

**KCFPD #47
OPERATING MANUAL SECTION 2**

**O.G. 2.1
RESIDENCY REQUIREMENTS FOR FIRE SERVICES PERSONNEL**

Fire Department personnel are required to live within the boundaries of the Fire District.

Exceptions may be granted in any situation at the discretion of the Fire Chief.

This policy is to ensure reasonable response times to fire and other emergencies.

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O.G. 2.2
DEPARTMENT TRAINING

A Training Officer, reporting to the Fire Chief, will be responsible for the operation of the Training Department. Other personnel may be assigned as required. The Training Officer schedules and supervises both EMS and fire training.

The objective of the training program is to train department personnel on standards and procedures and provide continuous improvement within the Department. The training program should provide for the effective utilization of personnel, apparatus and equipment.

Training Objectives

1. Company drills shall cover standard firefighting and EMS techniques.
2. Company classes will cover technical information from O.G.s, rules and regulations, manuals, etc.
3. Debriefings should include chalkboard drawings and pictures, a complete study of recent fires, streets, hydrants, mains and other water supplies. The Company Officer should use the station building inspection file for classes and debriefings for pre-fire planning.
4. Officers and Firefighters assigned to special duties such as EMS Only personnel and Engineers are required to participate in drills and classes in their fields. This will be in addition to their required training in their specialized areas.
5. EMT Training will be offered to individuals upon request via the Chain of Command. Once approved, the participant will be sent to the next available class offered by King County EMS and must meet all requirements for that program in order to attend. Approved participants in the King County EMT Course will be paid drill points per department standard for hours attended and mileage for travel to and from the course. Any Department Member that chooses to attend an EMT course other than the approved King County EMS course will be solely responsible for any costs associated with that course and will not be paid drill points or mileage for said course duration. Additionally, Any Department Member that becomes Washington State Certified via any means other than the King County EMT Program will not be authorized to act as an EMT in KCFPD #47 until approved via a request using the Chain of Command and an indoctrination into King County AND KCFPD#47 EMS Policies, Procedures and Protocols.

Training Manuals

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This O.G. adopts the IFSTA (International Fire Service Training Association) Fire Fighter Training Manuals as the standard of training in the Fire Department.

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O.G. 2.3
TRAINING REPORTS and RECORDS

To meet the Insurance Services Office (ISO), Washington State Fire Service Training and certain Washington State O.S.H.A. requirements, the following reports shall be completed:

1. Individual Training Record
This record will become a permanent record of the Firefighter as long as they are a member of the Department. Each Firefighter will have a separate training record which is filled out by the Training Officer at the close of each training session.
2. Training Reports
A training report will be filled out by the Training Officer or his designee after each drill period. These reports will record each Firefighters name, personnel number, subject(s) for which training was received, and the amount of time spent on each subject. These reports will be filed by the Training Officer upon completion.
3. Drill Attendance Chart
Each drill a member attends is recorded in the activity roster. This roster serves two major functions. It is a reference of a members drill attendance and an accurate record for payroll or point purposes.

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**O.G. 2.4
FIREFIGHTER CONTINUING EDUCATION REQUIREMENTS**

The following shall be set forth as a requirement to remain a member in good standing of the fire department:

KCFPD#47 Volunteers are required to attend a minimum of 2 drills per month. See section 2.9 for further requirements.

Washington State Firefighter Training Certification Levels I, II and III shall be offered by the department with an 18 month commitment from the volunteer following the same guidelines as EMT training listed above in section 2.2.5

It is the desire of the fire department to provide education on all levels to all members, keeping in mind that time availability of personnel is of utmost importance. The department will provide outlets to all who desire further educational endeavors with proper approval and recommendations coming from the Training Officer and Fire Chief.

The fire department encourages all members to enhance their training and accreditation levels through continuing educational opportunities.

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O.G. 2.5
ORIENTATION CLASS

1. The Orientation classes are of paramount importance in the recruiting and retaining Volunteer Firefighters.
2. All individuals making application to the Department are required to attend and complete the entire series. The series should be completed prior to entering into any recruit or Firefighter training.
- 3.. The purpose of the series is to acquaint those making the membership application with certain basic policies, guidelines, rules, regulations and standards regarding participation as a Firefighter.
4. Topics important to persons with no firefighting experience, as well as experienced Firefighters are covered in this series.
5. Scheduling of this instructional series is accomplished through the Training Officer.
6. The series involves classroom related activities. Family Members are encouraged to attend.
7. Classroom sessions are normally held at the fire station.
8. The orientation class is designed to permit individuals who desire to join the Department as a Firefighter, the opportunity to more thoroughly understand their commitment should they elect to proceed with their membership intentions. The intention is to give the prospective member and their family an insight and a sense of what is involved in becoming a Firefighter. The applicant is exposed to the expectations which will be encountered from the citizens and fellow Firefighters.
9. The orientation class is most specifically designed to eliminate surprises or misunderstandings which may occur on the part of either the Department or the applicant with respect to the expectations of either party.
10. Applicants are made aware that Department policy encourages the utilization of the most highly skilled and qualified personnel at the scene of an emergency. Applicants are encouraged to contemplate and realize their present capabilities and training level, which is generally limited with the exception of highly experienced applicants, and to understand that their skill levels and level of participation at emergency incidents will increase with regular training and drill attendance.

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11. The orientation class should be instructed only by those individuals having a thorough working knowledge of the Department and the material presented. The instructor must always set a proper example by being neat, clean and one who demonstrates exemplary people skills.

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12. Course Synopsis:

Objective of the orientation class
Department history, budgets and demographics
Expectations of the Department with respect to firefighters
Expectations of citizens with respect to firefighters
Personal expectations
ISO grading
Importance of proper training

Operating Manual
Department Mission
Department goals and objectives
Medical services provided
Rescue services provided
Suppression services provided
Prevention and public awareness
Station numbers and locations
Company numbers (App.)
Apparatus/file numbers
Personnel numbers (radio designation)

County addressing
Barriers to response, natural and manmade
Run card alarm system
Map reading
9-1-1
Dispatch and functions
Pager operations
Protective clothing and personnel identification

Uniform attire
Incident Command System
Chain of Command
Firefighter's responsibilities

Freelancing
Personnel response to station and safety
Driving privately-owned vehicles

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Insurance

Alcohol and/or drug use and response

Smoking policies

Department apparatus/vehicles and driving rules

Seatbelt use,

Station bulletin boards

Association activities and awards

Public relations

Payroll

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O.G. 2.6
MEMBERSHIP REQUIREMENTS - VOLUNTEER FIREFIGHTERS

1. Firefighters shall be at least 18 years of age at the time of entry, in good health.
2. Firefighters should reside in the geographical area of the Fire District. Allowances may be made for those who live outside of the District at the discretion of the Fire Chief. .
3. Any Fire Department Member whose life status changes to the extent that they no longer meet the requirements of department membership (Not Volunteer association membership) should discuss the matter via the Chain of Command.

Note: See sample application form in appendix.

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O.G. 2.7

APPLICATION PROCESS - PROSPECTIVE VOLUNTEER FIREFIGHTERS

To effectively administer the requirements of the Fire District to prospective Firefighters (new applicants) and insure that each such applicant receives appropriate orientation, the following procedures are established for processing Volunteer Firefighter applications.

1. Prospective Firefighters must complete an Application form. A copy of the applicants drivers license shall be attached. From this application, a review of the individuals motor vehicle operating record and police record/background check may be made. Following this review a decision will be made by the Department Officers with respect to the individuals eligibility to join or to drive apparatus and equipment. *Note: To drive Department vehicles, one must be 21 years of age, have completed the prescribed driving course, and have authorization from the Chief.*
2. Prospective Firefighters will be required to complete an Insurance Card prior to starting their probationary period.
3. The completed forms will be submitted immediately to fire department administration for permanent filing.
4. The orientation instructor is responsible for immediately contacting the applicant and scheduling the applicant for the next available orientation class.
5. Following the applicants completion of the orientation class, the instructor will issue a formal completion notice for the applicants training file and will notify the Chain of Command and Department personnel.
6. The applicant will then be scheduled into the next available recruit training class if applicable or provided a Sr. Firefighter as a mentor . This mentor is responsible to indoctrinate and introduce and explain the department, introduce them to the officers and begin their indoctrination, issues them gear which remains at the station. That mentor would then make a motion after the 3rd drill to nominate the new recruit into the volunteer association. The Mentor then after discussions with the officers makes a recommendation to have the new recruit become a member of the Dept as an official trainee/probie, the officers discuss and the Chief ultimately has the final say.
7. Protective clothing, radio pagers, window decals or other property will not be issued to applicants until the formal completion notice referenced above has been issued. District keys and keypad numbers will be issued by the Chief, at the discretion of the Chief.

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7. New members will be identified with a black “T” on their helmets, to signify that they are in training. New members will be “Firefighter Trainees”, until the successful completion of the Recruit Training, An Officer’s and or Chief’s evaluation and upon approval by the Fire Chief.
8. Firefighter Trainees will generally be observers at calls. A Trainee shall not operate any equipment or apparatus until cleared to do so by the Training Officer or Chief.
9. A Trainee shall not respond to calls until authorized to do so by the Chain of Command.
10. Members of the Fire Department are drawn from the Volunteer Association exclusivley. However it is not required to be a Fire Department members to be a member of the Volunteer Association.

Note: Other processing may be involved to enter into the local Volunteer Firefighters Association.

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**O.G. 2.8
DRILLS AND MEETINGS**

Regular Drill Schedule

Evening drills will be scheduled from 7:00 PM until 9:00 PM every Week. Drills will be every Wednesday. Day drills will be scheduled as needed .

The Officers may change the starting and/or ending time of a given meeting or drill. Whenever the starting time is changed all station members must be given prior notice. The Officers may also cancel a drill, but prior notice must be given to all members.

Poor drill attendance creates a liability, most dramatically from a safety standpoint. Another liability is of having a bad example set for the Firefighters that drill faithfully. A firefighter may be declared as inactive at the discretion of the Chief Officers .

To quote Olin L. Greene, former Director of the U.S. Fire Administration, "There is no room in the Fire Service for hobby Firefighters, volunteer or paid." (This refers to those who attend calls, but don't drill!)

Officer Meetings

Officer meetings will be held the Tuesday before the Volunteers Association meeting, and start at 7:00 PM

Holidays

When a holiday falls on a drill night the drill may be cancelled.

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Special Drills

From time to time certain "special drills" are scheduled. These include, but are not limited to, burn-to-learns or other events that cannot be scheduled for practical reasons during Regular drill periods.

Business Meetings (Volunteer Firefighters Association)

The Association business meeting will be conducted the first Wednesday of each month and will start at 8:00PM.

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O.G. 2.9
SIGN-IN PROCEDURE FOR CALLS

- A. Each member who is present on a call will insure their name is documented on the incident report.

- B. The Officer or senior person in charge of the call shall affix their signature to the Incident Report certifying that all of the firefighters logged in on the Incident Report were present.

- C. In general, cutoff time for credit for the call will be when command recalls the alarm or incident, at the discretion of command, and all apparatus are in service.

- D. In the event that a manpower tone is transmitted after the first unit is returned, credit will be given to those members who respond.

- E. The entitlement to credit shall be at the discretion of the officer in charge of the incident, but the decision may be appealed by the firefighter to a Chief Officer.

- F. Personnel shall not leave a scene until they have been released by the Incident Commander.

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O.G. 2.10
DUTIES OF MEMBERS

All fire agencies are quasi-military, i.e., a definite chain of command exists. Self-discipline and respect of rank at all times is of paramount importance. It shall be the first duty of all members to obey all commands of their Officers on duty at all drills, fires or other emergency incidents.

Upon arrival at the scene of an incident the highest ranking person will assume command and will be in charge until relieved or command is passed.

Drill Attendance

1. Members must attend a minimum of 2 drills per month to remain a member in good standing unless otherwise excused via the Chain of Command.
2. Members shall be prompt to drills and meetings.
3. Special Exceptions may be made at the discretion of the Chief for lack of regular drill attendance based upon experience, time in service, prior history, employment or volunteerism with other fire departments/ambulance services etc...these exceptions will be discussed with the officers and to the department if they are of an extended or special nature.

Leaves of Absence

1. When it is apparent that a member will be temporarily unable to regularly attend drills, fire or emergency incidents, the member may be granted a Leave of Absence by the Chief for a period not to exceed one year.
2. Members on leave of absence status are not to respond to alarms and are to turn in their radio, pager, gear and all other Department property.

Apparatus Restoration

It is the collective duty of all crew members to insure the complete restoration of their apparatus, including washing of the vehicle and washing of hose, immediately following a drill, fire or emergency incident unless excused by their Company Officer. This restoration includes properly restoring all SCBAs, other apparatus tools and appliances, and restocking of Aid supplies used.

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**O.G. 2.11
PERSONNEL RULES (General)**

Further reference to these rules may be found in other sections of this manual

**ALL MEMBERS OF THE DEPARTMENT SHALL BE
SUBJECT TO THE FOLLOWING:**

Knowledge of Operating Manual

Every member shall thoroughly familiarize themselves with the Operating Manual of the Department.

Drivers License

Each member of the Department shall maintain a current, valid Washington State Drivers License.

Adhere to Rules

All members shall comply with and adhere strictly to such provisions of the Personnel Rules and Regulations, and Operating Manual, as may be construed to affect or pertain to members of the Department.

Uniform/Badges

See Section 3.1

Protective Clothing

All members of the Fire Department shall wear full protective clothing when responding to and at the scene of an alarm. The removal of helmets and coat shall be at the discretion of the Incident Commander. Minimum attire shall be bunker pants and boots, unless stated otherwise by the Incident Commander. Members without protective gear may not participate in, or enter the emergency scene. No use of Department bunker gear will be allowed for use at another Fire District unless mutual aid has been requested of the Department.

Misuse of Uniform

No member, except while on official duty, shall attempt to use the uniform of the Department for the purpose of identifying themselves as a member of the Department in order to gain admittance to any place or public amusement where an admission fee is charged to avoid payment of such fee.

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Grooming

Hair length shall be no longer than the top of the shirt collar when the member is in a normal standing position. Longer hair styles (over the collar) must be pulled back or kept on top of the head while on-duty so that it will be confined within the hood and not subject to tangle in S.C.B.A. straps. Hair shall be neat, clean and evenly trimmed at all times. No members shall be allowed to wear a beard, van dyke, or goatee. The exception to this is a mustache, which must be kept neat and trimmed in relation to length and density. Sideburns shall not fall below bottom of ear lobe. Sideburn hair across the face shall not interfere with face mask seal or HEPA mask seal..

Speaking for the Department

Members shall not attempt to act as spokesperson for the Department unless directed to do so by the Fire Chief.

Conduct

When dealing with the public or members of another department, personnel shall be cooperative, courteous and conduct themselves in a manner to bring credit to the Department.

Complaint/Recommendations

Members shall have the right to offer complaints, recommendations and suggestions for the good of the Department. They shall be submitted in report form for the consideration of their immediate supervisor.

Injuries, Reporting

Members receiving injuries, even of minor nature, shall report such injuries to their supervisor so that proper records are made of same. All injuries are to be reported immediately after the injury is received and proper paperwork must be completed by the member as soon as possible after immediate life safety needs are met.

Intoxicants/Drugs

Members will not drink intoxicants or consume drugs while on-duty nor will they report for duty while under the influence of said intoxicants or drugs. Alcohol on breath is not acceptable.

Firearms

Firearms will not be brought into the station. (Police Officers in the performance of their duty are excepted)

Personal Status Changes

All members are required to notify the Senior Officer of any changes in address, phone numbers or other information necessary for the keeping of proper records. Members are required to be accessible by telephone.

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Reporting

All members shall report matters that effect the efficiency or deficiency of the Department in report form to their Senior Officer.

Absence From Duty

No member shall absent themselves from assigned duty at a drill, fire or an incident without being properly relieved.

Gratuities

No compensation, reward or other consideration for services rendered in the line of duty shall be accepted or solicited by any member from any source without permission of the Fire Chief.

Resignation

Any member intending to resign from the Department should file written notice to that effect at least two weeks in advance of the date intended resignation with his immediate Superior Officer. This notice shall then be submitted to the Fire Chief.

Surrender of Department Property

Every member shall, upon resigning from the Department, or on demand by a Sr. Officer, surrender all Department property in their possession.

Care of Department Property

Every member shall be responsible for the proper care and safe keeping of all Department property issued to them or under their jurisdiction, and no Department property shall be loaned to any outside party without permission of their Senior Officer.

Commendable Acts

Whenever a member performs a commendable act or saves a life at the risk of their own, the Officer under whom they serve shall make a full report in writing to the Fire Chief.

Qualified Personnel

No Officer shall assign a subordinate to any duty of a special nature without first assuring themselves that such subordinate is fully capable of discharging such duty.

Obedience to Orders

In all matters pertaining to the Department, members shall render prompt, unquestioning obedience to orders of ranking Officers, unless they believe their safety may be compromised.

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Use of Titles

When before the public, Officers and firefighters should be addressed and referred to by their respective titles, i.e., Firefighter Jones, Captain Dean, etc.

Conflicting Orders Received

When a member receives an order that is in conflict with a previously received order, they shall so inform the Officer issuing the conflicting order and be guided by the Officers instructions.

Conflicting Order Issued

When an Officer issues an order, being fully aware that such order is in conflict with an previously issued order, they shall be held accountable for the results which may ensue.

Acting in Higher Capability

Any Officer or member assigned temporarily to acting duty in higher command shall be entitled to and shall receive all the prerogatives of said office, and in all cases their orders and commands shall be obeyed with the same promptness as those of regularly appointed Officers.

All members that respond to an incident shall return to their assigned station after the incident.

No member shall leave the station after an emergency until equipment is back in service and they are excused by their Company Officer.

While in quarters for recreation, all members shall conduct themselves in a manner to bring credit to the Department.

All members shall constantly keep in mind, that since they are public servants, their conduct and behavior is subject to criticism by the general public to a far greater degree than if they were engaged in private operations. For this reason, the unwritten rites of good conduct and behavior, as practiced by law-abiding, self-respecting citizens, should be observed by all members at all times, whether on or off-duty.

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All Members Shall:

- A. Follow Operations Manuals, written directives and O.G.'s of the Department.
- B. Use their training and capabilities to protect the public at all times, both on and off-duty.
- C. Work competently in their positions to cause all Department programs to operate effectively.
- D. Always conduct themselves to reflect credit on the Department.
- E. Supervisors will manage in an effective, considerate manner; subordinates will follow instructions in a positive, cooperative manner.
- F. Always conduct themselves in a manner that creates good order inside the Department.
- G. Keep themselves informed in order to do their jobs effectively.
- H. Be concerned and protective of each member's welfare.
- I. Operate safely and use good judgment.
- J. Keep themselves physically fit.
- K. Obey the law.
- L. Be careful of Department equipment and property.

Members Shall Not:

- A. Engage in any activity that is detrimental to the Department.
- B. Engage in a conflict of interest to the Department or use their position with the Department for personal gain or influence.
- C. Fight.
- D. Steal.
- E. Use alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capacities while on duty or available to respond
- F. Engage in any sexual activity while on duty.

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O.G. 2.12
ACCIDENT REPORTING

This O.G. is intended to reduce the confusion over what steps should be taken in reporting accidents and injuries. All accidents and injuries are required to be reported to the employees immediate supervisor and the supervisor is responsible for following through from that point on. The steps to follow are thus:

1. ***All Injuries and Accidents***

On-the-job injuries and accidents are to be handled as follows:

The employee involved will report the incident to their immediate supervisor. The supervisor will then be responsible for completing an accident report. This report is to be attended to promptly and completed in full.

The primary purpose of the accident report is to cover the relatively minor injuries that occur on the job and to act as a basis for further investigation of the incident if that proves necessary. The report serves as documentation that an incident was reported and is important for future reference.

Note: See sample personal accident injury reporting form in the appendix

2. ***Injuries Requiring a Visit to the Doctor or Hospital***

A. Fill out an accident report and distribute as detailed above.

B. The employee must report to a Chief Officer as soon as possible and complete all necessary forms. This must be done as soon as possible after the incident occurred. In cases of severe injury where the employee is not able to fill out the report personally, the supervisor will be responsible for notifying a Chief Officer and aiding the Safety Officer in completing the form.

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3. If the injury occurred during an emergency incident, the injury must also be reported on a Washington State Volunteer Firefighters form. Questions regarding this process, or safety questions in general, may be directed to the Safety Officer a Chief Officer.

While paper work is rarely anyone's daily highlight, it is justifiable. In dealing with individuals personal safety, the short time it takes to complete the necessary reports is a small price to pay. Unreported accidents serve no purpose but to further complicate the claim process and reduce any chance of taking corrective measures. If there is a question over whether a report should be filed or not, play it safe and fill out a report. Workers Compensation benefits may be jeopardized by failing to do so.

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**O.G. 2.13
PUBLIC SAFETY OFFICERS' DEATH BENEFITS**

Public Safety Officer's Benefits Act

The "Public Safety Officers Act of 1976" provides a Federal Insurance payment of over \$100,000 to the survivor of any public safety officer (includes firefighters) killed in the line of duty. A new dimension allows the parent(s) of the deceased firefighter to collect if there is no other beneficiary.

All firefighter personnel, shall in the line of duty, assist citizens in the time of need. LINE of DUTY, for purposes of the death benefits only, shall include all acts performed by the firefighter within the usual scope of the firefighters' duties.

Note: This agency is in no way involved in this insurance benefit other than to assist the family in making the necessary contacts and assisting with documentation.

IMPORTANT NOTE: An immediate blood sample must be taken from the deceased as soon as possible. The Federal Government requires a test for CO2 level, alcohol and drugs. See the following paragraphs.

P.S.O.B.'s principle eligibility standard mandates that a firefighter's death must be a direct and proximate result of an injury received in the line of duty. The injury-caused death rule occasionally creates medical issues requiring competent professional analysis.

Nevertheless, whenever there is reasonable doubt about the circumstances of an injury's occurrence, P.S.O.B. gives the benefit of the doubt to the firefighter's family and awards compensation.

Carbon monoxide deaths are a good example of the program's positive use of reasonable doubt. **The death benefit will be paid if the blood carbon monoxide level is 10% or higher in a decedent who was a non-smoker (or 15% for smokers) even if death results from a natural cause such as a heart attack.** Moreover, benefits will be paid if otherwise eligible carbon monoxide levels are reduced by the administration of oxygen and related life-saving measures.

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Death from natural causes are not covered by P.S.O.B. As noted, benefits are paid for firefighters deaths that result from injuries received in the line of duty.

For information on this program, you or your dependents should contact the Fire Chief, the State Fire Marshal's Office, or the P.S.O.B. office.

Telephone: (202) 307-0635

Or write: Public Safety Officer's Benefits Program
633 Indiana Avenue, N.W.
Washington, DC 20531

Volunteer Firefighter Benefits

Washington State Workman's Compensation
Administered by the Board For Volunteer Firefighters.