

# Hauser Lake Fire Protection District

## Standard Operating Guideline

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### OFFICERS DUTIES AND RESPONSIBILITIES 2.00

- 2.01** The officers of the Fire Department shall have title as follows, and shall, for administration purposes, rank in order of mention: Chief, Assistant Chief, Captain, Lieutenant, Engineer.
- 2.02** They shall be responsible for the full performance of their duties delegated to them and shall require subordinates under their command to comply with all orders, policies, etc. of the Department.
- 2.03** Officers shall be just, fair and firm in their dealings with subordinates and see that good order and proper discipline is maintained among members of the Department.
- 2.04** When, in their opinion, an offense committed by a member under their command is sufficiently serious to warrant immediate action, Officers in charge shall have the power to summarily relieve such member of his duties. An immediate verbal report of such action shall be made to the Chief, or, in his absence, his Assistant followed by a proper and well-written report of the situation to the Chief. The Chief will then schedule an Officers meeting to hear the complaint.
- 2.05** It shall be their duty to decide promptly any question of doubt on the part of their subordinates relative to the interpretation of any immediate action to be taken.

- 2.06 They shall be responsible for the completeness and accuracy of all reports with which they are concerned.
- 2.07 In conduct of the business of the Department, Officers shall, if possible, personally and directly administer the affairs with which they are concerned.
- 2.08 They shall cause all fires to be extinguished and investigated with the least possible danger to life and prevent unnecessary damage by water or other extinguishing agents. Take proper precautions against rekindle and leave the premises in a reasonable state or normalcy as possible.
- 2.09 Officers shall take precautionary measures to prevent unnecessary risks to other members of the Department.
- 2.10 Whenever a member saves a human life at the risk of his own or performs an especially commendable action, the Officer under whom the act was performed shall make a full report in writing of the action to the Chief.
- 2.11 No Officer shall interfere in the assignment or operations for which another Officer of equal rank is responsible, except when so directed by a Superior Officer.
- 2.12 In the presence of subordinates or the public, no Officer shall criticize Department Policies or actions of other Officers.
- 2.13 When at the scene of a fire or other emergency the Officers will keep the Command Center or Incident Commander informed of all movements and status of the situation.
- 2.14 Officers in charge of an emergency scene will have full powers and authority to direct the operation of extinguishing and investigating the situation. In the course of such operations, they may prohibit approach to any emergency scene by any person, vehicle or vessel. They shall prohibit any interference in the performance of their duties as Officer in Charge.
- 2.15 Officers, in rotation, will be assigned new members to educate and accelerate them through probation.

## **OFFICERS & FIREFIGHTERS IN CHARGE AT AN EMERGENCY SCENE 3.00**

- 3.01 The first person on an emergency scene who has the opportunity will initiate an Incident Command System and will announce that they are the incident commander. If the initial Incident Commander is experiencing difficulty a qualified person should attempt to help with command. If necessary command can be transferred to another member. The goal is to give everyone an opportunity to learn leadership.
- 3.02 The Incident Commander will be responsible for requesting any additional resources, if required, and decide what equipment will leave the emergency scene and when. The Commander will have the sole responsibility for cancellation of any responding units if the situation does not require those resources.

**3.03** The Incident Commander is responsible for Fire Suppression and Investigation to be handled in the best professional manner and assure that all equipment is serviced and ready for the next situation.

**3.04** All life threatening situations will be immediately reported to the Incident Commander.

**3.05** The Incident Commander is in charge of making sure an incident report is filled out.

## **SCENE OF FIRE OR EMERGENCY SITUATION 4.00**

**4.01** All members of the Department will respond to all fires whenever possible, including the Chief and Assistant Chief. The Chief and Assistant Chief will be under the direction of the Scene Commander unless they are given or assume command of the scene themselves.

**4.02** All scheduled Emergency Medical Technicians and First Responders will initially respond to all medical emergencies whenever possible unless canceled by personnel on scene or dispatch. Firefighters are not required to respond to medical emergencies.

**4.03** All members of the Department will respond to all vehicle accidents whenever possible with EMTs given priority in the first out truck and firefighters to man the second out truck.

**4.04** The Incident Commander will determine what equipment and manpower will be needed at the scene. S/He will also direct the set-up unless Command is transferred to the Chief or other personnel.

**4.05** One person from every vehicle will report to the Scene Commander for duty assignments.

**4.06** Personnel not performing specific tasks will remain with the vehicle they arrive on or with their Supervisor until assigned a task or released from the scene. All personnel have the responsibility to inform their Supervisor if they are finished with a job and are available for reassignment, personnel are not to enter a building, residence or scene for the sake of satisfying their curiosity.

**4.07** All personnel on a scene will wear and or use any and all protective gear applicable to the situation until the Incident Commander or his/ her representative advises otherwise. At scene of a structure fire, all personnel entering or ventilating will wear full protective gear, including breathing apparatus until determined safe by the Safety Officer.

**4.08** A minimum of two personnel are to enter a building at one time with a hose line serving as a lifeline. When one person has to leave the building the second will leave also.

**4.09** Whenever firefighters are on a roof, one person will stay and maintain the ground ladder.

**4.10** A roof ladder must be used when ascending a roof. Ladder hooks must be used, Two or three people will carry ladders when possible.

**4.11** Hose size will be left to the discretion of the Member in charge of the interior attack.

**4.12** Hose pressure will be set at 125 psi until directed otherwise.

**4.13** Engineer or acting Engineer will keep track of equipment being taken off trucks at an emergency scene (or training). Personnel removing equipment from a truck will inform the engineer of what was removed.

## **FIREFIGHTERS 5.00**

- 5.01** Firefighters will be under the immediate supervision of the Incident Command Structure.
- 5.02** Firefighters shall respond to the station and make themselves ready for whatever emergency situation should arise, and perform duties as required.
- 5.03** Firefighters shall maintain all personal, protective gear, equipment, tools and uniforms in clean and serviceable condition.
- 5.04** Firefighters shall perform other related work duties as required.
- 5.05** Firefighters shall take the "Essentials of Firefighting" course as soon as possible after joining the Department and strive to maintain and increase their knowledge of all associated functions of the Fire Service.
- 5.06** For the expediency in response to alarms, they shall make themselves familiar with the local area with regard to any problems they may encounter when responding with emergency vehicles due to road conditions.
- 5.07** All personnel driving Fire Department vehicles shall possess a valid Idaho driver's license and keep it current while a member of the Department. All drivers shall also complete an Emergency Vehicle Operators Course.
- 5.08** On a rotating basis all personnel will be assigned a monthly vehicle inspection. Any equipment discrepancy should be reported to the appropriate maintenance Supervisor.

## **EQUIPMENT DRIVERS 6.00**

- 6.01** All personnel over 21 years of age may be certified to operate any or all of the Fire District vehicles. The Chief shall appoint two or three personnel from within the Department to conduct the training.
- 6.02** It is the vehicle driver's responsibility to insure that all personnel shall wear vehicle safety restraints any time the vehicle is in motion.
- 6.03** The appointed operator trainers will conduct written and/or practical test(s) to members of the Fire Department who will be operating the vehicles. Results of this testing will be placed in the members personnel file indicating that they have been certified to operate whatever vehicles they have been tested.
- 6.04** If a member loses their Idaho driver's license for any reason, they must notify the Chief or Asst. Chief immediately and cannot drive Fire District equipment until the license has been reinstated.
- 6.05** Should any new equipment be purchased by the District, prior to acceptance, the panel of driving trainers shall be the first to drive and field test the equipment, and then, when they are satisfied and are comfortable with it, they will proceed to train all of the other Department personnel who will be required to operate the vehicle. A note of their qualifications will then be placed in their personnel file.

## **ENGINEERS (Pump Operators) 7.00**

- 7.01** Engineers shall be responsible for the operation and condition of their assigned apparatus and will be held accountable for its readiness for service. Should someone other than the assigned engineers use the equipment, that person is then responsible for returning the equipment to a state of readiness.
- 7.02** They shall perform a preventative maintenance program to their assigned apparatus. A record will be kept of work done and problems found, by date.
- 7.03** Points will be allowed for this preventative maintenance work. The goal of this program is to prevent major repairs. It is the responsibility of those Engineers and Trainees to check and note any problems or potential problems on the monthly checklist for the vehicle they are assigned to.
- 7.04** A written Engineer's examination will be taken prior to upgrading of any personnel to Engineer Status. Personnel that display an interest in Engineer work may attend any Engineer training sessions and assist them if the Engineer concurs. This extra work will be noted and considered in upgrading to the rank of Engineer.

## **FIRE CAPTAINS AND LIEUTENANTS 8.00**

The position of Fire Captain and Fire Lieutenants is one of the most important in the enforcement of discipline and the promotion and maintenance of efficiency. Therefore, they will consider it their indispensable duty to be constantly vigilant and while setting an especially good example, require that their commands measure up to the standard of the Department.

- 8.01** They shall be in control of their personnel and shall be responsible for the enforcement of the policies and procedures, both administrative and operational, of the Fire Department.
- 8.02** They shall respond to all alarms, when available, and assume command until properly relieved.
- 8.03** They shall familiarize themselves with the District and the general duties of the station to enable them to assume responsibilities of their Senior Officer, should it be required.
- 8.04** They shall use good judgment in the performance of their duties and at fires and other emergencies. They shall be particularly judicious in laying of lines, placing of ladders, spotting equipment, calling for assistance, and in other operations necessary to protect lives and property.
- 8.05** They shall conduct training sessions for their equipment so that a high degree of efficiency is maintained.
- 8.06** When a subordinate under their command during an emergency commits a gross infraction of the rules, such as intoxication by alcohol or drugs, willful refusal to obey orders, or when the interest of the Department could suffer by a member remaining on duty, An

officer shall have the authority to summarily suspend any member and make a report, in writing, to the Chief or Assistant Chief immediately upon returning to quarters.

- 8.07** They shall thoroughly instruct all subordinates as to their duties in and about the station and work required of them.
- 8.08** They shall, after a newly appointed or probationary member has served for a specified time, report to the Officers at their regular meeting, prior to the next general meeting, whether said person has proven capable and efficient.
- 8.09** They shall report promptly upon return to the station, in writing, to the Chief, all accidents or incidents to members, citizens and equipment. The report shall be specific and clear, giving names of witnesses and details.
- 8.10** They shall not permit intoxicated or otherwise undesirable persons to remain in or about the station at any time.
- 8.11** They shall see that all public and private property assigned to or stored in the station is properly cared for and protected.
- 8.12** They shall authorize outside repair work to be done only in the case of an emergency and shall see that the equipment supervisor is notified as soon as possible.
- 8.13** They shall perform other duties as required.

## **ASSISTANT FIRE CHIEF 9.00**

- 9.01** The Assistant Fire Chief shall rank below the Fire Chief in authority.
- 9.02** S/he shall be in charge of all fire personnel.
- 9.03** S/he shall see that all policies of the Department are promptly enforced and that all problems so related that may come to his attention are properly investigated, documented and given to the Chief in writing.
- 9.04** S/he shall respond to all alarms and emergency situations as required and may assume command (according to ICS) subordinate to the Chief.
- 9.05** S/he shall keep a roster and be entirely familiar with the membership of the Department.
- 9.06** S/he shall stand ready to attend whatever meetings the Chief so directs, either with the Chief or as his or her representative, to answer any questions pertaining to the operation of the Fire Department.
- 9.07** S/he shall stand ready to assume Command of the Department at the direction of the Chief, or in his absence. S/He must be familiar with all of the Department functions and those of the Fire prevention Bureau. S/he shall be a working member of the Department.
- 9.08** S/he shall be responsible for training. S/he may delegate the duties to a training Officer.
- 9.09** S/he shall perform other work as may be required.

## **MAINTENANCE SUPERVISORS 10.00**

- 10.01** Supervision of maintenance duties will be assigned to various officers or personnel as necessary.
- 10.02** Each supervisor shall have the final responsibility for his or her assigned area and is responsible for following a preventative maintenance schedule. S/he shall insure that a written record of maintenance is kept current and accurate. Each supervisor may delegate work to any qualified member as need dictates, or if a Department member sees a need for a task to be done and completes that task s/he must report what was done to the appropriate supervisor.
- 10.03** Any work which must be hired out must be first approved by the Chief or the District Commissioners unless of an emergency nature.
- 10.04** Supervisors shall be responsible for insuring that the proper tools are available to perform the necessary work and that all tools are put away in good condition upon completion of the work.
- 10.05** Supervisors shall be responsible for complying with the administrative directives provided by the District Commissioners and Chief.

## **E. M. S. COORDINATOR 11.00**

- 11.01** A member of the Department who is an EMT may be appointed by the Chief as EMS Coordinator.
- 11.02** S/he shall be responsible for insuring that necessary county EMS meetings and keeping the other EMT informed of any pertinent information or training opportunities.
- 11.03** S/he shall be responsible for insuring that all EMTs continuing education and certification requirements are maintained current.
- 11.04** S/he shall be responsible for insuring that all EMS reports are filled out completely and correctly and that they are forwarded to the State Office on a regular basis.
- 11.05** S/he shall be responsible for making and submitting an annual budget to the Chief for the Department's EMS needs.
- 11.06** S/he shall also be responsible for insuring that all EMS equipment is maintained and ready for any emergency and that a minimum inventory of all supplies are purchased and on hand at all times.
- 11.07** S/he shall perform other EMS related work as may be required.

## **TRAINING OFFICER 12.00**

- 12.01** S/he shall be responsible to the Chief for training schedules for the membership, including special meetings and seminars as they become available. S/He shall keep the training records and cause all certificates to be properly placed in each member's personnel folder for future reference. S/He shall report each month to the Fire District Commissioners for

their regular meeting, stating what the training was and how many personnel were in attendance.

- 12.02** S/he shall make official requests for training aids, etc., to the Chief, and be ready to answer any questions at the monthly meeting, S/He shall receive and properly implement reports from Officers and members of the Department, including recommendations and suggestions when the nature of the subject requires.
- 12.03** S/he shall coordinate thoroughly with the Officers for the training schedule and items to be trained on. S/He shall either be directly in charge of procuring necessary training aids, etc. or s/he may delegate this if so desired.
- 12.04** S/he shall be responsible for complying with the administrative directives provided by the District Commissioners and Chief.

## **FIRE CHIEF 13.00**

- 13.01** The Chief shall be the administrative head of the Department and have control of all activities of the Fire Department, including extinguishing, investigation, and prevention. S/He shall be responsible for proper management, discipline, and training of the Fire Department.
- 13.02** S/He shall have the power and authority to organize, manage and control the various divisions, boards, committees and companies of the service, all subject to and in such a manner as provided by law.
- 13.03** S/He shall have the power and authority to establish measures to put into effect the policy necessary for the operation of the Fire Department.
- 13.04** S/He shall, as necessary, recommend to the Commissioners changes of location of personnel and equipment, purchase of new equipment pursuant to the Operation of the Department, sale of older equipment no longer required, stating his/her reasons for such need or non-need, and shall furnish input annually to the budget process, in a manner required by the Commissioners.
- 13.05** S/He shall cause to be kept in proper form an accurate report and records of all business transacted by the Fire Department.
- 13.06** S/He may suspend or remove (after an impartial hearing) a member for cause from the Fire Department.
- 13.07** S/He may grant leave of absence or medical leave as described in the administrative section of the policy.
- 13.08** S/He may, at his/her discretion, call an Officers meeting and they should try to be present unless excused. Accurate records of these meetings will be maintained. The Chief may sequester records at an officers meeting for reasons of potential tort.
- 13.09** S/He shall enforce the manner of wearing the uniform.

- 13.10** S/He shall be responsible for compliance with the Administrative Directive provided by the Fire District Commissioners.
- 13.11** S/He shall be responsible for the public awareness of the enforcement, engineering and education of the International Fire Code and the appropriate sections of the Building Code as adopted by the State of Idaho.
- 13.12** S/He shall be a working member of the Fire Prevention Bureau.
- 13.13** S/He shall, on a yearly basis, along with the Assistant Chief, conduct a discussion on a personal basis with each firefighter, his/her status and input toward the Department.
- 13.14** S/He shall, as necessary, require more training sessions of any or all members of the Department.
- 13.15** S/He shall be appointed by the Fire Commissioners and will serve at their discretion. The Chief will appoint all the Officers in his/ her command.
- 13.16** S/He may have any other responsibilities and/or authority as may be directed by the Fire District Commissioners.

#### **EMERGENCY ALARM RESPONSE 14.00**

- 14.01** The following guideline for response to an emergency alarm is on the assumption that an adequate number of personnel respond and that there are no unusual circumstances. In an actual response these guidelines may be modified by the person in command as the situation dictates. Radio equipped senior personnel who are in the immediate vicinity of an emergency situation or who will pass by an emergency scene in route to the station shall ascertain that adequate personnel are responding. Then they should proceed direct to the scene, do size up and initiate ICS.
- 14.02** Enroute to the scene the driver's sole responsibility is to DRIVE. The person riding in the front passenger seat should handle all communications and make assignments.
- 14.03** Responses to various alarms will be as set, for a default, by "response card" as submitted to Central Dispatch. However, as all incidents are unique, it is the responsibility of the initial Incident Commander to determine the appropriate resources responding to any given incident.

#### **PROCEDURES FOR ENGINE 721 RESPONDING 15.00**

- 15.01** The following guideline for response to an emergency alarm is on the assumption that an adequate number of personnel respond and that there are no unusual circumstances. In an actual response these guidelines may be modified by the person in command as the situation dictates.
- 15.02** The preferred Crew should include an Engineer, Officer and 2 fire personnel. All personnel will be seated and wearing seat belts. At no time is any one to ride on the tailboard. As a general practice the member in the right front passenger seat will be the supervisor of the engine crew and act as officer of the engine.
- 15.03** While enroute to the scene, prepare to drop supply lines.

**15.04** When E-721 is the first responding unit in an emergency situation, they will accomplish the following: 1. Report on scene to Dispatch. 2. Life safety survey. 3. Situation size-up. 4. Establish incident command.

**15.05** Provide protection lines where needed, if smoke or flames are showing. I/C may also direct hose placement and charging of lines. Personnel may also be directed to initiate salvage procedures or other duties as deemed necessary.

**15.06** Two men will don air packs for entry.

**15.07** Upon return to the station, personnel will assist driver in backing up truck into proper stall.

**15.08** Upon return to the station all personnel will service E-721 as necessary, clean equipment, replenish supplies and anything else that may be required in order that the truck is ready for the next response.

## **PROCEDURES FOR ATTACK 750 RESPONDING 16.00**

**16.01** The following guideline for response to an emergency alarm is on the assumption that an adequate number of personnel respond and that there are no unusual circumstances. In an actual response these guidelines may be modified by the person in command as the situation dictates.

**16.02.1** The preferred crew to Brush 751 will be two personnel, however a one-man crew may be utilized if the situation warrants.

**16.02.2** When B-751 is the first responding unit in an emergency situation; they will generally make the situation assessment and report their findings to any senior officer also responding or to Hauser Fire Base. They will also report to Dispatch.

**16.03** When B-751 arrives at the scene, they will ask I/C for assignments

**16.04** B-751's crew should be prepared to do any of the following: 1. Fire suppression. 2. Rescue. 3. Ventilation. 4. Staging. 5. Exposure. 6. Water supply. 7. Overhaul 8. Traffic control. 9. or any other assignment ordered by I/C.

**16.05** Upon return to the station all personnel will service A-750 as necessary, clean equipment, replenish supplies and anything else that may be required in order that the truck is ready for the next response.

## **PROCEDURES FOR TRUCK 731/732 RESPONDING 17.00**

**17.01** The following guideline for response to an emergency alarm is on the assumption that an adequate number of personnel respond and that there are no unusual circumstances. In an actual response these guidelines may be modified by the person in command as the situation dictates.

**17.02** The preferred crew should consist of two fire personnel, (however a one man crew may be utilized if the situation warrants), both riding in the cab, no personnel will ever ride on the back of the truck.

- 17.03** When arriving at the scene, either set up the dump tank, or plumb into the other units, upon instruction from the I/C. You will be directed by I/C as to where to stage your unit.
- 17.04** If the dump tank is being used, as soon as your tank is empty, one firefighter (or two as may be directed by the I/C) will immediately go to the nearest water source and fill the truck tank and return to the scene.
- 17.05** Upon return to the station all personnel will service the vehicle(s) as necessary, clean equipment, replenish supplies and anything else that may be required in order that the truck is ready for the next response.

## **CHIMNEY FIRE PROCEDURES 18.00**

- 18.01** Upon arrival 721 one person will go into the residence and check the stove operations. All doors and draft regulators should be closed. Also, s/he should check the ceiling or wall where the chimney leaves the room for hot spots or a potential wall or ceiling fire. S/He should advise other responding units of the status of the situation. (Safety note: radio communication should be established and used prior to any action being initiated, especially in regards to the person monitoring the stove.) The second person should check the outside of the building for good ladder placement to check the chimney and then be prepared to direct the ladder crew. Check the attic spaces if it is practical or if the situation requires it.
- 18.02** Extinguishing- (Only when flames are coming out of the top of the chimney.) Use the water extinguisher and spray a small amount of water into the firebox. Be sure to open the damper before doing this so the steam travels up the chimney to extinguish the fire. Close the door tight as soon as water is in the firebox. If it doesn't work to slow it down, try it a second time.
- 18.03** Inform the owner to let everything go out overnight until it can cool enough to be cleaned. It should be cleaned and inspected by a professional chimney maintenance company before it is placed back into service.
- 18.04** Any deficiencies in the system shall be brought to the owner's attention and to an appropriate building official. Deficiencies should be noted on the fire report.

## **MUTUAL AID PROCEDURES 19.00**

- 19.01** Mutual aid calls shall be subject to manpower available.
- 19.02** Only apparatus called for by the requesting agency will respond.
- 19.03** Responding apparatus should have an Officer on board, in the event Officer is not available, the senior firefighter will be in charge and be the acting officer of the apparatus.
- 19.04** Responding apparatus should have at least the appropriate number of personnel when available. These are the preferred personnel.
- B-751 Officer and one firefighter
  - E-721 Engineer Officer and firefighters
  - T-731 Officer or senior firefighter and one firefighter

- T-732 Officer or senior firefighter and one firefighter
- R-780 Two medical personnel

**19.05** The Officer or acting officer in charge of the apparatus should make every effort to insure that the apparatus is released by the Incident Command to return to the district in a timely manner in order to insure that the apparatus is out of the district for the minimum time necessary.