform its mission or function will be placed out of service until repaired or replaced. When any vehicle or equipment is removed from service, notification of such will be made to all district members via e-mail. Additionally, "out of service" vehicles will have the keys removed and a sign placed on the driver's door that reads "out of service". The Maintenance Officer or Chief will decide which vehicle is to be the "alternate" vehicle. Equipment which has been removed from service will be tagged "out of service" and be removed from the vehicle. A listing of all vehicles, pumps, saws, or major equipment that is out of service will be posted on the "maintenance white board" located in the training room. Every effort will be made to return vehicles and equipment to service in a timely manner.

2. A logbook will be maintained on each vehicle and major piece of equipment. This logbook will be kept in each vehicle and will include a copy of the motor vehicle registration, a copy of the insurance card, and any inspection sheets. A district map will also be in the logbook.

SERVICE

a. Heavy apparatus such as engines and tenders will receive full service every 12 months or 2500 miles whichever comes first. Such service will consist of a complete lubrication and oil and filter change. Air, fuel, compressor, and transmission filters will be replaced at this time. Oil, coolant, and transmission fluids will be analyzed. These services will be performed by an approved service center.

b. Smaller Apparatus such as brush and rescue vehicles will receive full service every 12 months or 2500 miles whichever comes first. Such service will consist of a complete lubrication and oil and filter change. Air and fuel filters will also be replaced at this time. These services will be performed by an approved service center.

c. Ambulances will receive full service every 6 months or 2500 miles whichever comes first. Such service will consist of a complete lubrication and oil and filter change. Air and fuel filters will also be replaced at this time. These services will be performed by an approved service center.

d. Pumps, generators, and any other small engine driven equipment will receive filters, oil and lubrication service according to the recommendations of the original equipment manufacturer.

INSPECTIONS

a. Heavy Apparatus such as engines and tenders will receive an extensive DOT-type inspection annually. This will be performed by a certified service center.

b. All district vehicles and motor driven equipment will receive a safety inspection every 2 weeks. The safety inspections will be performed by LEFPD members during regularly scheduled training.

c. Once a year each compartment on each vehicle will be inventoried and all equipment inspected for accountability, cleanliness, operability and serviceability. On the spot corrections will be made if possible.

VEHICLE FUELING

a. All LEFPD vehicles will be kept at least ½ full. Diesel vehicles will be fueled from the station fuel tank. There will be no smoking within 500 ft. of the tank. Engines will be turned off when fueling. The key for the diesel tank is available from any Officer. A fuel log is available and must be filled out each time the tank is used. If the tank is empty, members need to get permission from an Officer to go to an authorized fueling location. Return all receipts to the Chief's Assistant (or inbox) for review and filing.

b. Anytime a vehicle is fueled, check ALL fluid levels, transmission fluid, engine oil, power steering fluid, washer fluid, hydraulic fluids, and tire pressure. Also check any gas cans on the vehicle, (be careful as some are labeled as 2-cycle mixtures), saws, generators, etc., and fill these as needed.

CHAPTER 17

MEMBERSHIP COMMITTEE/TESTING OF APPLICANTS

1. Lands End Fire Protection District will strive to recruit dedicated, honest, highly motivated volunteers who are willing to devote a portion of their personal time for the service and betterment of the district and the community. Individuals not willing to commit themselves to the minimum training sessions each month will not be considered for membership. Membership will be limited to 25 active volunteers. Recruitment will occur when deemed appropriate by the membership committee. Exceptions to membership limits may be considered for certain individuals on a case-by-case basis. All exceptions will be reviewed by the membership committee. To be eligible for probationary membership, the following criteria must be met:

   ~~a. Age- 16 years old~~ Age – 18 years old.
   b. Physical- no defects which would interfere with the performance of required duties. Must have a physical examination less than 1-year old. Must submit to pre-membership drug screening. Must pass firefighter challenge agility test.
   c. Background- must submit to criminal background check and acceptable driving records check. The membership committee will review this information. Individuals with any felony conviction cannot be considered for membership.
   d. Education- High school graduate or equivalent (or currently enrolled).
   e. Residence- Reside within LEFPD district boundaries, exceptions may be considered on a case-by-case basis by the membership committee. *(See Addendum B – Please see Out-Of-District policy – Chapter 34)*
   f. Licensure- Valid, unrestricted driver's license required.
   g. Insurance- Proof of current motor vehicle insurance must be provided on request.
   h. Cognitive- Able to pass written and practical examinations at the end of the academy.
   i. Able to obtain and maintain minimum CPR and First Responder certifications upon completion of the academy.
   j. Interview- Pass oral interview and be voted in by membership committee.
   k. Academy- All potential members must attend and pass a LEFPD training academy as scheduled by the membership committee.
   l. Individuals applying for membership must receive and sign a copy of the current LEFPD SOP's and verbalize understanding of the requirements for membership.

2. The membership committee will consist of at least 4 officers of LEFPD ~~and one member of the District board~~. *(See Addendum B. Board member has been removed)* The committee will accept completed packets from applicants. All packets will be completely filled out and verified by Chief's Assistant. After favorable review of all paperwork, applicants will be scheduled for an oral interview with the committee. After completion of the interview process, the committee will meet to discuss the applicant's qualifications and potential for productive membership with LEFPD. A vote will be taken, with a majority vote required for membership in LEFPD. A quorum will consist of at least 3 committee members. Votes will not be recorded. The applicant will be notified of the committee's decision. If the applicant is not selected for membership, the committee, at their discretion, may or may not disclose the

reasons. If selected, the applicant will be scheduled to start the next available LEFPD academy.

CHAPTER 18

RESIGNATION/DISMISSAL/LEAVE OF ABSENCE

1. It will be the policy of this department to afford each individual the opportunity To remain a productive, participating, and safe volunteer.

2. The Chief will have the authority to ask for a member's resignation , to dismiss a Member, or to approve a leave of absence.

3. Members may resign, or may be asked for their resignation. Members asked to resign who fail to do so may be dismissed by the Chief. Members dismissed or resigning may not re-apply for membership until 6 months have passed. At that time a new application will be submitted to the membership committee. The applicant will start over again as a basic or advanced trainee unless waived by the membership committee. Dismissal of members will be done in face-to-face meeting with the individual. At time of dismissal, the individual's equipment and gear issued to him/her by LEFPD will be collected. Individuals refusing to meet with the Chief will be sent a certified letter, return receipt requested, informing them of their dismissal and the reason why. Any member dismissed, takes a leave of absence, or who resigns must turn in all LEFPD gear issued to them. Individuals not turning in equipment immediately will be notified by written correspondence (return receipt requested) and will be given 2 weeks from time of notification to do so. At that time the Chief may, at his discretion, file a theft report with the Mesa County Sheriff's Office. Theft of property from a governmental agency is a felony offense and will not be tolerated in this department.

4. Reasons for termination may include, but is not limited to;
    a. Insubordination
    b. Theft of LEFPD property
    c. Failure to follow or adhere to, rules, policy, directions, orders, regulations, or guidelines.
    d. Failure to maintain training attendance minimums as earlier defined.
    e. Failure to attend at least 30% of calls during any calendar year.
    f. Failure to pass basic or advanced training.
    g. Failure to attain or maintain EMS or Fire fighter certifications, i.e. First responder, EMT, CPR etc.
    h. Personal conflicts with other department members.
    i. Personal conflicts with ANYONE on or off the department, which may cause safety concerns or other problems for the department.
    j. Failure to maintain a valid driver's license or motor vehicle insurance.
    k. Any felony or misdemeanor conviction.
    l. Alcohol or drug abuse.
    m. Serious traffic violations such as excessive speeding, reckless driving, careless driving, DWI or DWAI convictions.

n. Inability to perform EMS or fire fighter duties for any reason.
o. Bad attitude or lack of motivation.
p. Failure to pass LEFPD yearly written test.
q. Failure to pass LEFPD yearly firefighter physical agility challenge.

5. Members who are not making standards for continued membership may, at the Chief's discretion, be placed in a "probationary" status for a period of 30 to 90 days. Individuals placed in this status will be counseled by the Chief concerning their past shortcomings and problems. During this probationary period, the member's performance, attendance, training and overall suitability for continued membership will be evaluated by the Officer Chain of command. Emphasis will be on training, attendance standards, and overall motivation. At the completion of this probationary period the individual may be put back on regular status, or dismissed, as deemed appropriate by the Chief.

6. Individuals who desire a leave of absence from LEFPD must do so in writing, and specify why, and the time frame needed. Members may ask for a leave of absence for any reason. Any leave of absence must be approved by the Chief, in writing, with a copy of the approval placed in the individual's personnel file. A leave of absence may be approved for a time of from 30 days to 180 days. Individuals may request in writing to come back on duty sooner than the original time the leave of absence was approved. Members may not submit for a leave of absence as a way to avoid a pending dismissal. The Chief may however suggest and approve a leave of absence as an alternative to dismissal. At the end of the leave of absence the member must return to duty, request another leave of absence, resign, or be dismissed.

7. Any member who resigns, dismissed or takes a leave of absence will turn in all issued gear in accordance with paragraph 3 above. A letter will be placed in the members personnel file stating reason and date for termination, resignation, or leave of absence.

See Addendum B. The following has been added:

8. Any member who resigned is dismissed or takes a leave of absence will have the opportunity to fill out an Exit Interview Questionnaire and sit in on an interview. Exit Interview questionnaires are available from the command staff.

EXIT INTERVIEW POLICY

Purpose: The purpose of this policy is to support positive relationships and working environments by establishing the process for conducting exit interviews.
Background: Lands End Fire Protection District recognized its personnel as its most valuable resource. The exit interview is an important learning tool to gather facts and information pertaining to service experience. This data can be used to improve recruitment, retention, placement, training practices, and working conditions which, in turn, will help reduce turnover, enhance supervision and identify issues that may have factored into an individual's decision to separate.
Exit interviews can be used as a means to find the causes of controllable turnover. The aim is not to try to persuade the individual from leaving, but to supply useful management

information which will be used to inform the decision making process within the organization. The information obtained from these exit interviews will be used to assist in developing strategies to reduce turnover and to improve recruitment and retention efforts as well as the efficiency and effectiveness of programs and expectations.

Exit interviews will be conducted by at least 3 current members of the department. One member should be a board member and the other two from the remaining volunteers. There cannot be more than two board members present at this meeting. The three exit interviewing members will be chosen by the volunteer who is exiting. The exiting volunteer will pick up to 5 people, in order of preference, in case one or more of the first three choices cannot be scheduled.

This Exit Interview Form was adopted on _____ at the Board of Directors Meeting.

CHAPTER 19

GRIEVANCE COMMITTEE

1. Shall be composed of three (3) Team Members and a fourth person chosen by the individual involved in the grievance. The Committee will be selected by a lottery process. Persons directly involved in an incident or grievance will not be part of the Committee or selection of the Committee except to choose the fourth Committee Member.

2. The Committee will select a chairperson and a secretary.

3. Copies of all minutes and decisions made by this Committee shall be recorded in the personnel file of the Team Member involved.

4. It is the duty of this Committee to arbitrate on matters that could not be resolved through proper channels.

5. All decisions made by this Committee should be made only after all sides have been heard, after objective discussion, and with the Team purpose in mind.

6. In the event that a decision made by this Committee is appealed, and has come to the Board of Directors, all Committee Members shall attend the designated Board Meeting to answer any questions the Board may have. The Board will make recommendations and bring them before the Team. This decision will be final.

7. If a Board Member is part of the incident/grievance, that Board Member will be unavailable to be involved in the selection of the Grievance Committee (except to choose the fourth member of the Grievance Committee) or other disciplinary recommendations. Another Team Member selected by lottery will confer with the remaining Board Members for recommendations or Grievance Committee duties. The Board may choose to select an arbitrator from outside the Team if needed.

CHAPTER 20

OFFICER RESPONSIBILITIES / DUTIES

1. Each Officer of Lands End Fire Protection District has a responsibility and obligation to ensure each member is afforded the best possible training and working environment. Each Officer should promote individual and team motivation, cohesion, and strive to provide safe working conditions.

2. All Officers will maintain a high degree of professionalism and integrity. Team members will look to the officer chain of command for leadership, guidance, training, knowledge, skills, and courage. Officers will be expected to maintain a high degree of proficiency in every aspect of District operations. Officers must know and understand District SOPs. Advanced training, seminars, classes etc. are recommended.

3. All Officers will be held accountable for their commitment and dedication to the future development of the District and its members. Officers will be held to a higher standard in regard to training and attendance.

4. Officers will be responsible for training of probationary and full members. Officers may delegate tasks or subjects to another team member as applicable.

5. Officers will have "specialized" areas of responsibility for training of new members and will also have other duties as assigned by the Chief.

6. It is required that all Officers, at a minimum, obtain EMT-B and Firefighter-1 certifications. These certifications must be obtained within 1 year of appointment to officer position.

7. All Officers will be proficient as Incident Commanders on both Fire and EMS calls. Officers will also be tasked as Public Information Officers (P.I.O.) as needed. Any officer can delegate these tasks as indicated.

8. At times, LEFPD Officers or individuals will be tasked with making purchases for the District. All Officers will carry and use a "tax exempt" certificate when making purchases for the District. If an individual is making a purchase, he or she will be given a copy of the tax exempt certificate.

9. The Chief or his/her delegate will attend the chief's meetings when possible. The EMS Coordinator or his/her delegate will attend the QA/QI meetings when possible.

CHAPTER 21

REQUIRED MEETINGS / TRAINING / TESTING

1. LEFPD members will be required to attend 50% of training sessions and respond to 30% of all calls. Failure to meet these requirements could result in dismissal from LEFPD.

2. The Chief is required to attend the LEFPD board meetings held the 4th Tuesday of each month. In his absence, another Officer may be tasked to attend. That officer will then report to the Chief the information from the District meeting. It is suggested that all officers attend the District meetings if possible.

3. An Officer may be tasked to attend the Chief's meeting which is held monthly at a location to be determined.

4. LEFPD members must take a written and physical test each year. Members not passing will be re-tested after a 2-week period has passed. Individuals not passing the 2nd test will be allowed a 3rd test one month later. Those failing the 3rd test will, at the discretion of the Officers, be put on probationary status and light duty until they have successfully passed the test.

5. All tests, physical and written, will be scheduled well in advance but no less than 30 days prior to allow time for members to prepare.

6. All requirements of the LEFPD will be at the discretion of the membership committee.

CHAPTER 22

AUTOMATIC/MUTUAL AID

1. The LEFPD has a mutual aid agreement with different agencies in the Grand Valley area

2. The mutual aid agreement exists for each Fire Department in Mesa County. When additional resources are needed for fire or EMS calls, contact dispatch with a request for that resource. Dispatch will determine which agency is available to provide the resource. When asked to provide mutual aid to another agency, the IC will make the decision whether to respond or not, and communicate that decision to dispatch. The decision to respond will be based on several factors including:
    a. Distance to the scene.
    b. Time commitment involved.
    c. Available manpower remaining in-district for coverage.
    d. Severity of the incident.
    e. Availability of other departments for aid.

4. In all requests for mutual or automatic aid, a coordinator must be notified immediately. For all coordinators it is important to remember that our primary responsibility is to the taxpayers and citizens of our District.

CHAPTER 23

STATION ADMINISTRATION

1. Personnel Files

    LEFPD maintains personnel files on all volunteers. Reasonable restrictions upon the disclosure of information included in individual volunteer files are necessary to prevent the unwarranted invasion of the individual volunteer's privacy. It is the purpose of the policy to provide guidelines for the review or release of information contained in these files which will protect these rights and assure compliance with applicable laws.
    The LEFPD, at the request of the volunteer, will permit the volunteer to inspect his or her

own personnel file. The volunteer will notify the chief or administrative assistant either in person or by written notice of the request.
Personnel files must be reviewed in the presence of the Chief, Assistant Chief or the Administrative Assistant. There must always be two people present when reviewing a file.
No part of the personnel file may be removed from the office by the volunteer. Notes taken of or photocopies of the file, or portions of the file, may be requested by the volunteer. For extensive copying, the volunteer will need to pay for the photocopies.
If the volunteer disagrees with a document in his or her personnel file, the volunteer may write an explanation or clarification and have it attached to the disputed document. If the volunteer would like a portion of the file removed or corrected, he or she must request the removal or correction in writing with a thorough explanation of the reason. The written explanation will be brought to the Chief or Board of Directors if the Chief is a party to the correction in question. A determination will be made by the Chief or Board of Directors and the volunteer notified of the decision.
No personnel file information will be released to any other party without the consent of the volunteer or legal court request.

a. File to be maintained on each member

b. Access limited to:

    (1) Board of Directors
    (2) Fire Chief
    (3) Assistant Chief
    (4) Administrative Assistant
    (5) EMS Coordinator for drug control information

c. Review of files

    (1) A file to be reviewed by other personnel must have one of the authorized individuals present.
    (2) Nothing is to be removed, deleted, added or changed to a file except by one of the authorized individuals.
    (3) Authorized individuals are allowed to discuss personal information and review files while performing official duties such as:
        (a) membership committee meetings
        (b) discipline
        (c) training and certification status
        (d) attendance
        (e) other official duties as may be determined

d. Storage of files

    (1) Files will be kept in a locked file cabinet in the district office.
    (2) Keys to the cabinet will be in a location only known to the authorized personnel.

e. Information to be included in file:

(1) Original membership application
(2) Current qualifications
(3) Emergency notification numbers
(4) Training Information
(5) Other pertinent documentation

2. Station Files

a. Station files access limited to:

(1) Board of Directors
(2) Fire Chief
(3) Administrative Assistant
(4) Fire Chief Assistant and Officers
(5) Department Officers as assigned

b. Station files to include but not limited to:

(1) Approved Alternate Plans
(2) Budget
(3) Mesa County Review Information
(4) Medical Billing/Invoice/Packing Slips
(5) Donations, cards and letters
(6) Vehicle and Equipment
    (a) Log sheets
    (b) Maintenance invoices/information
    (c) Purchase Orders
(7) Fire Inspections/Alternate Fire Protection Plan Applications
(8) Billing Services
(9) SCBA
(10) Recruitment and Retention
(11) Hazardous Material Storage Sites
(12) History of Lands End Fire
(13) Tax Exempt numbers and other pertinent numbers
(14) Insurance
(15) Budget Information
(16) By-laws
(17) Standard Operating Procedures
(18) Bills and Receipts
(19) Blank forms
(20) Contracts
(21) Grants
(22) Personal Protection Equipment Logs

(23) List of Equipment and Numbers
(24) Newsletter
(25) Breathing Apparatus
(26) Sop's – Standard Operation Procedure
(27) EMS Folders
(28) Fire Folders
(29) Squad Review
(30) Yearly Personnel Tests
(31) Pension Plan
(32) CSID – Critical Stress Incident Debriefing
(33) Drug Inventory and Forms
(34) Chief's Report
(35) Mesa County Fire Chief's Association
(36) QA/QI Meeting
(37) Patient Care Reports
(38) Other information as it becomes available

c. Station files to remain in district office and will need the permission of the Board of Directors, Fire Chief or Administrative Assistant before leaving the office.

d. Station files removed from the district office will need a "Removed File" slip filled out and signed by the authorized representative. The "Removed File" slip will be placed in the jacket of the removed file.

3. Log Books

Vehicle logbooks will be maintained on each vehicle in the department. These will be located in the office, and will be accessible to all members of LEFPD. Checklists, inspection forms, maintenance history etc., will be maintained in these logbooks. The Maintenance Officer will have authority for overall accuracy and custody of these files.

4. LEFPD will report to National Fire Incident Reporting System (NFIRS). Reporting to be completed on-line by an Officer, or designee, a minimum of once a quarter. The operations of LEFPD to be tailored to comply with NFPA standards when practical to do so. NFPA requirements will be considered when purchasing new gear, equipment, vehicles etc. NFPA guidelines, codes and requirements will be considered and followed (if practical) when considering plans for new subdivisions, residences, or businesses being planned or developed in the LEFPD area.

5. The Assistant Chief will review all plans for new residences, subdivisions, businesses, or commercial structures sent to LEFPD from the Mesa County Planning Commission. He will keep the Chief informed and call a meeting of the other officers if needed. These meetings will ensure a proper fire plan has been developed. At this time, each plan will be considered on a case-by-case basis. Meetings will be held in a timely manner so that results of the meeting and the "comment" sheet may be sent back to the County prior to them reviewing the proposal for final approval.

CHAPTER 24

DONNING SCBA

Donning Breathing Apparatus

1. **Over the Head Method**
    a. Check the gauges to insure air cylinder is full. (both gauges should register about the same)
    b. Open the cylinders valve and listen for an audible alarm as system pressurizes. If the alarm does not sound, use a different unit.
    c. Grasp the back plate of the cylinder with both hands, one on each side. (there should be no straps between the hands).
    d. Raise the cylinder overhead and let the elbows find their respective loosened harness shoulder strap loops. Keep the elbows close to the body and let the straps fall easily into place.
    e. Lean forward slightly to balance the cylinder on the back, and then connect the chest straps, if equipped. Then pull down on the two under arm straps.
    f. Fasten and adjust the lower waist straps so the unit fits snug on the body.
    g. Don the face piece.
    h. Activate the "PASS" device.

2. **Coat Method**
    a. Check gauges to determine if cylinder is full.
    b. Open the cylinders valve and listen for audible alarm as system pressurizes. If the alarm does not sound, use a different unit.
    c. With your right hand, grasp the shoulder strap that will be worn on the right shoulder. (With the regulator pointed towards you)
    d. Bring the unit up so the straps rest on your shoulders. During this move the elbow of this arm should slip between the shoulder strap and the back of the frame. As the unit swings across the back, the opposite arm should be inserted through its strap opening.
    e. Adjust the chest, then shoulder straps.
    f. Fasten and adjust the waist strap.
    g. Don the face piece.
    h. Activate the "PASS" device.

3. **Seat Mount Method**
    a. Donning is done by inserting the arms through the straps while sitting, then adjusting the chest and arm straps for a snug fit.
    b. At NO TIME while donning an SCBA should a person stand up while the vehicle is in motion.
    c. When on scene and the vehicle has STOPPED, exit the vehicle, move away.
    d. Fasten and adjust the waist strap.
    e. Reach back, open the cylinder valve (or have another person assist) and listen for the audible alarm as the system pressurizes. Check your gauge for proper operation and that the bottle is full. If the alarm does not sound, use a different unit.
    f. Don the face piece.

g. Activate the “PASS” device.

4. **Compartment Mount Method**
   a. With shoulder harness spread apart, grasp the air cylinder and remove from the bracket.
   b. Raise the cylinder overhead and allow the shoulder straps to slide over the elbows, letting the back plate slide down the back.
   c. Adjust chest and shoulder straps for a snug fit.
   d. Fasten and adjust waist strap.
   e. Don face piece.
   f. Activate “PASS” device.

5. **Donning the Face Piece**
   a. Nomex hood should be donned before turnout coat, mask and SCBA are donned. Put the hood over the head and pull back and down so the face opening is around the neck.
   b. Grasp the head harness with the thumbs through the straps from the inside and spread it.
   c. Push the harness top up the forehead to brush hair from the facial seal area. Continue up and over the head until the harness is centered at the rear of the head and the chin is in the face piece chin cup.
   d. Tighten the bottom straps by pulling evenly to the rear.
   e. Tighten the temple straps. (and top straps if applicable)
   f. Attach high-pressure valve to face piece by sliding it down the “rail” on front of face piece. “Pop” the valve assembly on to the face piece with palm of hand and then inhale to start air flow.
   g. Be observant of any air leaks while breathing and adjust straps if necessary to stop leaks.
   h. Pull Nomex hood into place, making sure all exposed skin is covered and vision is not blocked.
   i. Activate “PASS” device.

****** Once you are through with your SCBA, it should be filled with clean air, cleaned, inspected for damage, and all straps loosened.**

****** This department does not have a policy against beards. Keep in mind however, that excess facial hair may hinder getting a good tight seal on your face piece. This could mean injury or death to you or others.**

****** When the low air alarm starts to ring on your SCBA, notify your sector Officer and exit the contaminated area IMMEDIATELY.**

****** Spectacle temple pieces will not be allowed to pass through the face piece–to face seal area. Doing so may cause injury or death.**

****** No other items will be allowed to pass through the face piece-to-face seal area. Doing so may cause injury or death.**

****** SCBA batteries (PASS) will be replaced twice a year at a minimum. Replace batteries when the "time" changes. Most SCBA systems use a 9-volt battery.**
****** Each SCBA and all bottles will have the serial number recorded on a SCBA "log" which will include date of manufacture, condition of equipment, last hydro-test and date unit was last inspected. Equipment without any serial numbers will be engraved with "Lands End Fire Protection District, or LEFPD.**

CHAPTER 25

CARE AND MAINTENANCE OF ISSUED GEAR

It is recommended by all turnout gear manufacturers that turnout gear be cleaned after each contact with smoke or other contaminated particles. This will prolong the life of your gear and you will not continue to breathe the contaminated particles that have infiltrated the fabric.

1. Inspection:
   a. It is the responsibility of each firefighter to inspect his gear. The inspection shall be done after each incident and once a month. Once a year the Chief or one of the Officers shall inspect the gear and note the condition.
   b. Items that will be looked at include:
      (1) Wipe off and or hose off any large contaminants before washing them in washing machine if needed.
      (2) Contamination: blood, hazardous materials, and / or hydrocarbons. (Bunker gear will be looked over by the Chief so that it can be handled appropriately).
      (3) Tears, holes or wear (notify the chief or maintenance officer immediately).
      (4) Never store wet turnout gear.

2. Storage:
   a. Personal protective clothing shall be inspected prior to being stored in a dry easily accessible place. Proper storage also promotes readiness.

3. Identification or personalizing:
   a. Helmets shall have a minimum of reflectivity when issued; reflective material may be added, but not removed. Lands End Identification numbers will be put on the front of the helmet.
   b. Bunker coats will have the name on a “name tape” fixed to the bottom rear edge of the coat. The Department will provide this.
   c. Each personal piece of protective clothing will have name, or Lands End Identification Number marked inside.
   d. Any personalization or modification to any issued equipment shall be pre-approved by the Chief.

4. Maintenance, cleaning and drying:

Helmets shall be maintained reasonably clean. Eye shields, chin-straps, and suspension shall be kept in good condition. Helmets will be cleaned with warm tap water and mild detergent (Dish soap). Other cleaners that can be used are rubbing alcohol, non-ammoniated window cleaner and household detergent. Industrial strength cleaners and petroleum-based cleaners will damage the helmet.

   a. Hoods shall be cleaned with warm water and mild detergent and then air dried.
   b. Bunker coat and pants can be machine washed with liners removed, one set of gear at a time. (Use the washing machine at the station so you do not contaminate home washing machine). If the gear is heavily soiled, wash in utility sink first, with warm water and mild soap. (When hand-washing gear, wear protective gloves). DO NOT MACHINE DRY. Air-dry only.
   c. Boots shall be cleaned with warm water and mild detergent.
   d. Gloves shall be washed with warm water and mild detergent and air dried inside and out.

5. Whenever possible, remove dirt and contaminates at the scene.

6. If possible, remove and bag contaminated gear at the scene.

7. Replacement:
   a. All personnel shall be required to turn in defective or worn out equipment prior to the issuance of replacements.
   b. In the event equipment is lost, personnel shall immediately notify the Chief or an Officer and inform him of the circumstances surrounding the loss.

8. Conclusion:

   It is for the safety of every firefighter to keep their protective clothing in proper condition. Regular inspections and maintenance of the gear can accomplish this level of safety. Some firefighters prefer the appearance of well-used, discolored, and / or dirty protective clothing as an indicator or their experience and status as veteran firefighters. These individuals are at grave and unnecessary risk of death, burns, injuries, illnesses, and diseases. Personnel must keep their protective clothing clean and maintain them as set forth in the SOP'S and garment labels. This is not merely a question of style, neat appearance, or comfort; it is a matter of life and death.

CHAPTER 26

EDUCATION POLICY

PURPOSE:
Education and training of team members is a high priority. This district is dedicated to providing or supporting all members with the education and training needed to perform their duties. The reimbursement or payment of training/education beyond the basics required for LEFPD membership will be considered on a per request basis.

1. Procedure:

   b. If a district member desires to be considered for reimbursement or payment of education/training, the following must be done prior to attending the class/training:

      (1) Fill out the Education Reimbursement Request Form and Contract for Active Membership. These forms are located in the appendices of the SOPs.
      (2) Submit the forms to the EMS Coordinator.
      (3) The membership committee will review the request for consideration and approval. Approval will be based on the following criteria:
         (a) Evaluation of the training/education content for appropriate fire/EMS application.
         (b) Evaluation of benefit to the district and/or community
         (c) Evaluation of cost for the training/education, including budgetary constraints of the district.
      (4) If the request is approved by the membership committee, then the form will be submitted to the District Board at the next scheduled meeting for reimbursement or payment approval.
      (5) If a member is approved for reimbursement or payment, they will be given a copy of the Education Request Form for their records. To obtain reimbursement, the member must do the following:
         (a) Pay for the class, books, materials, and any other associated costs.
         (b) Take and pass the training/education class by fulfilling all necessary requirements.
         (c) Show proof of completion and/or proof of a passing grade.
         (d) Bring receipts to the EMS Coordinator, who will submit it for reimbursement.
         (e) Provide a copy of any diplomas, certificates, attendance records etc. to be included in personnel records.
      (6) Once all required documents are provided, the district will issue a check for reimbursement.

2. Special Considerations:

   a. Some training classes may be available to LEFPD members with no out-of-pocket expense. In these cases, the District will pay, in full, the costs of the class.

b. Any member that receives reimbursement for training or receives training paid for by the district in an amount up to $500.00 must remain an active member of LEFPD for a period of at least 12 months from successful completion of the course.
c. Any member that receives reimbursement for training or receives training paid for by the district in an amount over $500.00 must remain an active member of LEFPD for a period of at least 24 months from successful completion of the course.
d. If a situation arises that prevents a district member from being able to pay for the training/education ahead of time, an appeal may be made to the membership committee to assist in the payment prior to class attendance. Submit the Education Appeal Form (found in the appendices of the SOP's) along with your Education Request Form. All other rules will apply. The membership committee will make a consideration based on availability of funds, the content of the training/education, the commitment of the member involved, and other factors. The final determination of payment will be made by the District Board.
e. If the training/education is funded by the District and the member does not pass the class, he/she will be required to repay the District for all associated costs.
f. If the member fails to stay an active member of the District for the agreed upon length of time following the class, as designated in the Contract for Active Membership, then the member will be responsible for repayment of associated class costs.

3. Continuing Education Hours

a. Maintaining continuing education hours is the responsibility of each district member.
b. Any member whose certification (Fire or EMS) is expired will not be allowed to respond until proof of certification is given.
c. Table of Requirements for EMS Continuing Education (2011):

EMT Level	Hours	Focus
EMT-Basic	1	Preparatory Content: scene safety, quality improvement, etc.
	3	OB & Pediatric Patient Assessment & Treatment
	6	Trauma Patient Assessment & Treatment
	5	Patient Assessment
	3	Airway Assessment & Management
	6	Medical & Behavioral Emergency Patient Assess. & Mgmt.
	12	Electives
Total:	**36 hours**	
EMT-Intermediate	8	Airway, Breathing & Cardiology Assessment & Treatment
	4	Medical Patient Assessment & Treatment
	3	Trauma Patient Assessment & Treatment
	8	OB & Pediatric Patient Assessment & Treatment
	2	Operational Tasks
	25	Electives
Total:	**50 hours**	
EMT-Paramedic	8	Airway, Breathing & Cardiology Assessment & Treatment
	4	Medical Patient Assessment & Treatment
	3	Trauma Patient Assessment & Treatment
	8	OB & Pediatric Patient Assessment & Treatment
	2	Operational Tasks

Total:	25 **50 hours**	Electives

CHAPTER 27

CHILD ABANDONMENT

1. Parental Abandonment

    a. If a parent voluntary delivers a child to a firefighter or EMS personnel, without need of a court order, take temporary custody of the child if:

        (a) The child is seventy-two hours old or younger; and
        (b) The parent did not express intent to return for the child.

2. Temporary Custody – If a firefighter or EMS personnel takes temporary physical custody of a child, the firefighter or EMS personnel shall:

    a. Perform any act necessary, in accordance with generally accepted standards of professional practice, to protect, preserve, or aid the physical health or safety of the child during the temporary physical custody.

    b. Notify law enforcement Officer of the abandonment as soon as possible, but in no case more than twenty-four hours after the abandonment.

    c. Notify the Chief, Assistant Chief or EMS Coordinator.

    d. Document any statements left by the parent regarding the infant's medical history, name or address of the parent or any other pertinent information given.

CHAPTER 28

EXPOSURE CONTROL PLAN

POLICY

Lands End Fire Protection District is committed to providing a safe and healthful work environment for our members. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood borne Pathogens." The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our members. This ECP includes:

1. Determination of member exposure
2. Implementation of various methods of exposure control, including:
    a. Universal precautions
    b. Engineering and work practice controls
    c. Personal protective equipment
    d. Housekeeping
3. Hepatitis B vaccination
4. Post-exposure evaluation and follow-up
5. Communication of hazards to employees and training
6. Recordkeeping
7. Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

1. The EMS Coordinator and Chief are responsible for implementation of the ECP. These individuals will maintain, review, and update the ECP with each SOP revision, and whenever necessary to include new or modified tasks and procedures.
2. Those members who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
3. LEFPD will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The EMS Coordinator will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.
4. The EMS Coordinator will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.
5. The EMS Coordinator and Chief will be responsible for training, documentation of training, and making the written ECP available to members, OSHA, and NIOSH representatives.

6.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all members have occupational exposure:

1. Firefighter
2. EMT

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions.

Exposure Control Plan

Members covered by the blood borne pathogens standard receive an explanation of this ECP during the initial training academy. All members can review this plan at any time in the SOPs.
The EMS Coordinator and Chief are responsible for reviewing and updating the ECP with SOP revisions to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised member positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to blood borne pathogens. The specific engineering controls and work practice controls used are listed below:

1. Needleless systems for IV administration
2. Sharps Containers

Sharps disposal containers are inspected and maintained or replaced by the EMS Coordinator as needed or whenever necessary to prevent overfilling.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided during the training academy.
The types of PPE available to employees are as follows:

Gloves
Eye Protection
Isolation Gowns
Masks

PPE is located on the ambulance and may be obtained through the EMS Coordinator.
All employees using PPE must observe the following precautions:

1. Wash hands immediately or as soon as feasible after removing gloves or other PPE.

2. Remove PPE after it becomes contaminated.
3. Used PPE may be disposed of in approved and labeled receptacles in the ambulance or hospital.

4. Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
5. Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
6. Never wash or decontaminate disposable gloves for reuse.
7. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
8. Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

HEPATITIS B VACCINATION

LEFPD will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability. The hepatitis B vaccination series is available to members at no cost after completion of training academy. Vaccination is encouraged unless:

1. Documentation exists that the member has previously received the series
2. Antibody testing reveals that the member is immune; or
3. Medical evaluation shows that vaccination is contraindicated.

However, if a member declines the vaccination, the member must sign a declination form. Members who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the personnel files. In order to receive the hepatitis B vaccination, contact the Chief's Assistant. If the member declines the hepatitis B vaccination, the declination form must be signed and retained in the personnel file. See Appendix.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact your incident commander for that particular scene immediately. An immediately available confidential medical evaluation and follow-up will be conducted by St. Mary's Occupational Health Center. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

1. Document the routes of exposure and how the exposure occurred.
2. Identify and document the source individual.
3. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
4. If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
5. Assure that the exposed member is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
6. After obtaining consent, collect exposed employee's blood as soon as feasible after

exposure incident, and test blood for HBV and HIV serological status.

*Please read everything carefully. If you have any questions, please ask the EMS Coordinator.

1. Within 48 hours of an accident or injury, you must fill out this information to be eligible for payment or benefits. If you are unable to fill it out due to your injury, every attempt will be made to have someone fill it out for you.

2. If you have reason to believe you were exposed to a communicable disease, you have 48 hours to fill out this report and present it to an Officer.

3. Every attempt will be made to contact the proper authorities to ascertain if the patient did in fact have a communicable disease. All results and information concerning this will be forwarded to you, and assistance given in order that you may seek and receive the proper testing and/or treatment.

4. It is imperative that safety equipment is utilized at all times and documented on this form. If you had on more than what is listed, please list it in the available space or attach a separate sheet of paper.

5. Call date and call number MUST be listed on this form. Ideally, a copy of the trip sheet may be attached to this form.

6. If you are transported by someone other than Lands End Squad, get a copy of their trip sheet and attach it to this form.

7. If you need more space than what is available to summarize your accident/incident, attach additional copies.

8. DO NOT FALSIFY THIS REPORT!!

CHAPTER 29

ACCIDENT/INCIDENT REPORTING PROCEDURE

This reporting system encompasses all members of the Lands End Fire protection District.

To ensure proper treatment, the report must be filled out completely and accurately. Failure to do so or falsifying any information on this report may be cause for denial of any or all benefits due you as a result of this injury or incident. The reports may be obtained from the Chief, EMS Coordinator, or at the station.

Please read everything carefully. If you have any questions, please ask any Officer. They will do their best to assist you.

1. Within 48 hours of an accident or injury, you must fill out this information to be eligible for payment or benefits. If you are unable to fill it out due to your injury, every attempt will be made to have someone fill it out for you.

2. If you have reason to believe you were exposed to a communicable disease, you have 48 hours to fill out this report and present it to an Officer.

3. Every attempt will be made to contact the proper authorities to ascertain if the patient did in fact have a communicable disease. All results and information concerning this will be forwarded to you, and assistance given in order that you may seek and receive the proper testing and/or treatment.

4. It is imperative that safety equipment is utilized at all times and documented on this form. If you had on more than what is listed, please list it in the available space or attach a separate sheet of paper.

5. Call date and call number MUST be listed on this form. Ideally, a copy of the trip sheet may be attached to this form.

6. If you are transported by someone other than Lands End Squads, get a copy of their trip sheet and attach it to this form.

7. If you need more space than what is available to summarize your accident/incident, attach additional copies.

8. DO NOT FALISFY THIS REPORT!!

This report is being utilized in order that the members can receive the best possible care and benefits in the event they are injured or exposed while in the process of performing their duties with the Lands End Fire Protection District.

CHAPTER 30

STOCKED CONTROLLED SUBSTANCE POLICY

Purpose:
To set up a structure and policy for the storage of and accountability for all schedule II controlled substances on each ambulance.

Policy:
Per local protocol, each ambulance will be stocked with a minimum of the following schedule II controlled substances: Dilaudid, Morphine Sulfate, Fentanyl, Valium and Versed. This list is not all inclusive and is subject to change based on local protocol. Dosages carried will depend on supply and the discretion of the ALS providers within LEFPD.

These medications must be locked with a double lock system.

Any waste of these medications requires a witness and the witness must sign on the controlled substance waste sheet kept on the ambulance. Documentation of the amounts given must be reflected in the patient care report and on the waste sheet.

These medications may only be administered under the direction of ALS personnel on protocol or ALS personnel in direct contact with the physician advisor.

ALS personnel on the department will be responsible for checking the schedule II controlled substances once a month. A minimum of 2 providers (BLS only if no ALS providers are available) must perform a monthly narcotic count. This count must be updated on the county website prior to the 4th Tuesday of each month. The EMS Coordinator will be responsible for updating the monthly narcotic count on the county website. A copy of this monthly count will be maintained in a locked file cabinet in the office. The medications will be checked for expirations, damaged containers, compliance with double locks, and quantity.

Expired narcotics shall be stored in the EMS supply cabinet under a double lock system until a sufficient amount is gathered for reverse manufacture. Reverse manufacture procedures must follow DEA guidelines. The guidelines for disposal can be found here: http://www.deadiversion.usdoj.gov/21cfr/cfr/1307/1307_21.htm

Section 1307.21 Procedure for disposing of controlled substances.

(a) Any person in possession of any controlled substance and desiring or required to dispose of such substance may request assistance from the Special Agent in Charge of the Administration in the area in which the person is located for authority and instructions to dispose of such substance. The request should be made as follows:

(1) If the person is a registrant, he/she shall list the controlled substance or substances which he/she desires to dispose of on DEA Form 41, and submit three copies of that form to the Special Agent in Charge in his/her area; or

(2) If the person is not a registrant, he/she shall submit to the Special Agent in Charge a letter stating:

(i) The name and address of the person;

(ii) The name and quantity of each controlled substance to be disposed of;

(iii) How the applicant obtained the substance, if known; and

(iv) The name, address, and registration number, if known, of the person who possessed the controlled substances prior to the applicant, if known.

(3) The Special Agent in Charge shall authorize and instruct the applicant to dispose of the controlled substance in one of the following manners:

(i) By transfer to person registered under the Act and authorized to possess the substance;

(ii) By delivery to an agent of the Administration or to the nearest office of the Administration;

(iii) By destruction in the presence of an agent of the Administration or other authorized person; or

(4) By such other means as the Special Agent in Charge may determine to assure that the substance does not become available to unauthorized persons.

(5) In the event that a registrant is required regularly to dispose of controlled substances, the Special Agent in Charge may authorize the registrant to dispose of such substances, in accordance with paragraph (b) of this section, without prior approval of the Administration in each instance, on the condition that the registrant keep records of such disposals and file periodic reports with the Special Agent in Charge summarizing the disposals made by the registrant. In granting such authority, the Special Agent in Charge may place such conditions as he deems proper on the disposal of controlled substances, including the method of disposal and the frequency and detail of reports.

(6) This section shall not be construed as affecting or altering in any way the disposal of controlled substances through procedures provided in laws and regulations adopted by any State.

CHAPTER 31

SEXUAL HARASSMENT

Harassment:

The District is committed to taking all reasonable steps to prevent all forms of discrimination and harassment in the workplace, including discrimination or harassment based on the employee's race, color, creed, nationality, age, disability or gender. The District will not tolerate discrimination or harassment of any kind from an employee or supervisor at any level.

The District recognizes that sexual harassment presents special issues. Therefore, sexual harassment is addressed more fully below.

SEXUAL HARASSMENT DEFINED:

1. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:
    a. Submission to such conduct is made a term or condition of employment; or
    b. Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual ; or
    c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

2. Investigations of reported harassment will be kept confidential to the extent possible given the need for a complete and fair investigation. Records of sexual harassment complaints and investigations shall be considered, whether or not such records are maintained as part of a personnel file, and shall not be disclosed except as prescribed by law.

CHAPTER 32

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

HIPAA CONFIDENTIALITY

The HIPAA laws handed down by the Federal Government restrict and limit the sharing of protected health information (PHI) on the patients treated by our agency. Overall, the confidentiality of our patients should be held with very high regard. No information concerning patient care, condition, transport, or treatment may be shared with unauthorized personnel without first obtaining consent of the patient.

Authorized personnel can be easily defined as those who are directly involved in the current treatment of the patient. Examples are the EMTs providing direct care, the EDP contacted regarding the patient, nurses in the ED who receive report, other caregivers or rescuers on scene, or law enforcement on scene.

Unauthorized personnel include: MEDIA – do not give any information to media concerning a patient or the care given. Be careful – they may not always present themselves as press! Other examples of **unauthorized** persons include – rescuers/team members not directly involved in patient care or on scene, distant relatives of the patient, legal representation of the patient, friends.

Fines from HIPAA can be substantial – please contact the EMS Coordinator before sharing any patient information. All requests for PHI on a patient must be in writing and should be routed through the district's EMS Coordinator. Information will only be released once a signature has been obtained from the patient or the patient's legal guardian or in the event of a subpoena received from an authorized agent of the court.

CHAPTER 33

CALL/TRAINING & SPECIAL EVENT REIMBURSEMENT

Call/Training Reimbursement

Program Objective: To reimburse members for personal expenses incurred for emergency call response and/or travel to and from Lands End Fire Protection District scheduled Fire and EMS trainings and special events.

1. This program may be suspended or terminated without cause by action from the Board of Directors at any time.
2. The program will be closely monitored by the District Treasurer. If it appears that funds may exceed the budgeted amount, the treasurer will present a report and a recommendation for continuing, suspending or terminating the program to the Board of Directors at the next scheduled public meeting.
3. The amount of the described reimbursements will be determined by the Board of Directors and paid quarterly.
4. Members must be off of LEFPD probation to be eligible and participate in the program.
5. Only members that are active at the time of payment are eligible for reimbursement.
6. Members must be current (for the previous 4 months) on minimum call response and minimum training requirements as described within the SOP's to be eligible for any reimbursement.
7. Special eligibility considerations/provisions for individual members may be approved by the Board of Directors based upon recommendations of the membership committee.

Rates and distribution of reimbursement:

1. Reimbursement for emergency call response (Fire and/or EMS) will be paid at the rate of $10.00 per member per response.
   A. Cancellation pages will be paid at the rate of $5.00 per member providing that the member had checked in and stated they were en route prior to the cancellation.
2. ~~Reimbursement for travel to and from scheduled training will be paid at the rate of $5.00 per member regardless of the training location. (For example: If the training is held in Grand Junction, it would be paid the same as if it were held at LEFPD.)~~
3. Other reimbursement for training or call response may be requested in writing by any member through the Chief. (For example: If the training is held out of the area, or if a member believes they may have a valid reason to receive additional

reimbursement, a request may be made for such reimbursement.) If approved by the Board of Directors, this will be paid by the treasurer at a rate that has been predetermined by the Board of Directors.

4. The described reimbursements will be submitted to the district treasurer by the Chief just prior to the last LEFPD Board of Directors public meeting of the quarter.
5. The Chief will only submit reimbursement information for members that have met the requirements as described (under Program Objective) in paragraph number 6 above.
6. The District Treasurer will then make the reimbursement funds available to the eligible members at the last LEFPD Board of Directors public meeting of the quarter.

SPECIAL EVENTS REIMBURSEMENT

Historically LEFPD has been asked by various organizations to provide stand by EMS and/or fire and rescue services for their respective events. (Bicycle races, Lands End Hill Climb, etc.) These events require the use of apparatus and equipment which is owned by the fire district and is generally used for emergency response. (LEFPD apparatus and equipment may only be operated by LEFPD members that have been trained to do so.)

1. The use of LEFPD apparatus and equipment for any event of this type must be preapproved by the LEFPD Board of Directors.
2. Prior to the event, it will be the responsibility of the Chief or the Event Coordinator to meet with the District Treasurer. This will be to provide the treasurer with information that describes the event and to ensure that the fees charged by the LEFPD for the event are satisfactory to the fire district.
   A. At the next available public meeting, the treasurer will advise the Board of Directors of the proposed event, the fee to be charged and make recommendation to the Board of Directors as to the use of the fire district's equipment of the event.
3. Fees for these types of events have typically been paid in one lump sum to the fire district at the time of service. It will be the responsibility of the Chief or the Event Coordinator to ensure that the determined fee is made payable in its entirety only to the LEFPD.
4. It will be at the discretion of the LEFPD Board of Directors as to how any and all funds obtained through payment to the fire district for these types of events will be distributed.
5. The Chief and or Event Coordinator may present recommendations to the LEFPD Board of Directors as to how these funds may be best utilized. (i.e. training, equipment, volunteer benefits, or reimbursement for individual member travel to and from the event and the use of personal equipment during the event.)

6. Members requesting reimbursement for travel and personal equipment use associated with the event must do so individually in writing to the Event Coordinator or Chief within 14 days of the event. The Chief will then present the requests to the Board of Directors.
7. The Chief will only present requests by members which have met the requirements as described (under Program Objective) in paragraph 6 above.
8. Reimbursement to eligible members from funds of this type will only be paid to the members after any and all expenses incurred by LEFPD which are a direct result of the event have been recovered.
9. Special eligibility considerations/provisions for individual members may be approved by the Board of Directors based upon recommendations of the membership committee.

Definitions as used within this document:

LEFPD: Lands End Fire Protection District
REIMBURSEMENT: Compensation for expenses incurred.
MEMBER: Any currently active individual regardless of certifications, tenure or experience.
CALL RESPONSE: Actually stating (via radio) that you are, and then physically going en route to a paged incident within the fire district's boundaries.
EVENT COORDINATOR: The Chief, or his/her designee that is the primary point of contact with an event facilitator.
SCHEDULED TRAINING: Regularly scheduled fire and EMS trainings. (This excludes special trainings and classes.)

CHAPTER 34

OUT-OF-DISTRICT MEMBER DUTY SHIFT POLICY

Purpose: To allow individuals residing outside the fire district boundaries to volunteer with the Lands End Fire Protection District.

To define what a duty shift is and to define how it will be operated. This policy will also define the members to which it applies.

Definitions:

In district – Members living inside the set fire district boundaries set by Mesa County

Out of district – Members living outside the fire district boundaries as set by Mesa County.

Duty Shift – A set amount of time spent working and responding on calls while remaining at the Lands End Fire station.

The Lands End Fire Protection District will accept members that reside outside the established fire district boundaries. It has been determined that having these members respond from their residence is impractical and could present a liability to the member and the department. Any individual wishing to join the department that resides outside of the district may do so by adhering to this policy.

Duty shift will be divided into four hour blocks. These blocks of time may be served between the hours of 7:00 AM to 10:00 PM during any day of the week. At present, the department does not have the facilities to accommodate overnight shifts. Members will be required to serve no less than 16 hours a month on duty. Members will sign up for shifts by calling any member of the command staff. A log book will be kept at the station for member to record their time. All log entries must be verified and signed by command staff personnel. A duty officer will be assigned for each shift and will be available to answer questions or handle any situate during the shift. In district personnel will be allowed to serve duty shifts if they chose. The same rules will apply to all members during duty shifts.

During duty shifts, member will be responsible for completing the duty shift check list. The check list will be comprised of various tasks and checks that need to be completed during the shift. This check list will be posted in the station. The duty shift check list form will be filled out and signed by the duty shift personnel and the duty officer.

GLOSSARY OF TERMS

ACLS	Advanced Cardiac Life Support
ALS	Advanced Life Support
BDU	Battle Dress Uniform
BCLS	Basic Cardiac Life Support
BSI	Body Substance Isolation
CISD	Critical Incident Stress Debriefing
CISM	Critical Incident Stress Management
CO	Carbon Monoxide
CO_2	Carbon Dioxide
CPR	Cardio Pulmonary Resuscitation
CSP	Colorado State Patrol
ECP	Exposure Control Plan
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EMT-B	Emergency Medical Technician-Basic
EMT-IV	Emergency Medical Technician-IV certified
EMT-I	Emergency Medical Technician-Intermediate
EMT-P	Emergency Medical Technician-Paramedic
ERG	Emergency Response Guide
ETT	Endotracheal Tube
FERN	Fire Emergency Radio Network
FF1	Firefighter 1 Certification
FF2	Firefighter 2 Certification
FTO	Field Training Officer
GJFD	Grand Junction Fire Department
GJPD	Grand Junction Police Department
GSW	Gun Shot Wound
IC	Incident Commander
IDLH	Immediate Danger to Life and Health
IO	Intraosseous
IV	Intravenous
LPN	Licensed Practical Nurse
MCSO	Mesa County Sheriff's Office
NFPA	National Fire Protection Association
NLEEC	National Law Enforcement & Emergency Command
O_2	Oxygen
OB	Obstetrical
OPIM	Other Potentially Infectious Materials
OPTICOM	Optical Command: A device used to control the traffic lights.
PALS	Pediatric Advanced Life Support
PAR	Personnel Accountability Report
PASS	Personal Alert Safety System
PEPP	Pediatric Emergencies for the Pre-hospital Provider

PHI	Protected Health Information
PIO	Public Information Officer
POV	Personally Owned Vehicle
PPE	Personal Protection Equipment
RIT	Rapid Intervention Team
RN	Registered Nurse
SCBA	Self-Contained Breathing Apparatus
SO	Sheriff's Office
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
TB	Tuberculosis

APPENDIX

Contract for Active Membership

Education Appeal Form

Education Reimbursement Request Form

Hepatitis B Vaccine Declination Form

Lands End Fire Protection District

CONTRACT FOR ACTIVE MEMBERSHIP

I (name) _____

Have completed (class title) _____

Class Date: _____ Class Hours:_____ Course Title: _____

Class Location: _____

The total cost of the Class was _____

Lands End Fire Protection District has agreed to pay _____

☐ Under $500 – I agree to remain an active member of the Lands End Fire Protection District for at least 12 months from the date of completion of this course. An active member is describes as _____ hours of training per month _____ _____.

☐ Over $500 – I agree to remain an active member of the Lands End Fire Protection District for at least 24 months from the date of completion of this course. An active members is described as _____ hours of training a month and _____ _____.

I hereby agree to repay the cost of class payment if I do not fulfill the terms of the above agreement. I also agree to pay all collection fees and costs related to this agreement incurred by Lands End Fire Protection District.

Members Signature: _____ Date: _____

Membership Committee: _____ Date: _____

Board Approval: _____ Date:_____

Lands End Fire Protection District

EDUCATION APPEAL FORM

Name: _____ Request date:_____
(Print)

Class Title: _____

Class Date: _____ Class Hours:_____ Class Sponsor:_____

Class Location: _____ Outline Attached: YES NO

Narrative of job relevance: _____

_____

_____

_____

_____

Reason for appeal for funding: _____

_____

_____

_____

_____

Class Cost Information:

Registration: Cost: _____

Books: Cost: _____

Total Cost: _____

Members Signature: _____ Date: _____

Membership Committee: _____ Date: _____

Board Approval: _____ Date:_____

Lands End Fire Protection District

EDUCATION REIMBURSEMENT REQUEST FORM

Name: _____ Request date:_____
(Print)

Class Title: _____

Class Date: _____ Class Hours:_____ Class Sponsor:_____

Class Location: _____ Outline Attached: YES NO

Narrative of job relevance: _____

_____

_____

_____

_____

Class Cost Information:

Registration: Cost: _____

Books: Cost: _____

Total Cost: _____

Members Signature: _____ Date: _____

Membership Committee: _____ Date: _____

Board Approval: _____ Date:_____

HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed (Volunteer Name) _____Date:_____

Print Name: _____

Witness: _____

ADDENDUM A
(OCTOBER 23, 2012)

CHAPTER 7 GENERAL OPERATIONS AND SAFETY

Addition to Chapter 7 – General Operations and Safety

7. PERSONNEL ACCOUNTIBILITY REPORTING (PAR SYSTEM)

- Each operational member of the department will have five nametags with their last name and Lands End number on it.
- Probationary members will have a red square on the right side of their tag.
- Each Lands End apparatus will have a "passport" in the passenger compartment along with one tag from each member. Tags will be placed on a Velcro strip, located near the passport.
- Engine-111 will have a command board located in the passenger compartment.
- Members will place their nametag on the passport in the apparatus they are assigned.
- Members arriving on scene in the POV's will remove their name tag from the apparatus they have been assigned and give it to the IC (Incident Commander).
- Passports will be removed and given to the IC when arriving on scene.
- The IC or designee will place each passport on the command board.
- The IC or designee will monitor and make changes to the command board at all times.
- PAR checks will be conducted at twenty minute intervals by the IC or dispatch.
- When possible, operational personnel will operate in teams of two.
- Members will be responsible for removing and placing their nametags back on the Velcro strip after the close of an incident.

CHAPTER 33
CALL/TRAINING & SPECIAL EVENT REIMBURSEMENT

Call/Training Reimbursement

Program Objective: To reimburse members for personal expenses incurred for emergency call response and/or travel to and from Lands End Fire Protection District scheduled Fire and EMS trainings and special events.

1. This program may be suspended or terminated without cause by action from the Board of Directors at any time.

2. The program will be closely monitored by the District Treasurer. If it appears that funds may exceed the budgeted amount, the treasurer will present a report and a recommendation for continuing, suspending or terminating the program to the Board of Directors at the next scheduled public meeting.

3. The amount of the described reimbursements will be determined by the Board of Directors and paid quarterly.
4. Members must be off of LEFPD probation to be eligible and participate in the program.
5. Only members that are active at the time of payment are eligible for reimbursement.
6. Members must be current (for the previous 4 months) on minimum call response and minimum training requirements as described within the SOP's to be eligible for any reimbursement.
7. Special eligibility considerations/provisions for individual members may be approved by the Board of Directors based upon recommendations of the membership committee.

Rates and distribution of reimbursement:

1. Reimbursement for emergency call response (Fire and/or EMS) will be paid at the rate of $10.00 per member per response.

   A. Cancellation pages will be paid at the rate of $5.00 per member providing that the member had checked in and stated they were en route prior to the cancellation.
2. Reimbursement for travel to and from scheduled training will be paid at the rate of $5.00 per member regardless of the training location. (For example: If the training is held in Grand Junction, it would be paid the same as if it were held at LEFPD.)

3. Other reimbursement for training or call response may be requested in writing by any member through the Chief. (For example: If the training is held out of the area, or if a member believes they may have a valid reason to receive additional reimbursement, a request may be made for such reimbursement.) If approved by the Board of Directors, this will be paid by the treasurer at a rate that has been predetermined by the Board of Directors.
4. The described reimbursements will be submitted to the district treasurer by the Chief just prior to the last LEFPD Board of Directors public meeting of the quarter.
5. The Chief will only submit reimbursement information for members that have met the requirements as described (under Program Objective) in paragraph number 6 above.
6. The District Treasurer will then make the reimbursement funds available to the eligible members at the last LEFPD Board of Directors public meeting of the quarter.

SPECIAL EVENTS REIMBURSEMENT

Historically LEFPD has been asked by various organizations to provide stand by EMS and/or fire and rescue services for their respective events. (Bicycle races, Lands End Hill Climb, etc.) These events require the use of apparatus and equipment which is owned by the fire district and is generally used for emergency response. (LEFPD apparatus and equipment may only be operated by LEFPD members that have been trained to do so.)

1. The use of LEFPD apparatus and equipment for any event of this type must be preapproved by the LEFPD Board of Directors.

2. Prior to the event, it will be the responsibility of the Chief or the Event Coordinator to meet with the District Treasurer. This will be to provide the treasurer with information that describes the event and to ensure that the fees charged by the LEFPD for the event are satisfactory to the fire district.

   A. At the next available public meeting, the treasurer will advise the Board of Directors of the proposed event, the fee to be charged and make recommendation to the Board of Directors as to the use of the fire district's equipment of the event.

3. Fees for these types of events have typically been paid in one lump sum to the fire district at the time of service. It will be the responsibility of the Chief or the Event Coordinator to ensure that the determined fee is made payable in its entirety only to the LEFPD.
4. It will be at the discretion of the LEFPD Board of Directors as to how any and all funds obtained through payment to the fire district for these types of events will be distributed.

5. The Chief and or Event Coordinator may present recommendations to the LEFPD Board of Directors as to how these funds may be best utilized. (i.e. training, equipment, volunteer benefits, or reimbursement for individual member travel to and from the event and the use of personal equipment during the event.)
6. Members requesting reimbursement for travel and personal equipment use associated with the event must do so individually in writing to the Event Coordinator or Chief within 14 days of the event. The Chief will then present the requests to the Board of Directors.
7. The Chief will only present requests by members which have met the requirements as described (under Program Objective) in paragraph 6 above.
8. Reimbursement to eligible members from funds of this type will only be paid to the members after any and all expenses incurred by LEFPD which are a direct result of the event have been recovered.
9. Special eligibility considerations/provisions for individual members may be approved by the Board of Directors based upon recommendations of the membership committee.

<u>Definitions as used within this document:</u>

LEFPD: Lands End Fire Protection District
REIMBURSEMENT: Compensation for expenses incurred.
MEMBER: Any currently active individual regardless of certifications, tenure or experience.
CALL RESPONSE: Actually stating (via radio) that you are, and then physically going en route to a paged incident within the fire district's boundaries.
EVENT COORDINATOR: The Chief, or his/her designee that is the primary point of contact with an event facilitator.
SCHEDULED TRAINING: Regularly scheduled fire and EMS trainings. (This excludes special trainings and classes.)

Any reimbursement described within this document will not include damage to, or the loss of any personal property. Any claim for such damage must be submitted for approval through channels to the Board of Directors.

ADDENDUM B
(AUGUST 27, 2013)

CHAPTER 2

ADMINISTRATION

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2. Chief

(e) *Adding in:* The board may allow these required qualifications to be extended at the discretion of the board.

3. EMS Coordinator

(l) *Adding in:* The board may allow these required qualifications to be extended at the discretion of the board.

4. Asst. Chief

(j) *Change qualifications to read:* Firefighter 1 certification and EMT-B certification required within one year of appointment to this position. The board may allow these required qualifications to be extended at the discretion of the board.

CHAPTER 17 - MEMBERSHIP COMMITTEE/TESTING OF APPLICANTS

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1. (e) Residence – reside within LEFPD district boundaries, exceptions may be considered on a case-by-case basis by the membership committee. *Please see Out-Of-District Chapter 34.*

2. *The membership committee will consist of at least 4 officers of the Lands End Fire Protection District. (Deleting "and one member of the district board")* The committee will accept completed packets from applicants. All packets will be completely filled out and verified by Chief's Assistant. After favorable review of all paperwork, applicants will be scheduled for an oral interview with the committee. After completion of the interview process, the committee will meet to discuss the applicant's qualifications and potential for productive membership with LEFPD. A vote will be taken, with a majority vote required for membership in LEFPD. A quorum will consist of at least 3 committee members. Votes will not be recorded. The applicant will be notified of the committee's decision. If the applicant is not selected for membership, the committee, at their

discretion, may or may not disclose the reasons. If selected, the applicant will be scheduled to start the next available LEFPD academy.

CHAPTER 18
RESIGNATION/DISMISSAL/LEAVE OF ABSENCE

8. Any member who resigned is dismissed or takes a leave of absence will have the opportunity to fill out an Exit Interview Questionnaire and sit in on an interview. Exit Interview questionnaires are available from the command staff.

EXIT INTERVIEW POLICY

Purpose: The purpose of this policy is to support positive relationships and working environments by establishing the process for conducting exit interviews.

Background: Lands End Fire Protection District recognized its personnel as its most valuable resource. The exit interview is an important learning tool to gather facts and information pertaining to service experience. This data can be used to improve recruitment, retention, placement, training practices, and working conditions which, in turn, will help reduce turnover, enhance supervision and identify issues that may have factored into an individual's decision to separate.

Exit interviews can be used as a means to find the causes of controllable turnover. The aim is not to try to persuade the individual from leaving, but to supply useful management information which will be used to inform the decision making process within the organization. The information obtained from these exit interviews will be used to assist in developing strategies to reduce turnover and to improve recruitment and retention efforts as well as the efficiency and effectiveness of programs and expectations.

Exit interviews will be conducted by at least 3 current members of the department. One member should be a board member and the other two from the remaining volunteers. There cannot be more than two board members present at this meeting. The three exit interviewing members will be chosen by the volunteer who is exiting. The exiting volunteer will pick up to 5 people, in order of preference, in case one or more of the first three choices cannot be scheduled.

This Exit Interview Form was adopted on 8/27/2013 at the Board of Directors Meeting.

CHAPTER 34
OUT-OF-DISTRICT MEMBER DUTY SHIFT POLICY

Purpose: To allow individuals residing outside the fire district boundaries to volunteer with the Lands End Fire Protection District.

To define what a duty shift is and to define how it will be operated. This policy will also define the members to which it applies.

Definitions:

In district – Members living inside the set fire district boundaries set by Mesa County

Out of district – Members living outside the fire district boundaries as set by Mesa County.

Duty Shift – A set amount of time spent working and responding on calls while remaining at the Lands End Fire station.

The Lands End Fire Protection District will accept members that reside outside the established fire district boundaries. It has been determined that having these members respond from their residence is impractical and could present a liability to the member and the department. Any individual wishing to join the department that resides outside of the district may do so by adhering to this policy.

Duty shift will be divided into four hour blocks. These blocks of time may be served between the hours of 7:00 AM to 12:00 AM during any day of the week. At present, the department does not have the facilities to accommodate overnight shifts. Members will be required to serve no less than 16 hours a month on duty. Members will sign up for shifts by calling any member of the command staff. A log book will be kept at the station for member to record their time. All log entries must be verified and signed by command staff personnel. A duty officer will be assigned for each shift and will be available to answer questions or handle any situate during the shift. In district personnel will be allowed to serve duty shifts if they chose. The same rules will apply to all members during duty shifts.

During duty shifts, member will be responsible for completing the duty shift check list. The check list will be comprised of various tasks and checks that need to be completed during the shift. This check list will be posted in the station. The duty shift check list form will be filled out and signed by the duty shift personnel and the duty officer.

ADDENDUM C
(January 28, 2014)

CHAPTER 17

MEMBERSHIP COMMITTEE/TESTING OF APPLICANTS

1. (a.) Age -18 years old

CHAPTER 33

CALL/TRAINING & SPECIAL EVENT REIMBURSEMENT

Call/Training Reimbursement

Rates and distribution of reimbursement:

1. A. ~~Cancellation pages will be paid at a rate of $5.00 per member providing that the member had checked in and stated they were en route prior to the cancellation.~~

2. ~~Reimbursement for travel to and from scheduled training will be paid at the rate of $5.00 per member regardless of the training location. (For example: If the training is held in Grand Junction, it would be paid the same as if it were held at LEFPD.)~~ This section has been deleted.

ADDENDUM D
(November 25, 2014)

CHAPTER 2

ADMINISTRATION

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1. BOARD OF DIRECTORS

d. Consists of five (5) members, who are elected by qualified voters that reside within the boundaries of the Lands End Fire Protection District.
e. The Board of Directors is the governing body of the Lands End Fire Protection District and is the ultimate authority as described by Colorado Revised Statues.
f. Each member serves a term of office of four (4) or two (2) years, at the end of which time they may seek re-election for another term.

2. CHIEF

a. The Chief is appointed by the Board of Directors and will be reviewed yearly.
b. The Chief is responsible for the day-to-day operation of the fire department and its members.
c. The Chief carries out all duties imposed upon him by the Board of Directors and the Statues of the State of Colorado.
d. The Chief is responsible for the administrative, operations and technical work in planning, organizing, and directing the firefighting, fire prevention, and other related duties of the District. The Chief will be responsible for staff, training, budgeting, and all other administrative matters for the development and improvement of the Department.
e. Firefighter 1 certification and EMT-B certification required within one year of appointment to this position. (*See Addendum B) The board may allow these required qualifications to be extended at the discretion of the board.*

3. EMS COORDINATOR

a. Is appointed by the Board of Directors and will be reviewed yearly.
b. Is the department's EMS Coordinator.
c. Is responsible for the department's EMS equipment, supplies and drugs.
m. Is the department's EMS continued education supervisor.
n. When required or necessary, shall assist in fire prevention, fire inspections, and fire investigations.
o. Shall be the designated Officer for liaison with area hospitals in matters concerning infectious disease and member's possible exposure to such.
p. Shall serve on the Safety Committee.

q. Shall be, along with the Chief, the department's Training Officer.
r. Assumes command at emergencies when first to arrive and exercises full control until relieved by the Chief.
s. May be appointed as a sector Officer at emergency scenes when the need arises.
t. Works closely with the Chief to organize and conduct affairs of the Department in emergency and non-emergency situations.
u. Minimum EMT-B (IV) certification required and must be on protocols within one year of appointment to this position. (*See Addendum B) The board may allow these required qualifications to be extended at the discretion of the board.*

4. ASSISTANT CHIEF

a. Shall be appointed by the Board with recommendations from the Chief. This appointment shall be reviewed yearly.
b. Performs the duties of the next highest ranking Officer in that Officer's absence.
c. Assumes command at emergency scenes when first to arrive and exercises full control until relieved by a senior Officer.
d. May be appointed as a sector Officer at emergency scenes when the need arises.
e. Is the Department's fire investigator and inspector.
f. Is responsible for hydrant flows and tests.
g. Is responsible for the Department's fire prevention program, to include a juvenile fire setter program.
h. Will assist the Chief in reviewing all plans for development and zoning that occur within the boundaries of the District.
i. See Chapter 21 for additional duties and responsibilities.
j. *(See Addendum B)* Firefighter 1 certification and *(EMT-B)* ~~first responder~~ certification required within one year of appointment to this position. *The board may allow these required qualifications to be extended at the discretion of the board.*

5. LIEUTENANTS

a. Shall be appointed by the Chief and shall be reviewed yearly.
b. Performs the duties of the next highest ranking Officer in that Officer's absence.
c. Assumes command at emergency scenes when first to arrive.
d. May be assigned as a sector Officer at emergency scenes.
e. May be assigned as a safety Officer at emergency scenes.
f. May be assigned as the Department's Maintenance Officer.
g. Serves on the Department's Safety Committee.
h. Assist in scheduling and conducting training as needed.
i. Responsible for training of probationary members and verifying as such on the Department's check-off form.
j. See Chapter 21 for additional duties and responsibilities.
k. Firefighter 1 certification and first responder certification required within one year of promotion to this position.

6. <u>TEMPORARY POSITIONS</u> *(See Addendum D)*

a. Shall be appointed by the Chief.
b. Performs the duties of the position in which he/she is temporarily placed.

May be given special assignments without any designation to rank or position.