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CHIEFS' DIRECTIVE

BREATHING AIR CASCADE SYSTEM - OPERATING GUIDE -

Make sure bottles have good "Hydro Test" dates before filling. 5 years from the most current date stamped on the top of the bottle for ALL steel or aluminum manufactured bottles. 3 years for ALL bottles that have a fiberglass hoop type wrapping, and 3 years for all composite type bottles.

- 1.) Place the bottle to be filled in the containment / cooling station.
- 2.) Connect the filling hose from the cascade system to the bottle that is to be filled.
- 3.) Make sure the "bleeder valve" and the in-line "shut off" valve are in the closed position (turn to the right to close, left to open).
- 4.) Open the valve on the bottle to be filled two or three turns.
- 5.) Open the "shut off" valve on the fill line two or three turns.
- 6.) Check the air pressure reading on the cascade system gauge, if the system is equipped with a regulator you will have to turn the regulator "in" to get the reading to register on the gauge.
- 7.) NOTE the pressure on the gauge, (*the regulator should be set no higher than this reading at this time.*) SLOWLY open valve of the tank that has LOWEST PRESSURE on the metal tag, but is higher than pressure in the bottle to be filled.

7a.) Adjust the regulator so the air in the system will enter the bottle to be filled, BE CAREFULL, do not exceed the capacity of the bottle (2216 is full on the bottles we use). *Disregard if system is not equipped with a regulator!*
- 8.) When the sound of the air flowing into the smaller bottle stops and the needle on the gauge stops going up, TURN THAT TANK OFF and go to the tank with the next highest pressure reading in the system if necessary, to fill the bottle. (*if the system is equipped with a regulator, you will have to adjust it each time you open a bottle in the system until it is set for your desired pressure, after it is set, you should no longer have to adjust it until the filling of bottles is complete. - this should only be necessary for the first bottle filled -*)
- 9.) Repeat steps 7. and 8. until the bottle being filled reads 2216 (Full or Slightly above) then stop, making sure the cascade system bottle is TURNED OFF,
- 10.) Turn the valve of the bottle being filled Off, also close the "in-line" valve on the fill hose to the off position, now open the "Bleeder Valve" located between the In-line "Shut Off" valve and the bottle being filled (this will relieve pressure and allow you to safely disconnect the bottle that was being filled).
- 11.) Disconnect fill hose from the bottle that was being filled and remove the bottle from the containment / cooling station. PLACE BOTTLE BACK IN SERVICE,

CHIEFS' DIRECTIVE

- 12.) When the filling of bottles is completed, it is important to know exactly what is left in the cascade system. This can be accomplished by opening the last bottle (highest pressure) in the system, writing down the reading on the system pressure gauge onto the metal tag that is attached to that bottle, CLOSE the valve and go onto the next lowest bottle in the system and repeat this sequence until all the bottles in the system have been done.
- 13.) **MAKE SURE ALL BOTTLE VALVES ARE CLOSED** Now slowly bleed off any remaining air pressure in the fill line by opening the "in-line" shut off valve. (*if equipped with a regulator, you will need to relieve the pressure in the regulator, this can be done by bleeding the fill hose. Once this is done, turn the regulator out until it stops, this will relieve any air trapped in the regulator and increase its life.*) You are now finished with the system.

NEVER HAVE MORE THAN ONE BOTTLE IN THE CASCADE SYSTEM OPEN AT A TIME. THIS WILL PREVENT THE SYSTEM BEING "EQUALIZED".

Jumpsuit Guidelines – Rush Fire District

Jumpsuits are being issued to some firefighters as part of their issued turnout gear these jumpsuits can be worn on regular Emergency Medical Service (EMS) calls, motor vehicle accidents (ambulance crew or first responder), water rescue calls and grass/brush fire calls. Below is a breakdown of the types of calls these suits may be utilized at.

EMS Calls – First responders and the ambulance crew may wear the jumpsuits.

Motor vehicle Accidents – First responders and the ambulance crew may wear the jumpsuit at these scenes while performing emergency medical treatment. Be aware that these jumpsuits do not replace a firefighters regular turnout gear and that firefighter/scene safety must be closely monitored. If conditions warrant full turnout gear it should and will be worn.

Water Rescue Incidents – Firefighters performing duties at water rescue incidents may wear the jumpsuits.

Reminder: Full firefighter turnout gear or bunker pants and boots are not recommended to be worn at water rescue scenes, especially while performing in water or on the shore near the water.

Grass/Brush Fire Calls – Firefighters may wear the jumpsuits at grass/brush fire calls as long as they wear the following:

- Long pants and shirt under the jumpsuit
- Fire helmet and hood
- Firefighter gloves
- Issued bunker boots or leather safety shoes (minimum ankle high)

The new jumpsuits do not replace traditional firefighter turnout gear. Firefighters should bring their issued interior approved turnout gear with them on all calls. The only exceptions would be the ambulance crew or a firefighter who is first responding to a motor vehicle accident or a routine ambulance call.

Firefighters who are issued jumpsuits will be responsible for the cleanliness of that suit and its proper storage (out of sunlight). The Rush Fire District has the equipment and designated area to clean the suits at Station #1


Dale E. Sweet
Fire Chief

Re: Training

As in the past all training must be approved by the Fire Chief in order to receive credit. Obviously drills that are pre-scheduled are already approved. Outside training such as Seminars, EMS Courses, State Fire Training, or any other type of training must be approved by the Fire Chief for insurance, cost, and necessity reasons.

Also, any training that is taken at a firefighter's place of employment may be submitted in writing prior to training sheets being filled out for approval by the Fire Chief. If the Fire Chief feels it does not apply to our operations he may reject the request for training credit.

Firefighters need to remember that some training at their place of employment may be accepted, but they still need to train with the other firefighters and the equipment and guidelines that we utilize.


Dale E. Sweet
Fire Chief

Chief's Directive #2001-02

May 7, 2001

Accident and Driving Infraction Guidelines

&

Vehicle Accident Review Policy

Approved by the Rush Fire District Board of Fire
Commissioners on April 17th, 2001.

Effective: May 7, 2001.

Health and Safety Program

Within the Rush Fire District the Rush Fire Department is organized to provide emergency services for the district. It is the intent of the Rush Fire District and the Rush Fire Department, Inc., to place the safety of our firefighters as the top priority and to provide the utmost opportunity for the safety of personnel by developing, implementing, monitoring and evaluating a safety and health program.

1. ORGANIZATIONAL STATEMENT

1-1 The Rush Fire District is located within the Town of Rush, County of Monroe and the State of New York. The Rush Fire Department is organized to protect life and property by mitigation of emergency incidents. Services such as fire suppression, emergency medical services, ambulance operation, rescue, property conservation, hazardous materials at the operations level, fire prevention and other activities as deemed to be in the best interests of the Fire Department or the citizens of our community, are provided as permitted by the available resources of the Department. A training program will be developed as a minimum guideline under section two of this program in the following categories (see Section II).

1-1a Interior Structural Firefighters

- A) Entry Level Training
- B) In-Service Training

1-1b Exterior Firefighters

- A) Entry Level Training
- B) In-Service Training

1-1c Fire Officers

1-1d Department Instructors

(see Standard Operating Guidelines table of contents hereafter referred to as SOG# 1.)

1-2 This department is committed to operate, to the best of our ability, within the guidelines established in NFPA 1500 series and NFPA 1000 series national consensus standards and such other standards or guidelines as may be deemed appropriate by the Chief of the Department and the Board of Fire Commissioners.

1-3 A safety committee shall be established, the members of which shall be appointed by the Board of Fire Commissioners, Chief of Department and the President and membership of the Rush Fire Department. Members of the committee shall continue to serve until relieved of committee membership. The committee shall serve in an advisory capacity to conduct research and develop recommendations regarding health and safety issues for review by the Chief of the Department. See SOG #2-3.

This committee shall meet at least once every six months. A Safety and Health Officer (SHO) shall be appointed by the Chief of the Department and shall continue in that position until relieved of those responsibilities. Each officer of the department and other firefighters as identified by the Chief, shall be trained in emergency scene safety. If the Safety and Health Officer is not available at emergencies and the Incident Commander deems that this staff position should be activated, an appropriate fire officer or firefighter shall be assigned to this position for the duration of the incident.

1-4 The Chief of the Department and the Safety and Health Officer shall establish a record collection system for such records as injuries, illnesses, deaths, exposure to toxic products and infectious diseases, membership training, maintenance / inspection of equipment, apparatus, facilities and other areas as may be deemed appropriate. The drivers license of each member shall be witnessed and the registration number and expiration date recorded.

2. TRAINING AND EDUCATION

2-1 The following guidelines are minimum requirements for maintaining active membership in this department. Additional training courses may be developed / implemented by the Chief of Department or his designee.

2-1.1 Interior Structural Firefighters

Newly appointed members shall be trained in accordance with the standards for Firefighters as adopted by the NYS OFP&C. Prior to performing firefighting duties the newly appointed member shall complete the NYS OFP&C "Fire fighting Essentials Course" or equivalent. The member should work under the supervision of an experienced firefighter until the completion of the OFP&C Firefighter II course or it's equivalent. Any curriculum shall contain safety and health education and training as prescribed under current applicable OSHA and or NYS OFP&C requirements.

- Source: NYS OFP&C Essentials course, NYS OFP&C OSHA Safety Training, MCFB Recruit Class

| <u>Subject</u> | <u>Hours</u> |
|--------------------------------------|--------------|
| ◆ General Hazard Recognition | 1 |
| ◆ Fire Station Safety | 2 |
| ◆ Response Safety | 2 |
| ◆ Fire Scene Safety | 2 |
| ◆ Protective Clothing | 3 |
| ◆ Self contained Breathing Apparatus | 3 |
| ◆ Tool and Equipment Safety | 2 |

CPR / Rescue Breathing, Blood Borne Pathogens, TB, HAZMAT Awareness Level shall

comply with NFPA national consensus standards, OSHA and / or NYS OFP&C standards as deemed applicable by the Chief of Department and the Board of Fire Commissioners. (The Monroe County Fire Bureau Firefighter Safety Curriculum covers most of these requirements). In addition, other training courses as identified by the Chief of Department may be required of the membership.

Current members shall receive annually, as a minimum, at least a portion of the required curriculum on a quarterly basis, the training in the following areas as required by OSHA:

| <u>Subject</u> | <u>Hours</u> |
|--------------------------------------|--------------|
| ◆ General Hazard Recognition | 30 Minutes |
| ◆ Fire Station Safety | 30 Minutes |
| ◆ Response Safety | 45 Minutes |
| ◆ Fire Scene Safety | 1.25 hours |
| ◆ Protective Clothing | 1 hour |
| ◆ Self Contained Breathing Apparatus | 2 hours |
| ◆ Tool and Equipment Safety | 1 hour |
| ◆ Recent Developments in Fire Safety | 1 hour |

CPR / Rescue Breathing, Blood Borne Pathogens, TB, HAZMAT Awareness Level shall comply with NFPA national consensus standards, OSHA and / or NYS OFP&C standards as deemed applicable by the Chief of Department and the Board of Fire Commissioners. (The Monroe County Fire Bureau Firefighter Safety Curriculum covers most of these requirements). In addition, other training courses as identified by the Chief of Department may be required of the membership.

2-1.2 Exterior Structural Firefighters

All newly appointed members shall be trained to the NFPA standard for Exterior Firefighters, in tasks they will be expected to perform prior to being allowed to perform those tasks. All new firefighters shall be trained to a minimum standard of Firefighter I. Current Exterior Firefighters shall receive annual refresher training.

3. SPECIAL TRAINING REQUIREMENTS:

3-1 Drivers should be trained to comply with NFPA 1000 series national consensus standards, OSHA standards and NYS OFP&C standards for driver /operators, in effect upon date of entry into training. Newly recruited members will not operate district or department emergency vehicles until they have been trained and qualified.

3-2 Department Instructors should complete a course in instructional techniques and be knowledgeable in the subject material assigned to instruct. Individuals having a special knowledge, skill or ability can be utilized as special instructors without completing a course in instructional techniques under the general direction of the department instructor.

3-3 Fire officers will be trained in accordance with the current minimum standards listed in the "Line Officers Duties and Qualifications" which is attached to the by-law's (see SOG # 14 - Appendix).

3-4 Additional membership training should include, but not be limited to such items as the Incident Command system, emergency operation procedures, evacuation from hazardous area procedures, right to know information and special hazards of the community. Members shall also be trained in accordance with 29CFR1910 at the first responder, operations level for hazardous materials incident response.

4. VEHICLES AND EQUIPMENT, OPERATION AND MAINTENANCE.

4-1 Drivers/operators shall be physically able to operate the vehicle, and trained as a minimum to the level described in section II of this document. Vehicles shall always be operated in a safe and prudent manner and in accordance with any additional guidelines provided by the Chief of the Department and in compliance with NYS Vehicle and Traffic Law.

4-2 All apparatus shall come to a complete stop at all red lights, stop signs or other traffic control devices requiring a full stop prior to proceeding through the traffic control device with caution. While the driver is in control of the operation of the vehicle, the officer or acting officer is ultimately responsible to ensure the safe operation of the vehicle and to ensure that all passengers are securely positioned on the apparatus.

4-3 All passengers shall be seated and all passenger restraint devices used. All apparatus shall be equipped with back-up alarm devices. When personnel are available, one or more firefighters should be positioned at the rear or side of the apparatus to assist in backing.

4-4 All apparatus shall be examined on a regular basis for routine ,maintenance items as prescribed in the weekly vehicle check sheet for each apparatus. The Chief shall also establish a maintenance program for each vehicle as per the manufacturers recommendation. Required repairs / maintenance shall be accomplished by qualified persons. Unsafe or non-serviceable equipment / vehicles shall be removed from service until repairs are made.

4-5 The Chief of Department shall ensure that testing of equipment components such as pumps, hose, SCBA, extinguishers, etc., is accomplished in accordance with the manufacturers specifications and NFPA standards, following repair or periodic maintenance as required. Testing of ground ladders shall be accomplished in accordance with NFPA 1932 if ladders have been exposed to excessive heat, dropped or overloaded. All ladders shall be visually inspected at least annually.

4-6 As a minimum, all new apparatus shall comply with applicable construction and equipment standards as published by the NFPA. Vehicles may incorporate such other features as recommended by the Chief Officer or the Safety Committee.

5. PERSONAL PROTECTIVE EQUIPMENT

5-1 Personal Protective Equipment (PPE) shall be provided for all firefighters. This PPE shall comply with applicable NFPA standards at the time of manufacture and shall include a complete ensemble (coat, pants, boots, hood, gloves, helmet, face shield, eye protection). The PPE shall be worn at all times on the emergency scene unless otherwise instructed by the Incident Commander (IC) or Officer In Charge (OIC). Each member shall be trained in and responsible for routine care and maintenance of PPE, and station uniforms. Members whose PPE requires repair or other maintenance shall notify an officer immediately so that proper action may be taken.

5-2 Self Contained Breathing Apparatus (SCBA) are installed on each required fire district vehicle. Personal Alert Safety System devices (PASS devices) shall be supplied and used with all SCBA. PASS and SCBA shall be maintained and tested in accordance with manufacturer and NFPA / OSHA 29CFR1910.134 standards. All members shall be trained in the visual and operational inspection of this equipment. Maintenance and repairs shall only be performed by qualified individuals.

5-3 Ropes, harnesses and hardware for emergency operations shall be maintained and used in compliance with manufacturers recommendations. Maintenance and periodic inspection and testing of such equipment shall be accomplished on a scheduled basis in accordance with applicable standards.

5-4 The department shall establish and maintain a face, eye and hearing protection program in accordance with 29CFR1910.133 and 29CFR1910.135.

6. TRAINING AND EMERGENCY OPERATIONS

6-1 All training and Emergency Operations must be conducted in as safe a manner as possible and in such a manner as to recognize and prevent accidents and injuries. The incident commander has overall responsibility for the safety of personnel.

6-2 Live fire training shall be conducted using NFPA 1403 as a guideline.

6-3 A safety officer shall be assigned when, in the opinion of the IC an incident has reached a level that requires additional safety precautions. In the absence of the Safety Officer (SO), the IC shall assign a fire officer or firefighter to fulfill this responsibility. A Safety Officer may have additional responsibility at an incident if there is not sufficient manpower to fill all required roles. As an incident grows larger, the SO's role must become larger (SOG # 2-3).

6-4 A personnel accountability system has been created with each member being issued picture identification tags (SOG # 9-17). This system shall be used at all times.

6-5 Special hazards may require special safety precautions. These special hazards are described along with the precautions to be taken, in SOG #9-16. Guidelines shall be distributed to each member for inclusion in the members training and operations guide book. Development and revision of guidelines is an ongoing process and shall be reviewed and updated at least annually by the Safety Committee and Chief Fire Officer.

6-6 Whenever possible, an ambulance with EMS personnel shall be at the scene of an incident to render assistance to department members or victims as needed. At a minimum this should consist of two (2) qualified EMT's. Advanced Life Support Technicians shall be available at all Hazardous Materials Incidents.

6-7 Each officer shall monitor the safety of their company. The department shall provide adequate personnel to safely conduct operations at an incident. An IC may require an Rapid Intervention Team at an incident. This may be accomplished utilizing Rush firefighters or mutual aid firefighters from another agency.

6-8 Emergency Evacuation (egress) and MAYDAY signals from an emergency scene shall be made known to all members. Upon hearing either signal, all members shall report to a staging area as specified in SOG # 9-18. Officers shall then perform a role call of personnel to ascertain the status of members assigned to the incident.

These signals shall also be made known to mutual companies summoned to an incident in the Rush Fire District (9-18.1). Conversely, Rush Fire Personnel assisting in another district shall be made aware of the procedures in use in that district for emergency egress of personnel from an incident scene.

7. FACILITY SAFETY

7-1 Fire stations shall comply with all applicable codes and regulations and be inspected at least annually for code violations. A safety evaluation, using an approved checklist, shall be conducted by a fire officer at least quarterly for items that affect personnel safety.

7-2 Apparatus rooms shall be equipped with an automatic vehicle exhaust system. Smoke detectors and heat detectors have been installed in each facility. They shall be inspected and tested for performance at least annually.

8. MEDICAL

8-1 All new members shall receive a complete physical in accordance with NFPA 1582 prior to entering in to active training or any other departmental activity. All members shall receive an annual physical such as may be prescribed under NFPA 1582 or by the Board of Fire Commissioners.

8-2 Members shall be offered Hepatitis B immunizations at no cost to the member.

9. MEMBER ASSISTANCE

9-1 Should the performance or actions of a volunteer firefighter compromise their safety or the safety of others firefighters or the general public while performing official duties, such conduct shall be referred by the Chief Officer to the Safety Committee for review. Recommendations regarding the individual shall be made to the Chief.

9-1.1 Under no circumstances shall a department member act in the official capacity of a firefighter or fire officer when the consumption of alcohol or other substances may affect their ability to perform all duties in a safe and professional manner.

9-2. If at some time the Fire Department becomes the primary employer for firefighters, a member assistance program shall be established. Such program will include a referral listing for assistance and guidelines for referral including the confidentiality of records of referral. The Fire District shall be the sole source for employee assistance.

9-3. A critical incident stress program shall be developed and available resources for implementation identified.

RESPIRATORY PROTECTION PROGRAM POLICIES AND PROCEDURES

1-3 INTRODUCTION:

While most air is safe to breathe, there are some situations which require the use of respirator protection. OSHA standards (29 CFR 1910.134), establish permissible practices and requirements for a minimal acceptable program. The term "Respirator" shall denote both self-contained breathing apparatus and HEPA masks as currently provided by the Fire District and such other appliances as may be provided in the future.

1-3.1 PURPOSE

To comply with applicable sections of OSHA, and NYS DOL rules and regulations covering active Firefighting and EMS personnel of the Rush Fire Department and Rush Fire District. The **Respiratory Protection Program** is to provide protection to all designated **Rush Fire District** personnel from hazards associated with airborne contaminants, by proper use of Respirators. Respirators are to be used when ambient air is oxygen deficient, dusty or a hazardous environment exists.

1-3.2 SCOPE

The contents of this policy are applicable to all active personnel of the District. Use of a Respirator in certain conditions, training for use and a limited physical examination is mandatory. Use of respirators in atmospheres that are Immediately Dangerous to Life and Health (IDLH) is mandatory. All firefighters engaged in interior structural firefighting must wear and use SCBA's. Firefighters engaged in exterior operations who are or may be exposed to IDLH atmosphere must wear and use SCBA.

1-3.3 RESPONSIBILITY

- A. The Responsibility for implementing and conducting the fire districts' policy and procedure for the **Respirator Protection Program** shall rest with the **Fire Chief and Safety Officer**.
- B. The **Safety Officer** shall act as **Respirator Coordinator** and be charged with the responsibility for implementing the procedures governing the use of respirators. The Safety Officer shall be responsible for:
 1. Developing detailed written standard operating procedures governing the use of respirators.
 2. Instructing personnel in the proper use and care of respirators and assuring appropriate fit tests are performed.
 3. Arranging for repairs as needed.
 4. Monitoring compliance.
 5. Scheduling annual training courses and maintaining necessary records.
- C. The **Safety Officer or Designee** shall be responsible for:
 1. Assuring only qualified personnel are assigned tasks requiring the use of respirators.
 2. Assuring that respirators are used when needed and for the intended purpose .
 3. Insure that line officers are inspecting respirators at regular intervals (minimum monthly).

4. Ensure that employees clean and store the respirators assigned to or used by them.
- D. The Rush Fire District contract medical provider or a members' personal physician shall be responsible for determining the physical competency of respirator wearers. Medical status is to be reviewed annually.**
- E. Personnel shall be responsible for:**
1. Cleaning and disinfecting the air pack face mask / respirator after each use.
 2. Inspecting the facemask / respirator before and after each use and during cleaning.
 3. Using the facemask / respirator when needed in accordance with instructions.
 4. Assuring that facial hair or changes in facial characteristics, i.e., loss of teeth, dentures, etc do not compromise sealing of the mask.
 5. Reporting facemasks / respirators which are not functioning properly.
- F. The Safety Officer or his designee (Captains / Lieutenants) will inspect all units monthly and assure they are functioning properly. Copies of inspection and maintenance records shall be provided to the Board of Board of Fire Commissioners upon request.**

1-3.4 DETERMINATION OF WEARER'S EXPOSURE TO HAZARDS

Appropriate surveillance of work area conditions and of worker exposure to respiratory hazards shall be carried out. The concentration of vapors, which may be a respiratory hazard to workers, shall be determined periodically. Monitoring of ambient conditions shall cover the duration of the emergency where exposure to hazardous atmosphere may be expected. (Activities in the work area vary during any response and vary the hazard concentration.)

All firefighters engaged in activities in a hazardous area will use SCBA in accordance with district SOG,s. Entry into any IDLH or potential IDLH atmosphere requires the use of SCBA. Exposure or potential exposure to airborne bio-hazards (e.g. Tuberculosis) requires the use of a HEPA respirator.

1-3.5 RESPIRATOR SELECTION

Respirator selection shall be made on the basis of hazards to which the firefighter is exposed. All active Rush firefighters shall use OSHA, NIOSH and NFPA approved Self-Contained Breathing Apparatus or HEPA respirators. All SCBA and other respirators issued by the Rush Fire District are OSHA, NIOSH and NFPA compliant devices.

1-3.6 RESPIRATOR FIT TESTING

All firefighters who are medically approved for respirator use shall be tested annually using a quantitative fit test method. All testing shall be in compliance with current OSHA and NFPA standards.

1-3.7 TRAINING

Training and instruction in the proper use of SCBA / Respirators, and their limitations will be provided to all personnel by the **Training Officer or his designee.**

Training will provide personnel with an opportunity to handle the SCBA / Respirator, have it fitted properly, test it's face-piece to face-seal, wear it in normal air for a familiarity period and finally, wear it in a test atmosphere. Every SCBA / Respirator wearer will receive fitting instructions, including

demonstrations in how the SCBA / Respirator should be worn, how to adjust it and how to determine if it fits properly. Training shall be provided on an as-needed basis and annually thereafter.

1-3.8 GENERAL CLEANING AND STORAGE OF RESPIRATORS

Personnel using the equipment have the responsibility to clean and store equipment ready for re-use.

- A. Wash entire unit with solution of detergent or soap and warm water (use damp towel). This would include hoses, face masks, straps, etc. Follow manufacturers' directions.
- B. Rinse with clean, damp towel, and wipe dry.
- C. Disinfect the face piece by sponging with disinfectant towelettes, or manufacturers cleaning solution. Follow manufacturers' directions.
- D. Make sure all equipment is completely dry before storing.

NOTE: It is advisable to place the facemask or respirator in a re-sealable plastic bag until next use.

- E. Respiratory equipment is not individually assigned and must be cleaned after each use. It shall be the responsibility of each firefighter and / or vehicle officer to assure that this is being accomplished.

1-3.9 RECORDS

Records of training and testing shall be maintained for each respirator and each active member of the fire department. Individual records of medical examination, training and fit testing shall be maintained for at least 1 year after termination of membership.

STANDARD FOR PHYSICAL EVALUATION

- 1-4.1 All personnel shall comply with NFPA standard 1582 for physicals including those assigned to interior and exterior.
- 1-4.2 The district shall send notification to each member 30 days prior to the due date of a physical, advising the member of the requirements for the physical. Members must cause a completed physical evaluation to be submitted to the Secretary of the Board of Fire Commissioners within 30 days following the month of the required physical.
- 1-4.3 Failure to submit a completed physical form within the allotted time will result in a letter of notification from the district. Failure to secure the required physical within 30 days of the letter will result in suspension of active membership pending completion of the physical.
- 1-4.4 Personnel who fail to have a complete physical within 60 days of the letter sent in 1-4.3, will be removed from the roles as a member of the fire department. Re-application for membership in conformance with the approved bylaws of the Rush Fire Department would then be required.
- 1-4.5 Appeal from any negative action must be made in writing to the Board of Fire Commissioners within 30 days of the action.

PERSONNEL DRESS CODE

Purpose: To establish a minimum dress code covering various situations when serving as a responder or member of the Rush Fire District or Rush Fire Department.

Scope: All members, when responding to a call for assistance or participating in a drill, meeting, training event or ceremony, shall be attired in accordance with this policy as approved by the Board of Fire Commissioners.

1-5.1 Emergency Responses:

1-5.1a When responding to a call for fire fighting assistance, members shall respond in the appropriate issued Personal Protective Equipment (turnouts or coveralls, shirts, or pullovers) for the type of call. During summer or warm weather operations, the wearing of shorts under the turnouts is permitted to reduce the chances of "overheating".

1-5.1b When responding to a call for emergency medical assistance, members shall respond in the appropriate Personal Protective Equipment (turnouts, coveralls, pullover, etc.) for the type of call and the role they are functioning in.

1-5.1c When, responding as a member of an EMS crew on the ambulance or first responding fire vehicle, a member shall be attired in a shirt or pullover that displays markings of the Rush Fire Department. The wearing of FD shirts, pullovers, long pants, coveralls, or turnout gear is required on all EMS calls.

1-5.2 Drills, Training courses, Work Details

1-5.2a When attending a drill, training course, or work detail, members shall wear class "B" uniforms or casual dress, as may be deemed appropriate by the officer in charge or a Chief officer. Tops which expose a bare midriff or "short shorts" are not casual attire.

1-5.3 Parades, Funerals, Ceremonial Functions

1-5.3a When attending a parade, public gathering or ceremonial function such as a funeral, member shall be attired in class "A" uniform unless otherwise authorized by the officer in charge or a Chief officer.

1-5.4 Uniform Apparel.

1-5.4a Members are issued class "A" dress uniforms and class "B" work uniforms by the Fire District as well as shirts / pullovers / job shirts by the Rush Fire Department. These garments are to be worn whenever a member is engaged in a duty activity in the fire station(s). Tops which expose a bare midriff or "short shorts" are not permitted.

1-5.4b When participating in a scheduled mutual aid fill-in, members should, whenever possible, appear in class "B" uniform. Job shirts, tee shirts, sweatshirts, pullovers with Rush Fire Department logos are permissible at the discretion of the Officer in Charge or Chief officer. Dark blue "B" uniform pants, blue jeans or dark blue slacks are encouraged.

1-5.4c When participating in a formal training activity such as those sponsored by the Monroe County Fire Bureau, NYS OFP&C, or the NYS Association of Fire Chiefs, members shall be in class "B" uniform.

PERSONNEL DRESS CODE

1-5.5 Footwear

1-5.5a At no time will any member or guest be bare-footed or wear open-toes shoes in or around the truck bays and active fire protection areas. The wearing of shoes or boots is mandatory particularly in the truck bays and active fire protection areas normally restricted to the public.

1-5.6 Penalties for Violation

1-5.6a Members, who choose not to abide by this SOG, shall receive one (1) warning from the officer in charge or a Chief Officer. Said warning may be verbal but shall be documented by the officer with a witness if possible.

1-5.6b If a member is subsequently observed to be in violation of this SOG, a formal letter of counseling shall be issued by the officer in charge or a Chief Officer and placed in the member's personnel file for a period not to exceed one year from the date of issue.

1-5.6c Should a member have a third violation of this SOG, the member shall be suspended by *the* Chief Officer, pending a formal charge of insubordination by the Board of Fire Commissioners.

1-5.6d Should a member be found guilty of insubordination following a hearing, that member shall receive a written reprimand and be suspended from active membership for a period of time not to exceed 1 year from the date of conviction.

1-5.6e Following any suspension, the members return to active duty is automatic but subject to review by the Board of fire Commissioners.

QUALIFICATIONS FOR LINE OFFICERS

The following are listed as the minimum desirable and preferred training qualifications in addition to those moral, leadership and managerial traits necessary to fulfill the position of Line Officer. Any deviation would be at the discretion of the Board of Directors and Board of Fire Commissioners following careful deliberations.

- * 1 - New York State Firefighting Essentials
- * 2 - Officer's Training / Preparing for Command (NYS Course)
- * 3 - Pump Operations (NYS Course)
- * 4 - First Aid training at a minimum level of current CPR certification and First Responder.
- 5 - Fire Behavior and Arson Awareness (NYS Course) or equivalent.
- 6 - Public Safety Incident Management (Monroe Community College, Criminal Justice Public Safety Training Center)
- 7 - Command Post Operations (MCC, CJPSTC)
- 8 - HAZMAT - Operations Level (Recognized/Certified Course providing 8 hours of training).
- 9 - Emergency Vehicle Operator's Course (NYS).
- 10 - Familiarity with the Disaster Plan, it's implementation and operation.
- 11 - Familiarity with the Incident Command System, it's implementation and operation.

*Intended qualifications for Lieutenant level. The expectation is that Captains and Assistant Chiefs will have achieved additional training toward becoming qualified for the position of Chief Officer.

Intended/desired additional qualifications for the Ambulance Director of Operations and Ambulance Lieutenant are:

- 1 - HAZMAT and the EMT (MCC, CJPSTC).
- 2 - Current Certification at the Emergency Medical Technician level.

Intended / desired qualifications for Fire Police Captain are:

- 1 - Completion of New York State Fire Police Training Course
- 2 - Duly sworn per the laws of the State of New York

DUTIES OF THE CHIEF

Section 1:

Section 176a NYS Town Law: (Duties of the Chief Asst. Chiefs of Fire Departments of Fire Districts) 1. The Chief shall, under the direction of the board of fire commissioners, have exclusive control of the members of the fire department of the fire district at all fires, inspections, reviews and other occasions when the fire department is on duty or parade: The Chief shall also have supervision of the engines, trucks, pumpers, hose wagons and other apparatus and of the equipment and other property used for the prevention or extinguishment of fire and of all officers and employees of the fire department. The Chief shall see that the rules and regulations of the board of fire commissioners are duly executed and shall, whenever required by the board of fire commissioners, report to the said board the condition of the property of said fire district and such other information as may be required. The Chief shall hold the members, officers and employees of the fire department strictly to account for neglect of duty and may suspend them for improper conduct, subject to the actions of the board of fire commissioners at its next meeting. In case of disability or absence of the chief, the first Asst. Chief, and in case of the disability or absence of both the chief and first Asst. Chief, the other assistants in numerical order, shall perform the duties and exercise the powers of the chief. When the fire department or any company or squad thereof is on duty, no member of the board of fire commissioners shall interfere with the duties of the chief or assistant chiefs.

The Chief shall appoint Fire Police, but they are to elect their own Captain, who will report to the Chief. The Chief shall appoint the Line Officers and present them to the Fire Department subject to approval by the Board of Directors. The Chief shall conduct at least two Line Officer meetings a year, or more if necessary.

2 Routine Duties

- 2-1 Prepare monthly report of activities and calls to the fire commissioners, fire department, county fire coordinator and NYS *Office of Fire Prevention and Control*.
- 2-2 Provide line officers names and addresses to 5th Battalion County Fire Coordinator.
- 2-3 Forward street names and corrections to Monroe County Office of Emergency Communication.
- 2-4 Issue and maintain records of issued equipment to officers and members.

- 2-5 Prepare and maintain yearly inventory of equipment.
- 2-6 Prepare and maintain training reports and records.
- 2-7 Issue and maintain records of Blue Light Cards.
- 2-8 Is responsible for the actions of the firefighters to the Board of Fire Commissioners.
- 2-9 Is responsible for the condition of the building and equipment to the Board of Fire Commissioners.
- 2-10 Attend Board of Fire Commissioners, County Chiefs and 5th Battalion meetings if possible.
- 2-11 Appoint line officers and conduct line officers meetings.
- 2-12 Conduct training drills, pre-planning and suggest new procedures.
- 2-13 See that the rules and regulations of the Board of Fire Commissioners are observed.

3. Emergency and Fire Scene Duties: (Incident Commander)

- 3-1 ALWAYS be alert for the safety of the firefighters and equipment, acting as Safety Officer or ensuring the Safety Officer position is functioning.
- 3-2 Command the fire or emergency from a command post in a conspicuous location utilizing the Incident Command System.
- 3-3 Advise other officers and members regarding operations and tactics.
- 3-4 Determine life hazard, fire spread and exposure problems.
- 3-5 Provide adequate protection for the district at all times.

DUTIES OF THE ASSISTANT CHIEFS:

1 Routine Duties:

- 1-1 Oversee the operation of their assigned fire station.
- 1-2 Maintain records of all repairs and maintenance to the apparatus at their assigned station.
- 1-3 See that the address and procedure books are up-to-date at Rush and West Rush.
- 1-4 Assist in the operation of the entire fire department, including: training, public relations, new procedures and purchasing new equipment.
- 1-5 Check the performance of the officers at their assigned fire station.
- 1-6 Check truck and station logs at assigned fire houses and radio log at Rush.
- 1-7 Take charge of drills as directed by the chief.
- 1-8 Attend line officers, county chiefs and Battalion. 5 meetings, if possible.

2. Fire and Emergency Scene Duties:

- 2-1 ALWAYS be alert for the safety of the firefighters and equipment.
- 2-2 Assume command in the absence of the chief, fulfilling his duties.
- 2-3 Respond with equipment on mutual aid calls as directed by the Chief or as appropriate.
- 2-4 Direct the Captains and Lieutenants as required.

3 Required Duties:

- 3-1 Respond to all emergencies including EMS calls.
- 3-2 Attend all regular drills and Line Officers meetings.
- 3-3 Return to assigned station and see that the equipment is ready for service.
- 3-4 Bring any problems that come up to the attention of the chief as soon as possible.

DUTIES OF THE CAPTAINS:

1. Routine Duties:

- 1-1 Check assigned station at least once each week and also performance of Lieutenants.
- 1-2 Check appearance and cleanliness of the station (inside out) and take necessary action to correct any problems.
- 1-3 Work with assigned Asst. Chief and Fire Commissioners to see that supplies are available to operate and maintain the house and equipment.
- 1-4 House 1 Captain will see that the nightly tone test is conducted when scheduled.
- 1-5 House 2 Captain will see that the Sat. noon test is checked at West Rush.
- 1-6 Maintain and update assigned house inventory.
- 1-7 Assist in the entire operation of the fire department and training program.

2. Emergency Scene Duties:

- 2-1 ALWAYS be alert for the safety of the firefighters and equipment.
- 2-2 Assume Command fulfilling all duties until arrival of a Chief officer, take on Chief's duties when required and fill in for lieutenants when necessary.
- 2-3 Act as liaison between the Lieutenants and Chief Officers.

3. Required Duties:

- 3-1 Respond to assigned station, if practical, to ensure equipment is responding.
- 3-2 Return to assigned fire station after EVERY call and see that the equipment is placed back in service correctly.
- 3-3 Attend all drills and line officers meetings.
- 3-4 Attend Battalion 5 meetings if possible.
- 3-5 Bring any problems to the attention of the Asst. Chief assigned to the fire station.

DUTIES OF THE LIEUTENANTS:

1. Routine Duties:

- 1-1 Check assigned equipment weekly and after each emergency and make required entries in station logs, truck logs and equipment folders.
- 1-2 Correct any minor problems with assigned equipment.
- 1-3 Report any problem requiring assistance to the assigned house captain.
- 1-4 Maintain the equipment inventory in the equipment and station folders.
- 1-5 Be sure that the address book and other required paperwork is up-to-date in assigned equipment.
- 1-6. Assist in the entire operation of the department and in the training program.
- 1-7 See that assigned equipment is clean along with the floor under it. This responsibility should be shared by all members.
- 1-8 Ambulance Lieutenant will see that clean laundry is available at all times and that the dirty laundry is sent out and cleaned.

2. Emergency Scene Duties:

- 2-1 ALWAYS be alert for the safety of the firefighter and equipment.
- 2-2 Assume command of the emergency fulfilling all duties until relieved by a senior officer. A Lieutenant may command the entire emergency through its completion in some cases.
- 2-3 In most cases, the lieutenants will not stay with the equipment, they will be with the firefighters directing placement of lines, ladders, lights and other equipment.
- 2-4 Conduct oneself in a manner as to be a positive example to the members. Use equipment as it was designed, and wear protective equipment, including air packs, when on the scene in any dangerous atmosphere.

3. Required Duties:

- 3-1 Respond to assigned station, if practical, to ensure equipment is responding.
- 3-2 Return to assigned fire station after EVERY call and see that the equipment is placed back in service correctly.
- 3-3 Attend all drills and line officers meetings.
- 3-4 Attend 5th Battalion meetings if possible.
- 3-5 Bring any problems to the attention of the Assistant Chief assigned to the fire station.

DUTIES OF THE AMBULANCE - DIRECTOR OF OPERATIONS

1. Routine Duties:

- 1-1 Review Ambulance Run Records and forward required copies to District. (Monthly)
- 1-2 Maintain records for the EMS operation which are required by the NYS Dept. of Health Regional EMS Council.
- 1-3 Review and recommend revisions for the Ambulance procedure guide and EMS operation.
- 1-4 Recommend to the Chief any needed equipment or supplies above normal EMS supplies and coordinate the purchases after receiving approval.
- 1-5 Maintain personnel records for the medical training of all AEMTs, EMTs, FR., AFA and CPR-certified members.
- 1-6 Post all information regarding training for EMS which could benefit our members.
- 1-7 Coordinate EMS training sessions either during regular drill or at other designated times.
- 1-8 Review the Ambulance status with the Ambulance Lieutenant.
- 1-9 Take annual inventory with the Ambulance Lieutenant.

2. Emergency Scene Duties:

- 2-1 Respond to House #1 or the emergency scene if closer.
- 2-2 Assume command of the EMS emergency fulfilling all duties until a Chief arrives.
- 2-3 Assure that proper reports are filled out on any member that is injured at any emergency scene and that the Chief in charge is notified. (Includes members of other Depts. at mutual aid incidents in the Rush District).
- 2-4 Be alert for the safety of all personnel and equipment. Shall remove any member from duty at a scene if that member's health or safety is in question.

Director of Operations, continued:

- 2-5 Shall have the same authority as a Captain in the performance of EMS duties at any emergency scene.
 - 2-6 Shall see that an EMS treatment area and/or ambulance is provided when needed and that it is properly staffed with a qualified member.
- 3.. **Required Duties:**
- 3-1 Attend all regular drills and other drills if possible.
 - 3-2 Respond to all emergency calls.
 - 3-3 Attend all line officers meetings.
 - 3-4 Return to House #1 and check that the EMS equipment is ready for the next run.
 - 3-5 Bring any problem that cannot be resolved to the attention of the appropriate officer as soon as possible.
 - 3-6 Shall keep up on latest protocols for the EMS of Monroe County and communicate with other EMS providers in the area.

DUTIES OF THE SAFETY AND HEALTH OFFICER**1. Purpose:**

1-1 The Safety and Health Officer (**SHO**) is a line position to be appointed annually by the Chief of Department. The individual appointed shall remain in that position until relieved of those duties by the Chief.

1-2 It is the duty of a SHO to assist and advise the Chief or the incident commander of emergencies, as to concerns for the safety of firefighters as well as station safety, response/return safety, and any other areas as identified by the Chief.

1-3 At emergencies where the SHO is not readily available and the incident commander establishes a need for the this position to be staffed, a fire officer or firefighter may be assigned for the remainder of the incident to that position. If personnel is limited at the scene this assignment may be given as an additional assignment to a fire officer or firefighter such as a pump operator or non-structural firefighter.

2. Method:

2-1 The SHO shall observe the operations at the emergency with the main objective to evaluate the risks to Firefighting personnel.

2-2 Items such as fire conditions, building stability, firefighters physical condition (fatigue), vehicle traffic, tactical operations with regards to special hazards such as energized electrical equipment, and any other operation that may impact the safety of firefighters shall be monitored.

2-3 Should a hazard or unacceptable risk be found, the SHO should immediately notify the incident commander and bring the condition to the attention of the company officer.

2-4 Should a problem be an immediate hazard where the danger to the Firefighters is imminent, the SHO shall have the authority to order corrective action immediately and then notify the incident commander of the situation.

2-5 In addition to the emergency scene assignments the safety officer shall carry out the general responsibilities associated with the SHO of the firefighters and other duties as assigned by the Chief.

3. Summary

3-1 Firefighter safety: It is every member's responsibility to ensure that all operations and activities are conducted in as safe manner as possible and any established guidelines are followed if applicable.

3-2 The safety officer: Will assist the Chief and/or incident commander in evaluating the risk to firefighters and make recommendations to remedy dangerous situations.

DUTIES OF THE SAFETY COMMITTEE

1. Purpose

It is the intent to establish a committee that will focus on the safety and health issues of being a firefighter in our department. The committee will research various safety issues such as equipment, apparatus, station safety, emergency scene operations, and other subjects as needed to make recommendations concerning safety to the Chief of Department. If the committee notifies the Chief of a safety concern, they should also develop alternative methods of rectifying the problem.

2. COMMITTEE MEMBERSHIP

2-1 The committee shall be made up of at least 4 members and serve for a one year term. Any member may succeed themselves and be re-appointed.

2-2 The Chief shall appoint one member, the President of the fire department shall appoint one member, and the membership at large shall select one member. The Board of Fire Commissioners shall appoint one member of the board to serve on this committee as liaison to the commission.

3. RESPONSIBILITIES

3-1 Meet as frequent as necessary to review the safety of all aspects of the fire department with a minimum of at least every six months.

3-2 Station safety - review safety and recommend methods of improving any safety issues that may cause an injury or accident.

3-3 Response and returning-review policies and procedures along with the equipment for safety concerns.

3-4 Emergency operations-review policies and procedures including the accountability system.

3-5 Any other activity that the firefighters shall be involved with in an official capacity-review policies and procedures.

4. SUMMARY

4-1 It is not the purpose of this committee to find fault with fire department operations or any individual, but only to improve upon safety and health risks to our firefighters.

SUMMARY CONTINUED:

4-2 This committee shall not have the authority to implement any programs, policies, or changes. It shall develop its recommendations and submit them to the Fire Chief for review and implementation.

USE OF FITNESS ROOM AND EQUIPMENT

- 3-4.1 Before being permitted to use the fitness facilities at Station #1, all individuals will have completed a fitness analysis such as that which is provided by the district through contract with Upstate Fitness Consultants or a successor contractor.
- 3-4.2 Prior to using the fitness facility, all personnel are to be instructed in the proper use of the equipment.
- 3-4.3 The attendance roster provided in the fitness room must be completed each time you use the equipment.
- 3-4.4 At least one other person shall be in the building when fitness equipment is being used.
- 3-4.5 Each user is responsible for cleanup of the equipment after an exercise period. All personnel shall provide their own towel or cleaning cloth for wiping down the equipment.
- 3-4.6 Spouses, Auxiliary members, District Officers and fire protection personnel from other departments may use the fitness facilities if accompanied by a Rush Firefighter or an instructor. Other firefighters must have written approval from their home department to use the Rush fitness facility.

Standard For Sexual Harassment

3-5 Introduction:

The Rush Fire District prohibits and does not tolerate sexual harassment in the workplace or any Rush Fire District/Department related activity. The Rush Fire District provides internal procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No employee, member, third party, or board member, no matter his or her title or position has the authority to commit or allow sexual harassment.

3-5.1 Purpose:

To define sexual harassment, establish a method of reporting sexual harassment, and provide guidance for disciplinary penalties for sexual harassment.

3-5.2 Definition:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal, physical, or visual conduct of a sexual nature that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

3-5.3 Policy

The Rush Fire District prohibits and does not tolerate any employee, member, board member or visitor, male or female, to harass an employee / member, male or female, or to create a hostile or intolerable environment by exhibiting, committing, or encouraging:

- Direct or implied threats that submission to sexual advances will be condition of employment or continued service with the Rush Fire District / Department;
- Sexually explicit or pornographic material such as posters, calendars, pictures, or objects;
- Unwelcome advances, including, but not limited to, requests, comments, or innuendos regarding sex, sexual jokes, gestures, statements e-mail, or voicemail messages, leering, or stalking;
- Physical conduct that is sexual in nature, including, but not limited to touching, pinching, patting, brushing, massaging someone's neck or shoulders and / or pulling against another's body or clothes; and
- Physical assaults on other employees / members, including but not limited to rape, sexual battery, or any attempt to commit such acts.

Even conduct that is intended to be "innocent" may still constitute sexual harassment if it falls within the terms of this policy. If any member expresses concern that your behavior may have violated this policy, please respect his / her concerns. Regardless of your intent, how others interpret your behavior is important.

This policy is not meant to interfere with or discourage friendships among members. However, members must sensitive to acts or conduct that may be considered offensive by other members.

3-5.4 Reporting Procedure:

If you are aware of sexual harassment taking place, you must immediately report to the fire Chief. If you feel uncomfortable doing so or the fire Chief is the source of the complaint, condones or ignores the harassment, immediately report to the fire commissioner or person responsible for personnel

If neither of these alternatives is satisfactory to you, then you should immediately direct your reports to the Rush Fire District's attorney or any other member of the Board of Fire Commissioners. You are not required to directly confront the person who is the source of your report before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make the sexual harassment known to the Rush Fire District

3-5.5 Responsibility:

The Rush Fire District will take all allegations of sexual harassment seriously and determine what constitutes sexual harassment based on a review of the facts and circumstances. The Rush Fire District will make every effort to ensure that those named in the report, or are closely associated with those involved in the report, will not be part of the investigative team. The Rush Fire District reserves the right and provides notice that third parties may be used to investigate harassment claims.

The Rush Fire District prohibits retaliation made against any member who lodges a good faith complaint of sexual harassment, or who participates in any related investigation. The Rush Fire District recognizes that making false accusations of sexual harassment in bad faith can have serious consequences for those who are wrongly accused. The Rush Fire District prohibits deliberately making false and / or malicious harassment allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

3-5.6 Investigation:

An investigative team will be formed of two or more individuals who are not named in the report or too closely associated with those involved in the report. The standing team will be the Rush Fire Chief and the Fire Commissioner responsible for personnel relations.

The investigative team will try to determine the actual facts to the complaint. Interviews with all parties of the complaint, and any witnesses will be completed.

All interviews are to be held in the strictest of confidence. Any written or media based material from the investigation will upon the completion of the investigative and disciplinary phases of the incident be sealed and kept on file by the Rush Fire District for a period of XX years.

All discussions between the investigative team and the Rush Fire District Board of Fire Commissioners will be held in Executive Session.

3-5.7 Disciplinary Action:

While in "executive session" the Rush Fire District Board of Fire Commissioners will determine appropriate disciplinary action to be taken. This action can be, but not limited to: a written reprimand, suspension, or termination from the Rush Fire Department.

1 ON 1 PERSONNEL DISCUSSIONS

- 3-6.1 Whenever a personal discussion is required between an officer of the Rush Fire District and a member, it shall be conducted in the following manner.
 - 3-6.2 The member will be notified of the need for the discussion, its purpose, the time and the location of the proposed meeting.
 - 3-6.3 At the time of the meeting, the member will be informed that the meeting will be tape-recorded to protect the interest of those involved. If the member refuses the taping, the meeting will be postponed immediately.
 - 3-6.4 The meeting will be conducted in an environment that provides for open dialogue without the concern of being overheard by outsiders (ie. Behind closed doors).
 - 3-6.5 At the conclusion of the meeting the tape will be reviewed by the participants and any additions or corrections will be made at that time. A copy of the tape will be made available to the member and the original will be maintained by Rush Fire District.
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EMERGENCY VEHICLE RESPONSE OPERATING GUIDANCE

5-1.1 PURPOSE: (NFPA 1500, 6.2 and NYS-DOH – 00-13)

Responding to any emergency call places a great deal of responsibility on the drivers of our emergency vehicles. Not only must emergency vehicle drivers provide prompt conveyance of apparatus, equipment and personnel to render service to those in need, but just as importantly; they must accomplish this task in the safest and most prudent manner possible. Emergency vehicle drivers have in their care, custody and control most of the major assets possessed by the organization (the vehicle, portable equipment and personnel). Emergency vehicle drivers are also held to a higher standard of care than the general motoring public and must provide due regard for the safety of others. **Safe arrival at the emergency scene shall be and must always remain the first priority of all emergency vehicle drivers.**

5-1.2 PROCEDURES

1. CHECKING VEHICLE PRIOR TO MOVING

Prior to entering the cab and starting the vehicle, the emergency vehicle driver shall make a quick check around the vehicle to see that all equipment is secured, all compartment doors are securely closed and any physical obstructions are moved out of the way of the vehicle. The driver should also verify clearance with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to respond on an emergency or non-emergency. All passengers shall fasten seat belts prior to vehicle movement!

2. WARNING DEVICES AND TRUE EMERGENCIES

The definition of "True Emergency" (per United States Department Of Transportation and New York States Department Of Health) is **"any situation in which there is a high probability of death or serious injury to an individual or significant property loss, and actions by an emergency vehicle driver may reduce the seriousness of the situation"**.

When responding to a "True Emergency", lights and siren (when necessary) will be operated. All emergency vehicle driver's must understand that warning devices are not always effective in making other vehicle operators aware of your presence. **Warning devices only request the right-of-way; they do not insure the right-of-way.**

Upon arrival at the scene all vehicles will be parked in the safest location and in a position to carry out their function. If possible, locate them off the highway after checking to ascertain that the area will support the weight. The majority of the warning lights should be shut off and four way flashers activated. If on a highway park at a slight angle to the left or right depending on conditions. Be careful when using any flood or spotlights as not to blind on coming traffic. **Always watch the traffic. Never assume the on-coming traffic can see you or will do the right thing.**

3. EMERGENCY - NON EMERGENCY RESPONSE

Upon arrival and size-up of an incident, command will advise all units as to the status of the incident. If no "true emergency" exists, command will advise equipment to respond in a non-emergency mode. Command may alter equipment response as necessary.

3. EMERGENCY - NON EMERGENCY RESPONSE continued:

Response to mutual aid fill-ins, water problems, standbys, service calls, low batteries in smoke alarms, CO alarms with no medical emergency, lock outs and other non-life threatening calls will be made in the non-emergency mode. In cases of automatic fire alarms with no back up call, only the first Pumper out or the closet pumper to the incident shall respond in emergency mode. Other equipment shall respond in non-emergency mode. **At any time RUSH vehicles are on the road, headlights will be on!**

4. VEHICLE CONTROL

All drivers shall attempt to maintain control of the vehicle in such a manner as to provide the maximum level of safety for both their passengers and the general public. Emergency vehicle drivers should be aware that civilian vehicle operators might not react in the manner, which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. The emergency vehicle driver shall be aware of their rate of closure on other vehicles and pedestrians at all times, to make sure that a safe following distance is established and maintained. All drivers shall follow the rule for safe following distance and allow 4 seconds of following distance as a minimum.

5. RESPONSE SPEEDS:

When responding to a true emergency, drivers shall operate the vehicle a close to the posted speed limit as possible, but not to exceed ten (10) miles per hour over the posted speed limit, conditions permitting. Examples of conditions requiring slower response speeds include but are not limited to:

- ♦ Slippery roads
- ♦ Darkness
- ♦ Sharp curves
- ♦ Poor visibility
- ♦ Inclement weather
- ♦ Heavy or congested traffic conditions

5-1.6. INTERSECTION PRACTICES

Extreme care should be taken when approaching any intersection, as intersections are the locations responsible for a large percentage of major accidents involving emergency vehicles. Drivers are required to practice the following intersection operating guidelines during all emergency responses:

5-1.6a. UNCONTROLLED INTERSECTIONS

Intersections that **do not** offer a traffic control device (signal, yield or stop sign) in the direction of travel of the emergency vehicle or where the signal light is green should be approached in the following manner.

1. Scan the intersection for all possible hazards, right turns on red, pedestrians, fast approaching vehicles, bicycles, etc.
2. Check traffic in all four directions in the area of the intersection.
3. If you have the green light **do not** exceed the posted speed limit.
4. As you approach the intersection remove your foot from the accelerator and place it over the brake pedal. **BE READY TO STOP.**
5. Activate siren in wail mode at least 250 feet prior to the intersection and, if so equipped, sound air horns a few short blasts if there is any type of hazard in the area of the intersection.
6. Pass other vehicles on the left whenever possible. If you pass on the right use extreme caution.

5-1.6a. UNCONTROLLED INTERSECTIONS continued:

7. Always be prepared and keep the vehicle speed low enough so you can stop if another vehicle fails to yield the right-of-way.

Remember - You only have the right-of-way if someone yields it to you. If they don't yield, you don't have the right-of-way.

5-1.6b CONTROLLED INTERSECTIONS

Intersections controlled by a red traffic light, flashing red light, stop sign or a yield sign require a complete stop by the emergency vehicle operator. The following will also make your trip safer at the controlled intersection:

1. Do NOT rely on the warning lights, sirens or air horns to clear traffic.
2. Scan the intersection for all hazards and travel options as you approach. Pass on the left whenever possible.
3. Slow the vehicle well in advance off the intersection. Downshift. Apply the brakes slowly. Continue to scan all areas of the intersection.
4. COME TO A COMPLETE STOP and continue forward only after you are sure you have control of EVERY LANE of the intersection.
5. Communicate your intention to move forward and try to have eye contact with the other drivers in the intersection if possible.
6. Every lane of an intersection must be treated as separate intersection.
7. Activate siren in wail mode at least 250 feet prior to the intersection and, if so equipped, sound air horns a few short blasts if there is any type of hazard in the area of the intersection.
8. Be alert for other emergency vehicles or drivers that may not see or hear you.

5-1.6c RAILROAD INTERSECTIONS

National Fire Protection Organization (NFPA) Operation Lifesaver and the Federal Highway Transportation Safety Administration (FHWTSA) say emergency vehicles **must** come to a **COMPLETE STOP** at every unguarded crossing before going across. The following is also recommended.

UNGUARDED CROSSING

1. Shut down the siren(s), air horn(s) and any other sound producing devices.
2. Do not race the engine; let it run at idle speed.
3. Open window and listen for the train's horn(s) or bell(s).

GUARDED CROSSING

1. Slow down and be ready to stop for a train. The crossing safety warning equipment may not be working.
2. Never try to beat the gates or proceed when the warning lights are on.
3. Never drive around the gates because the train has passed and you think the gates are going up too slowly.

STOP, LOOK, LISTEN and LIVE!

5-1.7 PASSING EMERGENCY VEHICLES

You should never attempt to pass another emergency vehicle (EV) that is on an emergency response. The only exception is when the other EV has a problem and its operator clearly signals you to pass. Even then, extreme caution must be used.

5-1.8 CONVOYS AND ESCORTS

The disadvantages of EV convoys and escorts greatly outweigh any advantages. If two or more Emergency Vehicles are going to a scene they should stay at least 500 feet apart. Cars that pull over may pull back directly into the path of the second vehicle if not enough distance is maintained. Using a "wail" mode in the first vehicle and a "yelp" mode in the second vehicle may also help to prevent such accidents.

5-1.9 STOPPED SCHOOL BUSES

Emergency Vehicles are not exempt from the stopped school bus laws. Never pass a stopped school bus that is displaying red lights. If the driver shuts off the lights and signals you to pass, then - and only then - should you move forward. Be very careful, children can be unpredictable.

5-1.10 PASSING VEHICLES AS YOU RESPOND

If possible, you should pass vehicles on the left. Most people do not expect to be passed on the right, especially by an emergency vehicle. Most states require that other vehicles yield to the emergency vehicle by going to the right and then stopping. If another vehicle decides to move to the right as you try to pass on the right, you're in trouble. Only in rare situations can passing on the right using extreme caution be justified.

5-1.11 CROSSING THE CENTER LINE

Crossing the centerlines of a highway should be done only if the lanes in front of you are completely blocked and you have no other choice. Use extreme caution. On a two-lane road, the double yellow or single yellow line on your side should never be crossed.

5-1.12 EXPRESSWAY and THRUWAY OPERATIONS

ROUTE I-390 RESPONSE:

Firefighters shall refrain from taking their private vehicles onto I-390 for any incident. Private vehicles should be parked on the side of the road and the fire equipment will pickup members at exit 11. If the equipment is on I-390 before you can get to exit 11, respond to your assigned station and stand by.

On expressways and thruways, the flow of traffic is a priority. The flow must be maintained or serious rear-end accidents may occur. In most cases, traffic flow can be maintained. If traffic must be stopped, a warning must be placed prior to the backup. Vehicles should be parked only on one side of the highway, at a slight angle with wheels turned toward the shoulder. Cones should be used to move traffic where you want it to go. Never stand between the flow of traffic and the rear of any vehicles stopped at the incident. If you have to make a U-turn, do it at the area maintained for U-turns.

5-1.13 RIDING POLICY and SEAT BELTS

The District requires all persons riding on emergency apparatus to be seated in approved riding positions and be secured on the vehicle by seat belts prior to the vehicle being placed into motion. Use of Passenger Restraint devices are required by NFPA and NYSDOH. The emergency vehicle operator or the person riding in the officer position shall verify that all personnel are properly seated and in seat belts before the vehicle is moved. Personnel who perform emergency medical care while the vehicle is in motion should be secured to the seat by a seat belt whenever possible.

5-1.14 BACKING

The District requires that whenever possible drivers should avoid backing, as the safest way to back up a vehicle is not to back up at all. When it is necessary to back up any emergency vehicle, all drivers shall adhere to one of the two following guidelines.

14.1 The District's procedure is that before any vehicle is put into reverse and backed up, that a spotter be placed near the left rear of the vehicle. The spotter should be positioned so that the driver can see the spotter at all times. If at any time the driver loses sight of the spotter, he / she shall immediately until the spotter becomes visible again. The spotter shall observe the area immediately behind and above the vehicle.

14.2 If conditions exist that make use of a spotter impossible or impractical, all drivers shall get out and check behind and above the vehicle before backing to insure that there is nothing in the path of vehicle travel.

5-1-15 RESPONSE IN A PRIVATELY OWNED VEHICLE (POV)

When responding to the station or scene of an emergency in a privately owned vehicle (non-district or department vehicle), all applicable motor vehicle laws shall be strictly adhered to. Privately owned vehicles are not granted any exemptions to the vehicle and traffic laws that apply to authorized emergency vehicles. **PRIVATE VEHICLES ARE NOT EMERGENCY VEHICLES AND THEREFORE ARE NOT AFFORDED ANY EXEMPTIONS OR SPECIAL PRIVILEGES UNDER STATE LAW.**

Due to the stress that a timely response generates, you must make a special effort to operate a vehicle in a safe manner. As with emergency vehicles, you should pay close attention to:

1. Speed limits, road, weather and light conditions.
2. Intersections with or without a traffic control device.
3. Passing and Turning.

You are authorized a blue identification light and you must comply with the NYS Motor Vehicle Commissioners Rules and Regulations Part 44, which covers size, type, color and candle power of the light. Remember, you are representing the Rush Fire District and Rush Fire Department and you draw attention to yourself when you respond with a blue light operating on a vehicle.

NOTE: Under some conditions a POV equipped and operated by a fire chief or assistant fire chief is considered to be an authorized emergency vehicle (see NYS V&T Law, definitions of Fire Vehicles [115a(2)]).

You may be held both civil and criminally liable if an accident were to occur while on duty as an emergency responder. The agency for whom you work can also be brought into a lawsuit if the case can be made that you were improperly or inadequately instructed, or no effort was made to control unsafe or reckless operation when responding.

5-1-15 RESPONSE IN A PRIVATELY OWNED VEHICLE (POV) continued:

When parking at a scene, keep all vehicles as far away as possible and in a safe position. Attempt to keep all vehicles on one side of the road and out of the street if possible. Park at a slight angle with wheels turned toward the shoulder.

5-1.16 ALCOHOLIC BEVERAGES - DRUGS AND FATIGUE

Under no condition shall a firefighter operate any district or department vehicle or make up any part of an EMS crew when that firefighter has the smell of alcohol on their breath or is under the influence of any type of intoxicant or drug. Firefighters should also refrain from driving if they are tired or under any emotional stress that could effect their driving in a safe and alert manner.

5-1-17 OTHER OPERATOR DUTIES

The driver will allow only RUSH firefighters and explorers to remove any tools or equipment from the apparatus.

Drivers will not leave the area of the vehicle they drove to the incident.

Drivers will return vehicles to the fire station only upon orders of the incident commander.

Drivers are responsible to fill out the logbook, make sure the vehicle water and fuel tanks are full and restock any items that were used including SCBA's.

When operating from a district or personal vehicle while at the NYS School at Industry or Oatka or any juvenile or adult correctional facility, the vehicle shall be locked unless manned.

5-1.18 ACCIDENT PROCEDURES

If involved in a motor vehicle accident, the operator or officer shall advise the incident commander via a non-dispatch channel. Check for and treat any injuries and secure the scene. The operator must remain at the scene of the accident.

The operator and crew will make no statements to anyone except police, Rush Fire Department command officers and / or commissioners of the fire district.

5-1.19 MISCELLANEOUS INFORMATION

Fire District vehicles shall be operated by members who have successfully completed an approved driver training program or who are under the direct supervision of a qualified driver or driver trainer. Drivers will have a working knowledge of the apparatus and the equipment carried on it.

Officers will refrain from driving equipment if possible.

When the operator is under the direct supervision of an officer that officer, will also assume responsibility for the safe operation of the vehicle.

Chief Officers and Fire Police are the only members that may pass any fire district apparatus while en-route to a call. They can only pass when the emergency vehicle operator is made aware by radio or other means that another vehicle is going to pass them.

(The driving procedures noted in this SOG are taken directly from the NFPA 1996 - Part 1500 6.2; USDOT EVOC; NYS DOH policy 00-13; Utica National Insurance EVOC guidance and the Rush Fire District Standard Operating Guidelines.)

DRIVER QUALIFICATIONS**Purpose:**

To establish the minimum requirements for driver / operators of Rush Fire District and Rush Fire Department apparatus to qualify or re-qualify as a driver / operator.

Scope: Applies to all active fire fighters of the Rush Fire District.

Section 1: Term of Qualification

All persons who are approved by the Fire Chief as driver / operators, must initially qualify then re-qualify every eighteen months thereafter in the operation of each Fire District or Fire Department owned vehicle for which they are approved. Continuation of the authorization to operate Fire District or Fire Department vehicles shall be dependent on the demonstration of safe, responsible vehicle operation.

A driver / operator who fails to re-qualify shall be automatically suspended from driving that district or department motor vehicle. Such suspension to remain in effect until the driver / operator is cleared by the Fire Chief.

Section 2: Requirements

All approved driver / operators shall have a valid NYS Drivers License, have successfully completed an approved Emergency Vehicle Operations Course and a Driver Safety – Improvement course. Personnel shall complete the annual EVOC Driver Refresher Course as offered by the Fire District / Fire Department. Personnel must meet the minimum requirements as noted on the Driver Certification Form (Section 6).

Section 3: Driving Restriction

When the Fire District is notified of driver Motor Vehicle Law infractions by the NYS Dept of Motor Vehicles or from the District's insurance carrier, such notification shall cause the Fire Chief or his designee to determine the suitability of a member to operate district or department motor vehicles. Notification to a member of driving restrictions, shall be made by verbal and written communication by the Chief Officer or designee, in coordination with the Fire District.

Section 4: Personnel Review

At the discretion of the Fire Chief or Board of Fire Commissioners, the driving performance of any member may be reviewed for compliance with the Fire Districts Standard Operating Guidance.

Section 5: Driver Trainers

The Fire Chief shall designate and approve Qualified Driver / Trainers. These line officers shall make themselves available to members to perform eighteen month re-qualifications as approved by the fire Chief or training officer. The Fire Chief shall designate the line officer in charge of qualification and re-qualification including record keeping. The Rush Fire District Driver Certification form shall be used to record all qualifications

Section 6: Qualification Documentation

Driver qualification testing shall be recorded on the Driver Qualification Form (attached). It shall be completed by the qualifying officer and approved or disapproved by the Fire Chief. The completed form shall be kept on file by the Fire District Secretary.

Reminder: The driver is responsible to make sure the vehicle that they are driving is fueled, cleaned, and that the vehicle response book is filled out each time the vehicle is operated.

DRIVER QUALIFICATION RECORD

Operator's Name: _____ Firefighter# _____

Vehicle #: (Circle One) 582 583 584 585 587 5817 5827 588 589

Date: _____ Examiner: _____ Title: _____

1. Operator has been thoroughly familiarized with the New York State Vehicle and traffic Law and the Rush Fire District Standard Operating Guidance.

_____ Yes _____ No _____ Satisfactory _____ Unsatisfactory

2. Operator has been instructed in the operation of the vehicle according to standard safety procedures
(Check air pressure, instruments, emergency break, warm up engine, proper gear selection, checks traffic)

_____ Yes _____ No _____ Satisfactory _____ Unsatisfactory

3. Operator has been trained in the use of vehicle controls and emergency equipment.
(Clutch and transmission, brakes, steering, jacks, tools, emergency warning devices, fire extinguishers)

_____ Yes _____ No _____ Satisfactory _____ Unsatisfactory

4. Operator has at least 15 miles of driver training in traffic with this vehicle. (Leaving curb, speed control, smoothness of operation, anticipates traffic problems, obeys traffic laws, signals correctly, allows sufficient passing room, passes cautiously and smoothly, uses mirrors)

_____ Yes _____ No _____ Satisfactory _____ Unsatisfactory

5. Operator has received training in turning vehicle and demonstrated ability to do so. (Signals well in advance, turns from proper lane, looks all around before turning, turns at proper speed, turns into proper lane, yields right of way)

_____ Yes _____ No _____ Satisfactory _____ Unsatisfactory

6. Operator has been given instruction in braking and slowing vehicle by means other than breaking.
(Signal, check mirrors, smoothness, uses engine to reduce speed by shifting to a lower gear.)

_____ Yes _____ No _____ Satisfactory _____ Unsatisfactory

7. Operator has displayed skills in backing and parking vehicles.
(Sounds horn when necessary, avoids backing to blind side, backs slowly, secures unit properly, uses guide)

_____ Yes _____ No _____ Satisfactory _____ Unsatisfactory

8. Operator demonstrated how to properly use all equipment on the vehicle. (Generators, pumps, lights, etc., *
Operator must demonstrate knowledge of all equipment locations.)

_____ Yes _____ No _____ Satisfactory _____ Unsatisfactory

9. Operator has completed obstacle course.

_____ Yes _____ No _____ Satisfactory _____ Unsatisfactory

Chief: ► Approved ► Disapproved Signature: _____ Date: _____

Accident and Driving Infraction Guidelines

Post Accident Guidelines

The following steps should be utilized when an accident occurs with Rush Fire District /Department Apparatus, or when a Firefighter's personal vehicle is involved in an accident when responding directly to or from an emergency call or an event sanctioned by the Fire Chief or the Fire District.

5-2.1 Responsibilities at the accident scene:

- 1) Stop and investigate immediately, making sure the scene is safe.
- 2) Check for injuries of firefighters and civilians.
- 3) Notify the Fire Dispatcher or Base of the accident with the location, number, type, and extent of injuries.
- 4) Request police, Chief Officer(s) and any additional units.
- 5) Make sure the accident scene is safe and protect the accident scene from on-coming traffic with proper warning devices.
- 6) Do not move the vehicles until the police arrive unless it is absolutely necessary. If the emergency vehicle must leave the scene, at least one member should remain on the accident scene to brief law enforcement, etc.
- 7) Do not discuss the accident with anyone other than the police.
- 8) Obtain names and addresses of witnesses.
- 9) Take photos if possible.
- 10) Cause a police accident report to be taken and complete an on scene accident report form (if available).
- 11) When possible, the driver of the apparatus should be relieved of driving duties and another qualified vehicle operator should operate the vehicle. The driver shall not be allowed to drive until the individual has been cleared by the Chief.

5-2.2 Actions Post-scene:

- 1) The Chairman and the Secretary of the Board of Fire Commissioners shall be notified as soon as possible.
- 2) The Board of Fire Commissioners will notify the insurance provider as soon as possible.

- 3) The personnel involved in the accident shall be debriefed by an investigating line officer with each providing a written report of what happened.
- 4) The driver should complete all reports mandated by law, the Fire District and the insurance carrier.

5-2.3 The Accident Safety Review Board shall review all accidents.

5-2.4 Driving Infraction Guidelines:

All firefighters, whether they are qualified apparatus drivers or drive their personal vehicles to emergency calls or Fire District sanctioned events shall be subject to following:

5-2.4a Members will notify the Fire Chief of any of the following changes in their status:

- 1) Suspended or revoked license.
- 2) Cancellation of insurance.
- 3) Conviction of any violation of the Vehicle and Traffic Laws.
- 4) Conviction of any drug or alcohol related offense.

5-2.4b The Fire District and the Fire Chief shall note when a member status:

- 1) Change from Acceptable status to Borderline.
- 2) Change from Borderline to Poor.
- 3) Anyone with a "Borderline" status must have their driving record reviewed by the Fire Chief or the Board of Fire Commissioners.
- 4) No one with a "Poor" grading may drive a Fire District vehicle, and will be reviewed by the Chief or Board of Fire Commissioners to decide whether or not they will be allowed to drive their personal vehicle to emergency calls or Fire District sanctioned events.
- 5) The Board of Fire Commissioners must approve any exceptions to these guidelines.
- 6) Firefighters are responsible for their driving actions in fire district vehicles as well as their personal vehicles. Drivers should follow the Rush Fire District Driving Guidelines. Firefighters who do not follow the Driving Guidelines shall be subject to disciplinary action.

Vehicle Accident Review Policy

PURPOSE: This standard establishes the Rush Fire District's Vehicle Accident Review Policy, identifies the Accident Review Board and supports the timely, consistent review of accidents.

- 5-3.1 Require that a systematic review of every accident involving a motorized vehicle be conducted.
Recommend to the Fire Chief and the Board of Fire Commissioners corrective actions that may be taken to prevent vehicle accidents.
Recommend to the Fire Chief and the Board of Fire Commissioners that disciplinary action be taken when appropriate.
- 5-3.2 The vehicle Accident Review Board shall conduct a standardized review of every accident involving a motorized vehicle owned or operated by the fire district, or a firefighter's vehicle if operated while going directly to or from a fire district sanctioned event.
- 5-3.3 The membership of the board shall consist of the following positions:
The Safety Officer, who shall act as chairman.
The members of the Safety Committee, the Fire Chief, and / or the Officer in charge of the incident.
- 5-3.4 Every vehicle accident shall be reviewed using the board guidelines listed below. The following procedure shall be utilized for reviewing vehicle accidents. A written report detailing the background of the accident, board results, and recommended actions shall be forwarded to the Fire Chief and Board of Fire Commissioners for each accident.
- A copy of the board's report shall be provided to each member involved in the accident, and a copy of the report shall be placed in the member's permanent personnel file.
- Disciplinary action shall be administered as provided in the appropriate section of this SOG.
- 5-3.5 All accidents shall fall into one of these categories:
- 1) Category One: Non-preventable.
 - 2) Category Two: Driver part at fault.
 - 3) Category Three: Driver totally at fault.

Category One accidents are those accidents in which no action could have been taken by the driver to prevent the accident. The board shall require that appropriate written reports are filled out and no disciplinary action is taken.

Category Two accidents are those accidents in which the driver is judged to have been partially at fault and could have prevented the accident. Disciplinary action may be recommended to the authority having jurisdiction.

Category Three accidents are those accidents in which the driver was totally at fault. Disciplinary action shall be in direct proportion to the seriousness of the accident and shall range from a written reprimand to an indefinite suspension.

Examples:

- 1) A written reprimand may be sufficient for a first time offense when the damage was less than \$1000.00 and there were no deaths or bodily injuries.
- 2) An indefinite suspension should be recommended when one or more of the following conditions were present:
 - a) The driver had multiple offenses.
 - b) The damage exceeded \$5000.00.
 - c) There was bodily injury or death.
 - d) The driver was intoxicated or otherwise impaired.

Pumper 583

Operations Guidance

and

Safety Advisory

General Information:

The following guidance is provided to assist in the prompt and efficient delivery of emergency services to the citizens we serve. This operational guidance provides a road map to utilize equipment and materials normally found on Pumper 583. This guidance is not absolute. Fire officers and firefighters on scene must use their knowledge and experience to best mitigate each emergency situation encountered. From time to time, equipment may be added or deleted from the vehicle. Updates will be made to this guidance as often as practicable. Equipment and supply locations are subject to change.

Vehicle Operation:

This vehicle shall not be moved / driven until all passengers are seated and seat belts fastened. It is the responsibility of all firefighters, but in particular the senior fire officer or firefighter on board, to ensure that all personnel are seated and seat belts fastened.

All audible and visual warning devices shall be utilized in accordance with applicable New York State law, Rush Fire Department and Rush Fire District policies and guidelines.

The fire officer or senior firefighter occupying the front passenger seat shall handle radio communications, use of audible warning devices and collection of accountability tags that remain in the vehicle. Upon securing from an emergency, that individual shall conduct a head count and assure that all firefighters/officers who responded on the vehicle are accounted for.

Drivers / Operators:

This vehicle shall not be driven except by qualified personnel. Personnel in driver training shall be accompanied by a qualified trainer.

At all times and under all conditions, this vehicle shall be operated in a safe manner. Drivers and officers shall pay particular attention to inclement weather driving conditions.

When operating with a crew, the driver will wait for a back-up person to assist in the safe backing and / or parking of the vehicle. When operating alone, the driver shall assure that the area behind the vehicle is clear and free of persons or objects prior to backing the vehicle up.

At emergency operations and whenever vehicle is in use, driver will remain with vehicle to account for equipment as it comes off the vehicle and is returned to the vehicle.

All audible and visual warning devices shall be utilized in accordance with applicable New York State law, Rush Fire Department and Rush Fire District policies and guidelines.

When vehicle is backed into station and shut off, attach exhaust hose to vehicle exhaust pipe by slipping the rubber boot of the hose over the exhaust pipe located at the right rear of the vehicle in front of the rear wheels.

PIERCE/BOSCH ANTI-LOCK BRAKING SYSTEM (ABS-ABR)**WARNING:**

Tampering with or altering your vehicle's air brake system is not recommended. Whoever does, assumes the liability for it's safety features and performance. The Pierce/Bosch Anti-Lock Braking System (ABS) automatically adjusts air pressure to optimize utilization of available traction by preventing wheel lockup while braking. ABS ensures the vehicle remains stable and steerable. ABS can reduce stopping distances by utilization of the available traction. The automatic traction control (ASR) prevents slipping of drive wheels when starting up or accelerating. ASR also transfers drive torque to the wheels with the greatest traction.

ABS OPERATING PRINCIPLE

if the driver applies the brakes too hard, the wheels will begin to lock. By monitoring the wheel speeds, the ABS electronic control unit (ECU) will determine when locking is about to occur. When imminent wheel lock is detected the ECU will adjust the brake pressure to the appropriate wheel to prevent wheel lock and achieve optimum adhesion. The brakes pressure is controlled by the pressure modulation valves (PMV) which can reduce, hold or increase air pressure (up to pressure applied by the driver) in precise increments. The ABS is not activated unless the wheels show a tendency to lock during braking. In the event of an ABS failure, the ABS will shut off the affected part of the system and will turn on the ABR warning lamp. The part of the ABS which is shut off will revert back to a conventional non-ABS braking system.

ABS OPERATING PROCEDURE

The Pierce/Bosch ABS and ASR systems are automatically activated when required by the driving conditions. The ABS lamp illuminates when the ignition is first turned on and will remain on until a speed of no more than 9 mph has been reached and the speed sensors have been checked for correct output. The lamp should remain off after this point unless a failure in the system is detected. If the ABS lamp illuminates during vehicle operation, the driver should be aware that a failure in the ABS/ARS system has been detected. This means that part of all of the ABS has been shut off and has reverted back to conventional non-ABS braking. If the ABS lamp does not illuminate when the ignition is first turned on there is a problem with the bulb or wiring. The driver should have this checked as soon as possible. The ASR/INF lamp will illuminate when a drive wheel is slipping and the ASR system is in operation. This does not indicate a failure. NOTE that the ASR lamp doubles as the ABS diagnostic lamp.

ASR OPERATING PRINCIPLE BRAKE CONTROL ASR (STANDARD)

The ASR (traction control) system brakes a spinning wheel through the use of the ASR solenoid valve and the ABS pressure modulation valves. The drive torque is then transferred to the wheel with traction. The ASR acts as an automatic differential lock.

ENGINE CONTROL ASR

The ASR (engine control) will reduce the engine torque if both wheels of the drive axle start to spin.

GENERAL NOTES AND SAFETY PRECAUTIONS

1. The driver should ensure that the ABS lamp illuminates when the ignition is first turned on. If the lamp does not illuminate, then the bulb and related circuits must be checked.
2. The foundation brake system must be in proper working order to insure the best ABS performance.

IMPORTANT: DETACH ABS ECU CONNECTOR AND ALL OTHER ELECTRONIC CONTROL UNITS BEFORE WELDING ANYWHERE ON THE VEHICLE. NEVER DETACH THE ECU CONNECTOR WITH THE IGNITION TURNED ON.

IGNITION SWITCH

The ignition switch is a three position rocker switch (Off-On-Momentary On). The second position of the ignition switch is ignition and auto checkout of the instrument panel. The third position of the ignition switch is manually momentarily silenced. The third position is manual proveout as long as the parking brake or pump shift have not been activated. Once the parking brake or pump switch have been activated, the third position becomes alarm silence. The alarm silence feature will silence all alarms on the vehicle. Each time a new alarm or alarm level occurs it must be silenced to benefit from this feature. To return the third position of the ignition switch back to manual proveout, the truck must be shut off and turned back on.

ALARMS (Truck Alarm and Options Alarm)

The truck alarm (tone) will be actuated whenever any engine / transmission function or related air or fluid level enters into an alarm state. NOTE: This lone alarm will also sound at the pump panel. The option alarm (chime) will be actuated whenever a specified option is used and the parking brake has been released.

BEZEL LIGHTS AND ENGINE ALARMS (Instrument Panel and Pump Panel)

The bezel lights and engine alarms have two level alarm and indication levels. Intermittent tone and Flashing lights in the first level. Steady tone alarm and steady burn indicators in the second level. Indicators with this feature include: High / low voltage alarms and indicator light, Low voltage 12 volt intermittent, Low volt 11 steady, High volt 16 volt intermittent, High volt 17 volt steady, light and buzzer notification of low coolant.

PARKING BRAKE CONTROL

Controls the application and release of the spring brakes (which are held off by air pressure). To apply parking brakes (release air pressure), pull the button out. To release parking brakes (apply air pressure), push the button in. This is the yellow, square push-pull button.

PARKING BRAKE LIGHT

Will light when the parking brake is applied. It will remain lit until the Parking Brake button is pushed to release the brakes.

CAUTION:

When the parking brake light is on, it indicates that the spring brakes are still applied. If the light does not go out when the parking brake control is pushed in, do not attempt to drive the truck until the malfunction is corrected.

AUTOMATIC TRANSMISSION OIL TEMPERATURE GAUGE (automatic transmission only)

Indicates the temperature of the oil in the transmission. Normal operating range is 160-220 degrees Fahrenheit. Maximum allowable temperature is 250 degrees F. If the oil temperature exceeds 250 degrees F, shut down and correct malfunction before driving (See Transmission Manual for trouble shooting).

HAZARD WARNING FLASHER

The red switch located on the left side of the steering column will activate both front and rear turn signals. This should be used to indicate an emergency situation or vehicle in distress. Push in this switch to flash all turn indicators simultaneously, pull out to turn off. Be sure the turn signal lever is in the center or OFF position before pulling out the hazard warning flasher switch. The flasher lights will operate for some time with the engine off providing that the batteries are in good condition.

TRUCK START UP AND SHUT DOWN PROCEDURE**STARTING THE ENGINE**

NOTE: Keep the master switch off for the emergency lighting panel while starting the engine.

1. Before entering the cab, remove the shoreline plug from the receptacle on the drivers side of the cab to the rear of the drivers door. The plug should disconnect automatically when the engine is started but this will ensure that it is unplugged.
2. Before starting engine, place transmission selector in the neutral position (if not already there).
3. Turn battery selector switch to the on position.
4. Turn the ignition switch to the on position.
5. Push both starter buttons and depress accelerator pedal slightly.

CAUTION: If the engine does not start within 15 seconds, release the starter buttons and allow the starter top cool for one minute. Then repeat steps 4 & 5.

6. Run engine at 1200 to 1600 rpm to quickly build up air pressure to 60 lbs. if not already there, to allow the parking brake to be released. The low pressure warning light and buzzer will be on until both the front and rear systems have approximately 60 psi. This should not be a problem because there is an onboard 100 volt air compressor. When the truck is shut off and the shoreline is plugged in, this should keep air pressure at 90 psi.
7. The master switch for emergency lighting can now be turned on.
8. The passenger in the jump seat should make sure that the exhaust hose comes off so that it is not dragged out of the truck bay.

SHUT DOWN

Be sure to let the engine idle for approximately 3 to 5 minutes outside the firehouse then park inside the truck bay. This allows the lubricating oil and coolant to carry heat away from the combustion chamber, bearings, shafts, etc.. This is especially important with this turbo charged engine. After being backed into the truck bay and the engine is shut down, the exhaust hose should be placed back on the exhaust pipe. Reset the parking brake then place the transmission selector in neutral. After washing the vehicle, plug the shoreline back into the receptacle to insure that the batteries and the hand lights are charging and the compressor keeps the vehicle air pressure at 90 psi. Complete the log book after each vehicle use.

PUMP OPERATION

BEFORE PUMPING

Bring truck to a complete stop, put transmission in neutral and set parking brake. Before engaging pump transfer be sure the speedometer is at 0. Then lift the green cover over the toggle switch and move to on position and shift transmission into drive. A green light should go on when the pump is engaged next to the switch. Get out of truck and position wheel chocks under the rear wheels. Unless pumping from water tank, connect suction hose to pump and to water source. When connecting hoses, make sure they are free of kinks and sharp bends. Make sure all hose connections are tight. For proper operation, suction and discharge gaskets must be clean and in good condition.

PUMPING FROM TANK

Open tank to pump valve, then open appropriate discharge valve slowly. Follow directions as below for PUMPING WATER.

PUMPING WATER

Select desired line or discharge and open valve slowly. Each line (pre-connected) and discharge has its own pressure gauge and valve. Depending on diameter and length of hose line or appliance, that will determine what pump pressure should be used. The 2 speed lays under the pump panel have 250' of 1.75" hose with Task Force Tip nozzles. The maximum operating pressure should be 175 psi (approx. 135 gpm). The pre-connect 2.50" hose on the hose bed has a Task Force Tip nozzle. The maximum operating pressure should be 135 psi (approx. 250 gpm). The reel on the drivers side has 300' of 1.75" hose in 100' lengths with a standard nozzle. When used on a 1.50" discharge the standard pressure is 100 psi plus 30 psi friction loss for every 100' length. The reel on the passenger side has 300' of 2.50" hose. The standard nozzle pressure is 100 psi plus 15 psi friction loss for each 100' of hose used on a 2.50" discharge. When using a straight tip nozzle, the standard nozzle pressure is 50 psi. The pre-piped deluge gun should operate at 80 psi.

PUMPING FROM HYDRANT OR IN RELAY

1. Close valve between water tank and pump.
2. Connect appropriate hose between hydrant or relaying Pumper and pump suction.
3. Open suction, hydrant, or other valves as necessary to allow water to enter pump (IF USING THE INTAKE VALVE ON THE DRIVERS SIDE BE SURE THE BLEEDER VALVE IS OPEN TO REMOVE AIR IN THE HOSE)
4. Open discharge valves and accelerate engine to obtain desired discharge pressure and capacity.

NOTE: Do not attempt to pump more water than is available from the hydrant or relaying Pumper. Always make sure compound gauge reading stays above zero. Our practice is to operate at a minimum inlet pressure of 20 psi when pumping from the hydrant or in relay to prevent a "soft" suction hose from collapsing or water main or pump damage.

PUMPING FROM DRAFT

1. Close valves between water tank and pump.
2. Connect "hard" suction hose to intake "steamer" connection and attach strainer to intake end of the hose.
3. To get full capacity and a quick prime, and to maintain pump efficiency:
 - a. Position vehicle as near as possible to water supply.
 - b. Avoid sharp bends or humps in suction hose. Make sure no part of hose is higher than the pump suction inlet. (Air pockets in suction hose may cause loss of prime or erratic pump action and may reduce pump capacity)
 - c. Make sure all suction connections are tight and discharge valves are closed.
 - d. Immerse suction strainer at least two feet below water surface to prevent pump from drawing air (whirlpools forming above suction strainer indicate that the strainer is too close to the surface of the water).

NOTE: The amount of material in suspension in lakes, ponds, and streams will gradually wear impeller hubs and wear-ring surfaces. Under favorable operating conditions, these parts have a long life. However, the presence of sand and gravel in the drafted water may seriously impair pump efficiency and life.

4. Put pump in gear as explained in prior section.
5. Prime the pump. There is a push button on the pump panel. Push this until the pressure gauge has a reading on it and then start flowing water.

NOTE: If front suction is used be sure it is drained through all drain valves after each use.

PUMPING FROM TANK

1. Put the pump into gear as described earlier.
2. Make sure the suction caps are tight on the pump.
3. Open tank to pump valve.
4. Allow about 30 seconds for water to flow to pump. Now you may start pumping by using desired discharges.

SETTING THE RELIEF VALVE

The relief valve is used to protect the pump from water hammer. To set the relief valve, throttle the pump up to the desired pressure, turn the switch to the "on" position then turn the knob clockwise until the yellow indicator light comes on. Now the pump is protected. When done pumping, turn the switch to the off position and then unscrew the filter and clean. Set about 5 psi above the desired pressure.

IN CAB WHEN PUMPING IS COMPLETED

When getting ready to move the truck after pumping, be sure the engine is at idle, shift transmission into neutral position and wait for speedometer to drop to zero (0) mph, then flip toggle switch to road position.

OUT OF CAB

Remove wheel chocks from wheels and leave scene only upon orders of the Chief Officer or incident commander.

NOTE, IN COLD WEATHER: If truck is operating at an incident and no water is being used, be sure water is being circulated through pump and back into tank to keep the pump from freezing.

At emergency operations and whenever vehicle is in use, drive will remain with vehicle to account for equipment as it comes off the vehicle and is returned to the vehicle.

VEHICLE MAINTENANCE

This vehicle is inspected weekly by the assigned Lieutenant. Minor maintenance problems should be corrected as soon as possible. All major or emergency mechanical discrepancies shall be reported to the Lieutenant and then through the chain of command to the appropriate Chief officer and the liaison from the Board of Fire Commissioners.

EQUIPMENT AND TOOL LOCATIONS

Equipment is located on the vehicle as indicated in the Fire District inventory. A abbreviated version of the inventory follows:

Front Bumper: 25' length of 5" hose with Storz to 4.5" NST adapter.

Cab-Passenger Area: Field glasses / 5 lb. Dry chemical extinguisher / Reference Books / Gas Meter accessories and case / Trauma Bag / 4 Scott Air Packs with PASS devices

DR -1 Drivers side in front of rear wheel: 4 - 5 gallon pails of foam, AFFF ATC / Low Level Strainer

DR - 2 Drivers side high side compartment: Flat Head Ax / Pry Bar / Mallet / Rubber head mallet / Flashlight - fire police kit / Hydrant Wrench / Pick Headed ax / 2 closet hooks / Haligan tool / Flat headed ax / TAC Stick

DR -3 drivers side high side middle: 4 spare Scott air pack bottles

DR - 4 drivers side: Orange marker door set / 2 Scott Air Packs with PASS devices

DR - 5 drivers side behind rear wheels: 2.5" clapper valve-Siamese / 2.5" double male and double female adapter / 2.5" to two 1.5" gated wye / 2.5" to two 2.5" gated wye / 5" Storz to two 2.5" NST / 4" Storz to 5" Storz / Deluge gun base with chain / Jet Syphon / 5" Storz end cap with compressed air adapter / Play pipe with shut off and stacked tips / 1.5" turbo-jet fog nozzle

HB - hose bed: 2.5" TFT nozzle / 250' of 2.5" pre-connected hose (Brown) / 600' of 3" Hose (Red) / 1000' of 5" hose / Deluge gun with stacked tips / 2 telescopic lights / Shovel - short handled / 2 Grass Fire Brooms / 2.5" hydrant gate / 2100 gallon portable pond.

PASS1 - passenger side in front of rear wheel: 2 gal. Pail / Rock Salt / HAZ-MAT Spill kit / Smoke ejector bracket / Exhaust fan

PASS2 - passenger side above rear wheel: 1 - 16' roof ladder with hooks / 1 - 35' exterior ladder / ladder end boot / 13' pike pole

PASS3 - passenger side behind rear wheel: 2.5" single pond filler / hydrant wrench extension (1.5" pipe - RED) / Spanner wrenches / 5" Storz spanner wrench / 5" Storz to 4.5" NST hydrant gate valve - screw operated / hydrant wrench / portable pond filler / 100' hemp rope / Fire Extinguisher - 20 lb. CO2 / Fire Extinguisher-Dry Powder 20 lb. ABC

PPD.-pump panel drivers side: 2.5" double male - double female adapter / Intake relief valve / 2.5" Spanner wrenches / 5" Spanner wrenches / hose reel on top with 300' of 1.75" hose with adjustable nozzle attached (this line must be removed from the reel and connected to a discharge port on the pump) / 250" of 1.75 with TFT Nozzle.

PPP-pump panel passenger side: 1.5" Nozzle TFT - 250' of 1.75" hose / 2.5" Spanner Wrenches / 2.5" Double female double male adapter / Butterfly valve / Hose reel on top has 250' of 2.5" hose with adjustable nozzle attached. This line must be removed from the reel and connected to a discharge port on the pump.

REAR1 - rear top: Shovel - square flat / Snap-tite spanner wrench / hose straps (4) / Ladder Belt - Wydra / Cellar Pipe w/distributor and shut off / Hydraulic Hose Clamp / Universal thread adapter / Salvage tarp (20' x 20') / Cooper hose jacket / Tool box miscellaneous hand tools / Pry bar

REAR2 -rear bottom: Generator - 3000 watt / 5" Storz to 4.5" gate valve / 2.5" spanner wrenches / Storz spanner wrenches / 100' Extension ord with holder / 2 - 500 watt circle D lights

Rescue 588

Operations Guidance

and

Safety Advisory

GENERAL INFORMATION:

The following guidance is provided to assist in the prompt and efficient delivery of emergency services to the citizens we serve. This operational guidance provides a road map to utilize equipment and materials normally found on Rescue 588. This guidance is not absolute. Fire officers and firefighters on scene must use their knowledge and experience to best mitigate each emergency situation encountered. From time to time, equipment may be added or deleted from the vehicle. Updates will be made to this guidance as often as practicable. Equipment and supply locations are subject to change.

VEHICLE OPERATION:

This vehicle shall not be moved / driven until all passengers are seated and seat belts fastened. It is the responsibility of all firefighters, but in particular the senior fire officer or firefighter on board, to ensure that all personnel are seated and seat belts fastened.

All audible and visual warning devices shall be utilized in accordance with applicable New York State law, Rush Fire Department and Rush Fire District policies and guidelines.

The fire officer or senior firefighter occupying the front passenger seat shall handle radio communications, use of audible warning devices and collection of accountability tags that remain in the vehicle. Upon securing from an emergency, that individual shall conduct a head count and assure that all firefighters/officers who responded on the vehicle are accounted for.

To start vehicle, turn on master switch by left foot. Turn on silver ignition switch on dashboard to the right of the steering wheel. Depress two (2) rubber covered starter buttons to the left of the steering wheel on the dash board.

To stop engine, turn off silver ignition switch then shut off master switch.

DRIVERS / OPERATORS:

This vehicle shall not be driven except by qualified personnel. Personnel in driver training shall be accompanied by a qualified trainer.

At all times and under all conditions, this vehicle shall be operated in a safe manner. Drivers and officers shall pay particular attention to inclement weather driving conditions.

Drivers shall, use the transmission to down shift the vehicle whenever possible. This creates better stopping, reduces wear and tear on the braking system and prolongs brake life.

When vehicle is backed into station and shut off, attach exhaust hose to vehicle exhaust pipe by slipping the rubber boot of the hose over the exhaust pipe located at the right rear of the vehicle in front of the rear wheels.

When operating with a crew, the driver will wait for a back-up person to assist in the safe backing and / or parking of the vehicle. When operating alone, the driver shall assure that the area behind the vehicle is clear and free of persons or objects prior to backing the vehicle up.

At emergency operations and whenever vehicle is in use, the driver will remain with vehicle to account for equipment as it comes off the vehicle and is returned to the vehicle.

STARTING THE VEHICLE

1. Before entering the cab, remove the shoreline plug from the receptacle on the drivers side of the cab to the rear of the drivers door. The plug should disconnect automatically when the engine is started but this will ensure that it is unplugged.
 2. Before starting engine, place transmission selector in the neutral position (if not already there).
 3. Turn battery selector switch to the on position.
 4. Turn the ignition switch to the on position.
 5. Push both starter buttons and depress accelerator pedal slightly.
- CAUTION:** If the engine does not start within 15 seconds, release the starter buttons and allow the starter to cool for one minute. Then repeat steps 4 & 5.
6. After engine starts, ensure that the oil pressure guage shows ____ psi. Run engine at 1200 to 1600 rpm to quickly build up air pressure to 60 lbs. if not already there, to allow the parking brake to be released. The low pressure warning light and buzzer will be on until both the front and rear systems have approximately 60 psi. This should not be a problem because there is an onboard 110 volt air compressor. When the truck is shut off and the shoreline is plugged in, this should keep air pressure at 90 psi.
 7. The master switch for emergency lighting can now be turned on.
 8. The passenger in the jump seat should make sure that the exhaust hose comes off so that it is not dragged out of the truck bay.

SHUT DOWN

Be sure to let the engine idle for approximately 3 to 5 minutes outside the firehouse then park inside the truck bay. This allows the lubricating oil and coolant to carry heat away from the combustion chamber, bearings, shafts, etc.. This is especially important with this turbo charged engine. After being backed into the truck bay and shut down, the exhaust hose should be placed back on the exhaust pipe. Reset the parking brake then place the transmission selector in neutral. After washing the vehicle, plug the shoreline back into the receptacle to insure that the batteries and the hand lights are charging and the compressor keeps the vehicle air pressure at 90 psi. Complete the log book after each vehicle use.

VEHICLE MAINTENANCE:

This vehicle is inspected weekly by the assigned Lieutenant. Minor maintenance problems should be corrected as soon as possible. All major or emergency mechanical discrepancies shall be reported to the Lieutenant and then through the chain of command to the appropriate Chief officer and the Board of Fire Commissioners liaison.

PIERCE/BOSCH ANTI-LOCK BRAKING SYSTEM (ABS-ABR) — WARNING —

Tampering with or altering your vehicle's air brake system is not recommended. Whoever does, assumes the liability for it's safety features and performance. The Pierce/Bosch Anti-Lock Braking System (ABS) automatically adjusts air pressure to optimize utilization of available traction by preventing wheel lockup while braking. ABS ensures the vehicle remains stable and steerable. ABS can reduce stopping distances by utilization of the available traction. The automatic traction control (ASR) prevents slipping of drive wheels when starting up or accelerating. ASR also transfers drive torque to the wheels with the greatest traction.

ABS OPERATING PRINCIPLE

if the driver applies the brakes too hard, the wheels will begin to lock. By monitoring the wheel speeds, the ABS electronic control unit (ECU) will determine when locking is about to occur. When imminent wheel lock is detected the ECU will adjust the brake pressure to the appropriate wheel to prevent wheel lock and achieve optimum adhesion. The brakes pressure is controlled by the pressure modulation valves (PMV) which can reduce, hold or increase air pressure (up to pressure applied by the driver) in precise increments. The ABS is not activated unless the wheels show a tendency to lock during braking. In the event of an ABS failure, the ABS will shut off the affected part of the system and will turn on the ABR warning lamp. The part of the ABS which is shut off will revert back to a conventional non-ABS braking system.

ABS OPERATING PROCEDURE

The Pierce/Bosch ABS and ASR systems are automatically activated when required by the driving conditions. The ABS lamp illuminates when the ignition is first turned on and will remain on until a speed of no more than 9 mph has been reached and the speed sensors have been checked for correct output. The lamp should remain off after this point unless a failure in the system is detected. If the ABS lamp illuminates during vehicle operation, the driver should be aware that a failure in the ABS/ARS system has been detected. This means that part of all of the ABS has been shut off and has reverted back to conventional non-ABS braking. If the ABS lamp does not illuminate when the ignition is first turned on there is a problem with the bulb or wiring. The driver should have this checked as soon as possible. The ASR/INF lamp will illuminate when a drive wheel is slipping and the ASR system is in operation. This does not indicate a failure. NOTE that the ASR lamp doubles as the ABS diagnostic lamp.

ASR OPERATING PRINCIPLE BRAKE CONTROL ASR (STANDARD)

The ASR (traction control) system brakes a spinning wheel through the use of the ASR solenoid valve and the ABS pressure modulation valves. The drive torque is then transferred to the wheel with traction. The ASR acts as an automatic differential lock.

ENGINE CONTROL ASR

The ASR (engine control) will reduce the engine torque if both wheels of the drive axle start to spin.

GENERAL NOTES AND SAFETY PRECAUTIONS

1. The driver should ensure that the ABS lamp illuminates when the ignition is first turned on. If the lamp does not illuminate, then the bulb and related circuits must be checked.
2. The foundation brake system must be in proper working order to insure the best ABS performance.

IMPORTANT: DETACH ABS ECU CONNECTOR AND ALL OTHER ELECTRONIC CONTROL UNITS BEFORE WELDING ANYWHERE ON THE VEHICLE. NEVER DETACH THE ECU CONNECTOR WITH THE IGNITION TURNED ON.

OPERATION OF SHAFT DRIVEN GENERATOR:

Personnel are reminded to carefully follow the instructions for operation of the shaft driven generator system. The instructions are found on the dash board of the vehicle next to the protected toggle switch. Failure to properly engage and disengage this system may damage the vehicle.

To engage the shaft driven generator, place the transmission in neutral, lift the cover on the protected switch located in the center of the console. Flip the switch down to engage the transfer case. Then place the transmission in drive. The generator is then in operation with the idle automatically adjusted for load.

To shut down the generator, place the transmission in neutral. When the tachometer is at low idle for at least 15 seconds, move the toggle switch up and close the safety cover for the switch.

The electrical master switch located in the electrical box in driver's side compartment #2 must be turned off when the generator is not in use. All other circuit breakers should be off with the exception of the breaker for the Hurst tool pump.

POWERED TOOLS AND EQUIPMENT:

All shaft powered and gasoline powered tools shall be checked during the course of vehicle checkout.

SAFETY ADVISORY:

No personnel should attempt to use any item of equipment which they have not been trained on and are not familiar with. Under all conditions, safety to personnel must be of paramount concern and importance. Any unsafe act or condition must be immediately reported and corrected to prevent or reduce injuries to emergency services personnel and civilians alike.

EQUIPMENT LOCATIONS:

Equipment is located on the vehicle as indicated in the Fire District inventory. A redacted version of the inventory follows:

FRONT BUMPER:

Winch with cable and controller, chains, gloves.

CAB:

Center console box over engine compartment with:

2 Portable Radios, DOT Books, SOG's, Rush Street Directory, spare cell phone battery,
Cell phone, Rochester Telephone Directory

CREW COMPARTMENT:

Four complete Air Packs, 4 Nomex hoods, 5 Masks (1 small mask), 4 Pass Alarms.
Four orange box lights.

DRIVERS SIDE COMPARTMENT #1:

35 mm camera w/case / Binoculars w/case / VHS Video Camera / Heat gun (sensor) w/case

Bull horn / Pre-plan box w/ plans / Sharps collector / biohazard container

Hand flashlight w/ red wand attachment / 1 set safety vests (7 pcs)

4 sets head blocks with straps / stokes basket / short backboard located in stokes basket

2 KED Extrication devices w/ "C" collars / Fire Blanket w/ case / Road Stretcher

2 Rescue Bags for water rescue / Adult Life Preserver / First Aid and OB kit w/case

PCR Clipboard w/ PCR's / 4 long back boards w/straps / Portable suction unit

Little Giant Ladder / Frac Pack Set / Field Stretcher (folding) / 1 Adult life preserver

Body Harness / O₂ Tank in Trauma Bag / Trauma Bag / Drink concentrate / Door Tools

Sharps Container / Large Trash Bags / EMS Suction Pump / Collapsible water jugs (2)

DRIVER'S SIDE COMPARTMENT #2:

2 Circle "D" lights / 1 Halogen light / 4 Electrical cord reels / 5 Assorted pig tails-adapters

3 ground fault interrupters with pig tails / 1 Gasoline powered portable generator

Main Circuit breaker panel for control of telescoping lights and Hurst pump and truck outlets

DRIVER'S SIDE COMPARTMENT #3:

13 spare SCBA bottles / 6 spare O₂ bottles / Sprinkler head kit / Face mask cleaning swabs

DRIVER'S SIDE COMPARTMENT #4:

2 complete Air Packs in cases with Nomex hoods, PASS alarms / 2 hi-lift utility jacks

Blackhawk Porta-Power set / Step Cribbing, 4x4 cribbing, 2x4 cribbing, assorted cribbing

Tool box with assorted mechanics tools / Oxy-Acetylene cutting torch set / CO₂ Extinguisher

4 sets of spare turnouts with gloves, coats, day boots, helmets / Cascade system

PASSENGER SIDE (FRONT) COMPARTMENT #1:

1 Positive Pressure Fan (gasoline engine) / 1 Electric exhaust fan / 3 Crates cribbing
10 Orange road cones w/reflective tape / 1 bucket rock salt (seasonal)
1 bucket absorbent clay / 1 gas can / 1 smoke ejector bracket / 1 gasoline can

PASSENGER SIDE COMPARTMENT #2:

1 Rubber squeegee / 1 Short handled spade / 1 Short handle spade w/square blade
1 Short handle shovel / 2 Push brooms / 7 Grass fire brooms / 2 Electric pumps
1 set Spanner wrenches / 1 Hydrant wrench / 1 Hose jacket (splicer) / 1 Hydrant gate
3 lengths 1.75" hose / 2 lengths 2.75" hose / Siamese fixture / Rockwell nozzle
2- 2 1/2 to 1-1 1/2 adapters / 2 1/2 double female adapter / 2 1/2 double male adapter
Portable Pump w/ 2 1/2 inlet and discharge / Low flow strainer

PASSENGER SIDE COMPARTMENT #3:

Coal shovel / Ladder belt w/ hatchet / 2 Safety belts / 4 Canvas salvage tarps
2 coils of rescue rope / Come-along cable ratchet winch / Come-along chain ratchet winch
Halligan bar / Akron door opener / Staple gun w/ Staples / Short handle pike pole
Sledge hammer / Short pinch bar / Pick head fire ax / Flat head fire ax / 2 hay hooks
Gas powered chain saw / Electric powered chain saw / 2 speed saber saw
Assorted wood plugs / Curved pruning saw

PASSENGER SIDE COMPARTMENT #4:

Hurst pump / Air Chisel w/ regulator / Air Bag tools, hose & regulator / Air Bags
Box of flares / Wood wedges / 2 ABC extinguishers (20 lb.)
3 Pressurized H₂O Extinguishers w/AFFF / 1 Pressurized H₂O Extinguisher w/ water only
1 10" blade rotary rescue saw / Hydraulic jack / Steel box with assorted lubricants and oils
Gasoline powered roof cut saw (chain saw) / Pre-mixed saw fuel

REAR COMPARTMENT - UPPER DRIVERS SIDE:

Pike pole - 6' fiberglass / Standard pike pole / Attic ladder / Roof ladder / 24' ladder
Portable pump hard suction hoses with strainer

REAR COMPARTMENT - LOWER CENTER:

1 flood light / Hurst tool w/ spreader, cutter, 12" ram, 30" ram, hydraulic hose lines on reels
Wire cutters / Bolt cutters / Pipe wrench / Crow bar / Pry bar /
2 aluminum storage boxes with assorted parts including heavy chain, safety goggles,
glass cutters, seat belt cutters, glass cutters, etc..

TOP COMPARTMENT #1 - DRIVER'S SIDE:

Life ring / 4 adult life jackets / spill kit / absorbent boom / Box of misc. spill items

Box of civil defense radiological monitoring equipment

TOP COMPARTMENT #2 - FRONT PASSENGER SIDE:

Wet /dry vacuum (back pack style) / Wet / dry vacuum (shop type 16 gallon) / Wire insulator

2 coils of utility rope / 2 rolls of plastic salvage covers

TOP COMPARTMENT #3 - CENTER PASSENGER SIDE:

Foam Injector / 1 1/2" HI-EX foam nozzle / Short basement jack / Long basement jack

HI-EX foam applicator / Ultra Foam A/B Concentrate - 10 gallons / Hi-Ex Foam - 5 gallons

Heavy Duty short jack (1'8" to 3'0") / Heavy Duty tall jack (4' 10" to 8' 4") / Air Fumigator

TOP COMPARTMENT #4 - REAR PASSENGER SIDE:

3 Indian tanks / 1 white, steel, explosion safety tube / 1 Small galvanized pail

1 Large galvanized steel tub / Chimney nozzle / Chimney brush / Chimney topper (cover)

Fireplace shovels / Tarps / Air Fumigator / Deodorizer

STANDARD OPERATIONS GUIDANCE

FOR

BOAT 5817

WATER RESCUE

AND

BOAT OPERATIONS

PURPOSE: To outline the specialized response procedures for safe Water Rescue and Boat Operations for the Rush Fire District.

1. GENERAL RULES:

1-1 The Incident Command System shall be used for any incident or drill.

1-1.1 A record of training and appointment shall be maintained in each members training file.

1-2 Every piece of equipment is stored in a specific location. It is to be returned to that location immediately after its use by the crew of the boat. It must be remembered that in water rescue, like interior rescue, a person's life may well depend on a specific piece of equipment being fully operational and readily available.

1-3 Firefighting gear is for fighting fires, not water rescue. It is to be kept on the fire ground and has no place at a water rescue incident. Turnout gear, boots and the like should not be worn by members at or near a water rescue operation.

1-4 Safety is our foremost consideration. Proven and practiced methods work best. No shortcuts or unsafe methods will be utilized at any time.

1-5 All incidents will be handled as a team effort. There is no "I" in the word TEAM. **Never give a life to save a life!**

1-6 The buddy system will be employed at all times and for all operations. Remember however, you are your own best buddy. Therefore learn to depend on yourself first in the event of trouble.

1-7 ALL members performing on or near water assignments or operations should wear an approved type personal flotation device (PFD), and water safety helmet.

1-8 An ambulance **must** be on location or enroute to the incident before any water rescue operation is initiated. The EMS crew at a water rescue incident shall receive their orders from the Incident Commander.

2. DISPATCH AND RESCUE:

2-1 RECEIPT OF ALARM: Upon receipt of alarm, ALL crew members are to report directly to Station #1. No crew members, with the exception of the Incident Commander or members living in the immediate area, are to respond to the scene. Only approved personnel shall respond with 5817 or designated support vehicles. While responding, all state and local traffic laws will be adhered to.

2-2 DISTRICT RESPONSE: Vehicle response for water rescue calls within the Rush Fire District shall be as directed in SOG #1-3 (Equipment Response). Those personnel who arrive at Station #1 after the equipment has responded shall standby at the base and await instructions from the Incident Commander. They shall not respond to the scene unless ordered to do so by the IC. They shall not leave Station #1 unless released by the Incident Commander.

3. DRIVERS:

3-1 The first qualified driver arriving at Station #1 after dispatch shall immediately hook-up the boat to GF587, making sure that the electrical hook-up and safety chains are properly attached and secured.

3-2 Following the crewing of GF587, the Rescue and Ambulance should be crewed accordingly.

4. BOAT CREW TEAM:

4-1 Only those members meeting the boat operators qualifications established by the Chief and Training Officer shall be considered for appointment to a Boat Crew Team. Upon proper training by a training officer, an individual member shall then be appointed as a Boat Crew Team member.

4-2 The minimum crew size actually in the boat shall consist of two crew members for any type of operation. One crew member shall act as the boat operator while the other crew member shall be positioned in the bow to act as an observer and thus aid the operator in the navigation of the boat. A third person, if required, would be positioned amidships and would assist with boat handling, victim recovery and equipment handling.

4-3 All Persons In The Boat Must Wear An ***Approved Personal Flotation Device (PFD) and water safety helmet.***

4-4 The Boat Crew team shall be responsible for the proper and safe launching of the boat.

4-4.1 The boat shall be launched by flotation off the submerged trailer whenever possible. When this is not possible, the boat shall be lifted off the trailer, carried to the launch area and launched.

4-5 The outboard motor shall remain on the trailer at all times. Its installation on the boat shall be determined by the Incident Commander, i.e., depth of water and type of water or ice rescue.

4-6 EXTREME Caution shall be used at all times when the outboard motor is in operation with in-water rescuers in the vicinity.

4-7 The outboard motor operator is charged with maintaining safe and proper actions in and out of the boat at all times.

4-8 Operational Boat Crew Team members shall carry an 8 foot personal lanyard, whistle and a "D" ring (*Already attached to the PFD*).

4-9 As operational Boat Crew Members run a high risk of partial or total water entry, light clothing is suggested.

4-10 Sufficient lighting shall be on the boat during any operations occurring during the hours of darkness.

5. SHORE CREW TEAM:

5-1 Only those members meeting the operational support qualifications established by the Chief and Training Officer shall be considered for appointment to the Shore Crew Team. Upon proper training, the member shall then be appointed as a Shore Crew member.

5-2 Shore Crew Team members actively performing on-water, ice, or near water operations must wear an approved type of PFD.

5-3 Shore Crew Team members shall carry an 8 foot personal lanyard, whistle and "D" ring (*Already attached to the PFD*).

5-4 As Shore Crew Team members run a high risk of partial or total water entry, light clothing is suggested. Readily available gloves are required. Head and eye protection shall be at the discretion of the IC.

5-5 Shore Crew Team members shall be responsible for tending to and supporting water-rescuers at water rescue incidents.

6. PRACTICE SESSION (DRILL):

6-1 All practice sessions must be approved by the Chief or Training Officer.

7. ON SCENE OPERATIONS:

7-1 All Crew Members shall be briefed by the IC as to the assessment and the proposed operational plan.

7-2 The IC shall then assign various tasks and duties to the individual crew members for performance of the rescue operation.

7-3 The IC shall assign the Operational Log (scribe) to be kept throughout all phases of the operation. This shall be done for all incidents, emergency responses and practice responses.

8. EQUIPMENT:

8-1 All equipment necessary for water-rescue support operations shall be kept within the staging area when not in use.

8-2 All equipment necessary for boat operations shall be kept within staging areas of the boat trailer and rescue truck.

8-3 Usage of any privately owned equipment must have the prior approval of the Incident Commander.

9. PROPER HANDLING OF RECOVERED DROWNING VICTIM:

9-1 Upon tentative recovery sighting of a victim, all available visual observations should be made by the boat crew. No recovery shall be made without notification / authorization of the Medical Examiner and Local Police authorities.

9-2 The recovery location shall be marked with a small buoy from the boat.

9-3 The victim shall be transported by the recovery divers, remaining in the water at all times possible, with the assistance of the boat crew.

9-4 The victim shall be kept out of sight to all degrees possible and transported to a pre-designated receiving area.

9-5 At the receiving area the Stokes basket shall be placed beneath the water surface. A blanket shall be placed above the basket, slightly above the water.

9-6 While shore crew members hold the blanket, recovery and safety divers shall place the victim into the stokes blanket. The blanket shall then be lowered to cover the victim in the stokes basket.

9-7 The victim shall be left in the water until authorization for removal is received by the IC from the Medical Examiner having jurisdiction over the victim. Prior to removal the victim should only be examined by the IC, and /or Police Officer having jurisdictional authority.

9-8 REMEMBER - victim recovery is a serious matter. Jokes and horseplay, snide comments and remarks or similar in-appropriate acts have no place at the incident scene. This rule must be strictly adhered to. This is especially true when family members or members of the press are present.

9-9 At no point during the actual recovery operation and subsequent victim removal shall members overcrowd the scene. A minimum manpower situation shall always be used as too many hands could cause the "loss" (dropping, spilling) of the victim.

10. CRIME SCENE INVESTIGATIONS:

10-1 Evidence recovery at a crime scene is a Police procedural matter. Such procedure dictates that no potential evidence at a suspected crime scene shall be touched, altered, changed, moved or otherwise disturbed until it has been identified, measured, sketched and whenever possible photographed. It is important that this procedure be strictly adhered to at all times. Once potential evidence is disturbed, its value is destroyed, as by the rules of evidence it can never again be restored to its original state. (ASSIST POLICE AS REQUESTED)

10-2 Upon notification of a possible crime scene recovery of evidence, the Incident Commander shall insure that the following information is recorded on the proper form.

- [1] Law Enforcement Agency having jurisdiction
- [2] Law enforcement officer in charge
- [3] Date, Times: Dispatched, On Location, Water Entry, Water Exit

10-3 Protect the crime scene. Do The Following:

- [1] No one shall walk around needlessly nor handle, nor touch anything in the crime scene area unnecessarily.
- [2] Manpower in the immediate crime scene area shall be kept to an absolute minimum.
- [3] If a possible life support or life restoration situation exists regarding a victim, immediate removal, treatment and transport shall be initiated.
- [4] At all times possible, mark the location of the victim and / or the evidence.
This is done for photographic reference from the surface.
 - [a] if a body - one floating buoy at the head area and one at the foot area.
 - [b] if a car, boat or similar larger object - one floating buoy at the front and one at the rear.
 - [c] if a gun, knife or small article - one floating buoy shall suffice.
- [5] Recovery personnel shall make all visual observations possible.
 - [a] i.e. vehicle upright or upside down, windows up or down, doors locked, etc..
 - [b] i.e. body - face up or down, clothing on or in place, hands or feet bound, etc.

10-4 PUBLIC INFORMATION:

The IC or Public Information Officer (PIO), if designated, will be the only authorized persons to release any information concerning any water rescue operation to the press - i.e. radio, television, newspapers. The PIO will clear all information with the Incident Commander before release to the media. The PIO will keep the IC informed of all statements made thereafter. **No names of victims are to be released to any member of the press or over any public service frequency at any time.**

11. CONCLUSION:

11-1 EQUIPMENT: All equipment assigned to Water Rescue, i.e. truck, boat, portable equipment, tools, etc., will not be loaned or removed from Station #1 without prior approval of the Chief or Incident Commander. It is imperative that the Chief or Incident Commander be the only persons authorized to release equipment in order to maintain quick response and proper inventory of available equipment when services are required.

11-2. SUBSTITUTE TRAINING: The Chief and Training Officer will be the only persons authorized to determine who is qualified to act as a temporary rescue team member in the event that an emergency exists, and if the minimum requirements are not met as is outlined earlier in this document. Examples of acceptable experience would be any current / past Red Cross water related training.; previous experience as a boat handler - either recreational or emergency. Again, this is entirely at the discretion of the Chief or the Incident Commander.

11-3. ENFORCEMENT PROCEDURES: The procedures outlined in this guidance must be strictly adhered to for the safety all personnel. Failure by any member to follow the procedures contained herein will result in disciplinary actions against the member. **SAFETY IS ALWAYS FOREMOST.**

Hose Loading

Purpose: To establish safety practices for "picking up" hose from a fire or training scene while operating a pumper/engine, of the Rush Fire District or fire department.

Scope: Applies to all operations where hose has been played out and requires reloading to a hose bed or reel.

7-5.1 Whenever it is necessary to load hose into the hose bed of a moving pumper/engine, every effort shall be made by the officer in charge, to insure that the vehicle is driven forward to load the hose into the bed. A safety spotter at the left rear of the vehicle shall be used.

In certain circumstances it is understood that this may not be practicable. In such instances, there shall be a safety spotter to the rear as well as at the front of the vehicle. This spotter shall have a clear view of the driver or the vehicle mirrors and shall communicate with the driver via hand signals, voice or light signal communication. The rear spotter shall be the controlling authority for the operation of the vehicle during pick-up. The front spotter shall act as a safety "lookout" for the driver to insure the vehicle is clear of other objects or persons the driver may not observe as the driver watches the mirrors.

7-5.2

PERSONAL PROTECTIVE EQUIPMENT

This guidance is intended to reduce the number and severity of injuries incurred by our personnel both in the training environment and during an emergency incident.

8-1 Use of Personal Protective Equipment

8-1.1 Personal protective equipment (PPE) should meet NFPA Standard 1500, Standard on Fire Department Occupational Safety and Health Program. PPE which does not presently meet this standard shall be retired at the end of its useful life and replaced with equipment which meets the standard.

8-1.2 All personnel shall be issued the personal protective clothing and equipment necessary to provide for the hazards to which they are exposed.

8-1.3 All firefighters and line officers shall wear complete turnout ensemble at all incidents and training sessions where real or potential hazards exist. This ensemble includes: helmet with face shield (Safety glasses or goggles when necessary), turnout coat, turnout pants, boots, hood, and gloves.

8-1.4 Wear face shield, safety glasses or goggles and gloves whenever the need for eye and hand protection exists, such as during forcible entry or extrication operations or when using hand or power tools. Hearing protection may be required during the use of some power tools.

8-1.5 Wear SCBA, including face piece, when working in areas where:

- a. The atmosphere is hazardous
- b. The atmosphere is suspected of being hazardous
- c. The atmosphere may rapidly become hazardous

This shall include: areas of active firefighting; areas above a fire; at gas leaks; fuel spills; hazardous materials incidents; vehicle fires; dumpster fires; where invisible contaminants or products of combustion are present such as during overhaul operations; at fires which are below ground; and in areas which are or may become oxygen deficient.

8-1.6 Arm Personal Alert Safety System (PASS) device.

8-1.7 Wear disposable medical gloves during all contact with injured or ill patients.

8-1.8 Wear eye protection, disposable filter mask, and turnout gear or other fluid resistant garments during all contacts with patients where there is a potential for the splash or spray of blood or other body fluids.

8-1.9 Wear a disposable filter mask during all contacts with patients who are coughing, sneezing or give other indications that they may have an airborne transmittable disease.

- 8-1.10 The incident commander shall determine when the use of personal protective equipment, including turnout gear, SCBA and medical protective clothing, is no longer needed based upon monitored existing conditions and the possibility of continued hazards.
- 8-1.11 Failure to wear personal protective equipment in accordance with this guidance will result in disciplinary action.
- 8-1.12 Each individual is responsible for maintaining and cleaning the equipment provided and reporting any equipment problems to the duty officer or the officer in charge of PPE. A designated cleaning area shall be provided.
- 8-1.13 Annually, there shall be a full inspection of PPE. At any time, any item needing repair or replacement will be taken out of service immediately upon discovery of the deficiency and shall not be returned to service until properly repaired or replaced.
- 8-1.14 Loss of or damage to personal protective equipment through recklessness or carelessness is considered grounds for reprimand. The member will be responsible for the cost of repair or replacement of damaged personal protective equipment caused through these actions.
- 8-1.15 Members leaving the department are required to turn in all personal protective equipment issued to them.

F A S T (Firefighter Assist and Safety Team)

9-2.1 Purpose:

To describe the Firefighter Assist Safety Team – **FAST** (a.k.a. Rapid Intervention Team) concept as approved and recommended by the Monroe County Volunteer Fire Chief's Association. To comply with OSHA 29CFR1910.134; applicable NYS PESH directives.

9-2.2 Scope:

To provide a guideline for the use of **FAST** during various operations of Rush Fire District personnel. This guidance shall be modeled after that which is used as a standard in Monroe County. The intent of this guideline is twofold. First to provide a training guideline that allows all departments to train to the same level of expertise and second, provide the Incident Commander (IC) with some idea of the capabilities of **FAST** that may be brought into an incident through mutual aid. This guideline is by no means the final word on **FAST**. The IC shall always have the final determination on how, when and where a **FAST** will be utilized.

9-2.3 Usage:

It is recommended that **FAST** be called anytime an incident is declared a "worker" or at any incident where a firefighters safety is at high risk (building collapse, ice / water rescue, etc.). Depending on the size of the incident, it may be necessary to call for more than one **FAST**. **FAST** should remain on scene until an incident is declared "under control" and until released by the IC.

9-2.4 Manpower:

The **FAST** should consist of a minimum of 4 interior firefighters. This takes into account the county's minimum manning of a mutual aid pumper as 4 interior firefighters. The driver / operator and additional firefighters may be either classification.

9-2.5 Equipment: Teams should report to the designated area with the following equipment in hand and at the ready.

| | | |
|----------------------|--------------|-------------------|
| Full turnout gear | SCBA | Portable radios |
| Portable hand lights | Flathead axe | Halligan bar |
| Pike pole | Pickhead axe | 100' Utility rope |

Since most mutual aid in this county is done with pumpers, this equipment is what is normally found on most pumpers per NFPA standards.

9-2.6 Additional Equipment:

The IC should assure that the team has immediate access to the following equipment:

| | | |
|--|----------------------|-------------------------|
| Pumper with an established water supply. | | |
| Designated hose line, either on truck or deployed. | | Hand tools |
| Ground ladders | Ventilation fans | Extinguishers |
| Power saw | Medical bag and O2 | Additional SCBA bottles |
| Powered hydraulic tools | Hand hydraulic tools | Air bags |
| Cribbing | Pneumatic tools | |

9-2.7 Duties:

When requested to the scene of an incident, the **FAST** leader (Officer) should report directly to the command post and give the IC a report on the status of the crew. The team leader should report directly to the IC unless directed to report to another sector officer. The **FAST** should then stand by at a position most advantageous to the proscribed equipment. They should then await orders and a sector designation from the IC. The **FAST** may be able to perform some tasks essential to firefighter safety such as raising ladders or circling the scene to view the incident, but should remain in radio contact with the Command Post and available to deploy on a moment's notice. Once deployed, the IC should immediately call for another **FAST** to respond.

FAST considerations should be:

- First: Firefighter Life safety – their own
- Second: Firefighter Life Safety – others
- Third: Civilian Life Safety
- Fourth: Property Conservation

FAST should use the methods they are trained in and most familiar with to accomplish the tasks assigned to them by the IC.

Two In / Two Out

Purpose: Provide guidance for members engaged in interior fire fighting beyond the incipient stage (commonly known as the two in – two out rule).

Scope: To comply with 29CFR1910.134 and NFPA 1500.

- 9-3.1.1 Interior fire fighting shall not be commenced until two (2) fully equipped interior rated firefighters are available to meet the requirements stated in the scope.
- 9-3.1.2 Exception: If initial attack personnel find a known life hazard situation where immediate action could prevent the loss of life, deviation from the 2 in / 2 out standard may be permitted, as an **exception** to the Fire District's Standard Operating Guidance. However, such deviations shall be exceptions and not standard practices.
- 9-3.1.3 Interior team members must be in visual contact, contact by safety rope, or voice contact (not radio) at all times. Radio use is permitted between interior teams and exterior operations.
- 9-3.1.4 It is required that a minimum of one team of two (2) or more properly equipped interior rated firefighters be present outside the structure before the interior teams enter. Exception as noted in 9-3.1.2 above applies.
- 9-3.1.5 It is the responsibility of one of the outside team to account for the interior team members and if necessary initiate a firefighter rescue. Aside from this individual assigned to tracking interior personnel, the other designated person(s) is permitted to take on another appropriate role which will not interfere with immediate rescue response.
- 9-3.1.6 Rescue response shall be commenced when called for as a **MAYDAY** from interior team(s) or when exterior personnel determine that a team or firefighter may be in imminent danger or distress.
- 9-3.1.7 An example of equipment to be used for 2/2 rescue is: spare complete air pack, flat head axe, Halligan tool, rescue rope, portable radios, other specialized equipment as required for the incident.
- 9-3.1.8 Vehicle (pump) operator may not be a member of the 2/2 team. The incident commander may be part of the 2/2 team.

GENERAL GUIDANCE EMS OPERATIONS

9-7 PURPOSE:

To establish guidance for the normal operation of the ambulance for the delivery of emergency medical services to the citizens of our community. Nothing in this guidance shall preclude the use of sound judgement and the experience of the EMT in charge.

9-7.1. RECEIPT OF CALL:

When an EMS alarm is received, make sure you know the location before you respond. Members that are available should report to Station #1 unless they are passing by the scene and can render assistance.

The first member at Station #1 should acknowledge the call by MDT computer when possible and by re-transmitting the tones and repeating the message to the Fire Dispatcher and pagers. The member should then access the street directory to obtain pertinent information regarding the location of the call. If no crew is available within five minutes of the alert, re-send the tones and message and request a crew for the ambulance.

9-7.2. RESPONSE:

Whenever possible, a crew of three members should respond with the ambulance to all calls with a minimum of one EMT. An EMT / EMT-P may meet the ambulance at the scene. The requirement is that an EMT / EMT-P attends to the patient on the way to the hospital. A crew of four is recommended for calls to the State School at Industry or OATKA. Ambulance crew will wear proper attire (Rush Fire Department clothing including shirts, yellow jump suits or turnout gear as appropriate) and present a clean appearance (shorts will not be worn).

Jump suits and yellow turnout coats are available on the ambulance. IF NO EMT IS AVAILABLE, THE AMBULANCE CAN BE USED AS A FIRST RESPONDER UNIT FOR EMS.

2-1 "ENROUTE". Upon leaving the station, "en-route" will be reported by radio to the base or fire dispatcher if the base is unmanned. Times should be recorded on the PCR. After going en-route on channel 5, you may then switch to a working channel. Upon arrival, "on location" will be reported by radio and the time noted on the PCR. The operator of the ambulance should adjust response speed without being instructed to "step it up" or "take it easy" on the radio.

2-2 MEMBERS: Members who live close to an EMS incident may respond directly to the scene but must park their vehicle out of the way of the responding equipment and so as not to create a traffic or safety hazard. Only the number of personnel necessary to handle an incident will enter the incident scene (home, business, MVA, etc). All other personnel should stage and be prepared to render assistance as requested by command authority. When possible, the base should be notified of the status of the incident by first arriving personnel.

9-7.3 ALS SUPPORT:

3-1. AUTOMATIC ALS: Is a part of the RUSH emergency response system. ALS units are automatically dispatched by the Fire or EMS dispatcher according to protocol, when they are received. A copy of protocols may be found in the PCR form holder on the ambulance. ALS units are dispatched according to availability and location. When a local ALS unit is not available, the nearest commercial ALS shall be dispatched.

3-2. THE EMT or Officer in charge should cancel ALS as soon as it is determined they are not required. This may be done through the fire dispatcher or by contacting the responding service directly. If the ALS unit is canceled directly, make sure the fire dispatcher is made aware of the cancellation. This allows the ALS medic to be available for other emergencies.

3-3. RESCUE 588. If the ambulance is out of service, the rescue truck may be dispatched to the scene with a qualified crew. Upon confirmation by police or other competent personnel that an ambulance is required, the nearest available ambulance will be requested either through Rush base or the Fire Dispatcher.

A member arriving prior to officers or equipment may contact the base or fire dispatcher by phone to initiate response of an ambulance or ALS unit. As a result of protocol, an ALS unit may be dispatched by the Fire Dispatcher/EMS Dispatcher prior to our requesting one.

9-7.4 MOTOR VEHICLE ACCIDENT (MVA):

4-1. EQUIPMENT RESPONSE: A Pumper and a Rescue Truck will respond to all auto accidents in the Rush Fire District. A Pumper from the station closest to the incident shall respond if manpower is available. The Rescue Truck will respond with a minimum crew of three (if possible) after the ambulance has been fully crewed and is en-route. The Pumper shall respond after the rescue unless conditions indicate an earlier response (fire involved, etc) is necessary. Personnel who arrive after equipment has departed shall remain in the station until released by Command Authority. "On Location" shall be reported as equipment arrives. "On scene, investigating" may be reported by the OIC with a brief report of the conditions present. For most MVA, the work channel will be channel 3. If it is a Mass Casualty Incident (MCI) the work channel may be switched to "175" for use by the EMS sector. The fire / rescue sector may stay on channel 3.

4-2. PARKING: Vehicles shall be parked at the scene to avoid congestion and hazardous situations. DO NOT block the highway / road unless there is no other choice. Fire police shall conduct traffic control activities at the scene. They will use all safety equipment provided them along with the portable radios tuned to the fire police frequency.

9-7.5 GENERAL GUIDELINES:

5-1. PURPOSE: The primary purpose of an ambulance is to convey sick and injured persons to a hospital in a safe and expeditious manner. Safe driving is an important phase of transporting the sick and injured. The risk of injuring or killing people by the reckless driving of an ambulance does not justify an attempt to save a few minutes in getting to a hospital. An emergency vehicle being driven recklessly at high speeds has no place in an emergency care program due in part to the negative impact on patient safety and well being. Efficient and proper EMS care at any incident may reduce or eliminate the need for high speed transport to hospital.

5-2. SPEED: The recommended speed for RUSH equipment is the posted speed limit. With a patient on board however, it will probably be slower. On I-390 you should drive with the flow of traffic. The medic in charge will advise if a higher or lower speed is needed and will also choose if "Going RED" (lights and sirens) will be used. CPR cannot be performed effectively at speeds higher than 30 mph. Therefore, this is the maximum recommended speed when performing CPR in the ambulance.

9-7.6 AMBULANCE OPERATION:

6-1. HEADLIGHTS: Anytime an emergency vehicle is driven on the highway the headlights will be turned on to enhance visibility.

6-2. CHECKOUT: Check the emergency vehicle before the vehicle is operated. Drivers must be physically and emotionally fit to drive. Many accidents involving emergency vehicles are attributed to the operator's physical condition. In many cases the driver was over-tired from their normal job and then responded to an emergency call in that tired condition.

6-3. DRIVER: The driver must be emotionally qualified. A person often changes their personality when getting behind a steering wheel. This can be compounded when a person gets behind the wheel of an emergency vehicle. It is recommended that no member drive the ambulance when a relative or close friend is the reported victim.

6-4. ALCOHOL AND DRUGS: No one is allowed to drive the vehicle or make up part of the crew if that person has consumed any alcoholic beverage. One must remember that a non-drinking victim will immediately notice the smell of alcohol. Even if you only had one drink the odor will be present. You should stay away from any emergency scene for the same reason. Members who are taking prescriptions medications that cause drowsiness, reduced alertness, fatigue or diminution of motor skills, may not participate as a crew member during any emergency.

6-5. DRIVER RESPONSIBILITY: The driver is responsible for his / her actions and the vehicle they are operating. If you are arrested or ticketed for your operation of the vehicle, it goes on your record!

6-6 RETURN TO SERVICE: The fuel tank should be filled whenever it shows less than 1/2 full. Walk around the ambulance to assure that everything is OK. If something of a minor nature is found to be wrong, note it on the run sheet. If it is of a serious nature, an officer should be notified immediately to take the proper action. The Lieutenant in charge of the ambulance will perform a weekly vehicle inspection and complete the inspection form.

6-6.1 Upon returning from a call the crew will re-stock the ambulance with oxygen and first aid supplies. The Lieutenant of the Ambulance or another qualified officer will fill the oxygen tanks.

9-7.7 EMERGENCY OPERATION:

7-1 WARNING DEVICES: The use of the siren should be limited to heavy traffic and at intersections. Indiscriminate use of the siren is discouraged. Refrain from using the siren or warning lights when transporting a stable or potentially unstable patient (DOH directive 99). You must drive in traffic as a "normal" vehicle but your patient will benefit from this more than the few minutes being saved. The chances of an accident go up three times and the injury and death rate goes up ten times when "Running Red".

If you must use the siren do not wait until you are into an intersection or right behind another vehicle. Give the public time to react to your presence. Give a few short blasts to get the [patient and crew used to the sound before you activate it fully. The wail "up and down" sound is the most effective sound that people associate with. The siren is audible less than 250 feet to the front of the ambulance (as heard from inside most vehicles today).

9-7.8 EMERGENCY LIGHTS:

8-1 USE: If you are going to use the flashing headlights, leave the normal headlights off. At night, parking lights or normal headlights override the flashing headlight system.

On an emergency run, use all emergency lights and light bar. At the scene, shut off all lights except the front and rear warning lights if the ambulance is in a dangerous or vulnerable position. If the ambulance is in a patient's driveway or parked safely, shut off all warning lights.

As stated before, most transports are done with the warning lights and siren shut off. The headlights remain on to make the vehicle more visible. Drivers shall attempt to operate with the flow of traffic whenever possible. In the immediate past we have been under the 5% Red Run

category that is outlined in the "Federal Standards for Ambulance Transports "**. 95% of our patients have been transported with just the vehicle headlights on.

9-7.9 VEHICLE OPERATION PRECAUTIONS:

RESPONDING: All passengers shall fasten their seat belts prior to vehicle movement. Always report "en-route" status by radio when you leave Station #1. This lets the responding members know that they can slow down. The transmission is also recorded in case a question is raised later regarding response time. Record en-route, on scene and other times on the PCR.

Upon approaching the scene slow down and shut off the siren to reduce upsetting the victim(s) more than they are. Report via radio to the base or fire dispatcher that you are "on location". At most scenes people will be running around and not watching traffic as they should. Children are often drawn to the emergency because of the sirens and presence of emergency vehicles. **USE CAUTION!**

Always use the parking brake if the vehicle is left running. Park the ambulance out of the way and in such a position that the rear doors can be easily opened. Do not block the open lane of a road with the vehicle, but rather pull past an accident so that the wreckage is between you and the flow of traffic.

In case of fire there is a five-pound Halon and a ten-pound dry powder extinguisher in the left rear compartment. If there is danger of fire or spilled fuel, let fire command know. If no officers are present, notify the base or fire dispatcher to send a Pumper. There should be fire and medical command at every MVA scene.

The ambulance can carry two litter patients. If more ambulances are needed advise medical command who will call for the required assistance. If no officers are present, contact the base or fire dispatcher to secure additional resources.

Upon loading the victim(s) be sure that the rear doors are shut properly and that you have picked up all of your equipment. Advise the base and fire dispatcher what hospital you are en-route to. It is optional whether you inform them that you are transporting "non-emergency" or "emergency". **ALWAYS WEAR SEAT BELTS!**

9-7.10 TRANSPORTING:

10-1 PASSING: Never attempt to pass another emergency vehicle that is also on an emergency run. The only exception to this would be if the first vehicle has problems or the driver of the vehicle advises you to pass. **USE EXTREME CAUTION!**

10-2 CONVOYS AND ESCORTS: The disadvantages of convoys and escorts greatly outweigh the advantages. If there are two emergency vehicles going to the hospital, they should stay at least 1000 feet apart. The public will usually get out of the way for the first vehicle and then pull directly out into the path of the second vehicle. Keeping a safe distance between emergency vehicles avoids this problem.

10-3 SCHOOL BUSES: Never pass a stopped school bus which is operating its red flashers. If the driver turns off the flashing red lights and signals you to go by, then and only then you can go past. Be very careful. You are dealing with children and they are very unpredictable.

9-7.11 PRECAUTIONS:

11-1. INTERSECTIONS: Intersection accidents are the most frequent and usually the most serious. All intersections must be approached with caution. Even if you have the green light you must slow down and be prepared to stop. If you are going "emergency" you will sound the siren at least 500 feet prior to the intersection. You must come to a COMPLETE MOMENTARY STOP at all red lights and stop signs. After you are sure that you can proceed with safety, you may go. You will lose 15 seconds coming to a complete stop versus rolling through a controlled intersection at 15 to 20 MPH. It is not worth an accident for the few seconds you may save. For this same reason, the expressway should be used as much as possible for transports to the city. There are fewer intersections to pose the threat of an accident.

11-2 PASSING: Always pass vehicles on the left. People will not expect to be passed on the right, especially by an emergency vehicle. IF you are passing a vehicle on the right and you have an accident, you will have a problem. Only in rare situations should you ever attempt to pass on the right. When you do so, be extremely careful!

11-2 CENTERLINE: Crossing the center line of any highway can only be justified if the lanes in front of you are completely blocked and you have no other option. This must also be done with extreme caution. On a two lane road the double yellow or single yellow line on your side should never be crossed. Traffic coming towards you may not have time to react and a serious accident may result.

11-3 NYS THRUWAY / EXPRESSWAYS: One of the most important things to remember about operating on the Thruway or any other Expressway, is that the flow of traffic must be maintained or a serious rear end accident may occur. All emergency personnel should be very careful regarding approaching traffic. If you get stuck it is just one more problem that will have to be taken care of. Remember to always wear your seat belt!

11-4 PARKING: If you are requested to park your vehicle off the road or shut off the lights, it is done for reasons of safety. As is stated in this procedure guide, we do not block highway traffic lanes unless it is unavoidable. Park the vehicle at an angle into the curb / shoulder of the highway with the wheels turned into the curb.

11-5 HOSPITAL: You should approach the hospital entrance at a slow rate of speed and never use the siren near the hospital. The warning lights should be shut off and, if parked near the hospital, the ambulance shut off and the key removed. The driver should return to the ambulance as quickly as possible, but if needed in the hospital, the portable radio should be taken in to maintain communications and keep the radio secure.

11-6 IN-SERVICE: As soon as you feel that you are the nearest ambulance in service to Rush, you may report to the dispatcher that you are "In-Service". All books and information should be recorded in the proper document before it is forgotten. The ambulance should be filled with fuel if less than 3/4 full and washed off. The interior should be cleaned, linens changed if necessary and all used items be re-stocked.

11-7 AMBULANCE ACCIDENT: If you involved in an accident, stop, make sure that everyone is OK and, if not, get the required equipment en-route before you do anything else. As soon as you take care of the injuries obtain the names and phone numbers of any witnesses. If you can, leave the ambulance where it stopped after the accident. If you must move it to prevent a

more serious accident, mark the pavement with chalk and move the ambulance out of the way. If the condition of the patient in the rear is serious and the ambulance is safe to drive, you may continue the transport to the hospital, but this action may have to be defended in court at a later date.

It would be advisable to leave the driver of the crew at the accident scene. Rush base should be notified and a Chief officer should go to the accident scene. A written statement will be required of the driver as soon as possible after the accident. **DO NOT** make any statements to the other parties involved, only to the investigating police officer(s). Also, Board of Fire Commissioners, Chairman or another Commissioner should be notified as soon as it is possible.

9-7.12 MUTUAL AID TO AND FROM THE RUSH FIRE DISTRICT

12-1 RESPONDING TO A MUTUAL AID REQUEST: As is stated in the General Information, when alerted to a request for assistance, we will respond. It should be the ambulance squad's responsibility to advise the dispatcher that our ambulance is responding Mutual Aid to the requesting agency.

12-2 OUT OF TOWNSHIP: When the ambulance responds out of the Town of Rush, only the ambulance and crew will respond. The only exception to this would be if one of the members is close to the scene of the emergency and feels that they could render assistance prior to the arrival of our ambulance. A Chief officer or EMS D/O may respond to the call.

12-3 RESCUE 588: The rescue truck responds to all MVA calls within our fire district. It will not respond with the ambulance on calls outside the district unless requested by the agency asking for mutual aid. Our rescue is equipped with various types of EMS equipment including:

A Large Trauma Kit; an OB Kit; a burn kit; suction unit; O2 tanks with regulator; short board, long board; KED; collars; stokes basket; large tarps; generator, lights; electrical cords.

Communications is available on all Monroe County Fire and EMS frequencies plus Livingston and Ontario County Fire frequencies.

12-4 MEDICAL COMMAND: The senior medic on our ambulance responding to the mutual aid call will, upon arrival at the scene, take direction from the person in charge. If no one from the requesting agency squad is at the scene, the senior medic will be in charge. In some cases a Rush officer may be at the scene prior to the ambulance. In those cases, the officer will find the person in charge, get the required information from that person and pass it on to the Rush medic upon arrival.

If it is felt that more equipment or specialized equipment is needed, the person in charge of the scene will be advised. The agency in charge should do all requesting for any and all extra equipment to avoid confusion.

MUTUAL AID CALL TO RUSH:

12-6 AMBULANCE NOT AVAILABLE: When the Rush Ambulance is out of service or we receive a second call, the rescue truck may respond. The dispatcher should be advised that it is responding. If the rescue truck is not available, a radio-equipped officer shall respond to the reported call. It will be up to the Officer in Charge of the reported situation to determine whether to call a mutual aid ambulance or wait until he/she arrives at the scene and evaluates the situation. If a mutual aid ambulance is required it shall be requested through the dispatcher. If the incident falls into the ALS protocol, the dispatcher will start an ALS unit.

12-7 AMBULANCE CORPS: If a mutual aid ambulance is required from Henrietta, the base operator will ask if there is an ambulance and crew available in quarters. If there is a crewed ambulance readily available, the base will ask that it be dispatched. If none is available, the base will request an alternate service (Honoeye Falls - Mendon, Avon, Monroe or Rural-Metro) be dispatched.

When the mutual aid ambulance is requested by radio or phone, as much information as possible will be given the responding unit. Such as: "Our rescue and EMS personnel are at the scene, the location is, we are using channel ____", Remember, the responding crew may not be as familiar with the area as we are.

12-8 COMMAND: The senior fire officer is in charge unless he directs another person to take command of a scene. The senior medic in our ambulance will be in charge of the ambulance crew and assist the command officer. After our ambulance loads and leaves, the Command Officer will make any other required request for all required equipment. The Command Officer will make sure the other officers and firefighters at the scene know what he wants done next and where the equipment that is responding will be placed. Sometimes he will be too busy and another officer will have to do this. *[The use of the Incident Command System or Incident Management System is mandatory at all times. The flow of information from the Incident Commander to other officers and firefighters is essential for effective mitigation of the incident and the safety of all our personnel. Pass on all information up and down the chain of command]*

12-9 MUTUAL AID ASSIGNMENT: Upon arrival of mutual aid equipment, the Rush Command Authority will inform the mutual aid unit of their assignment(s). It is the Incident Commanders responsibility to insure that orders are followed.

Once the mutual aid crew has begun patient care, they are in charge of that patient. Our people shall only assist if requested by the mutual crew.

12-10 IDENTIFICATION: The Rush Incident Commander will wear a command vest to facilitate identification to other responding agencies such as mutual companies, police officers, utility representatives, etc. In most cases a Chief Officer will have this responsibility and will be attired in turnout gear, wearing a command vest and a white helmet. Other line officers will be appropriately attired in turnout gear with command vests appropriate to their role in the incident (such as triage, transportation, treatment, safety, etc.,) If there is a question as to who is in charge of what, stop and ask!

12-11 LAW ENFORCEMENT RELATIONS: Very seldom do we have difficulties with law enforcement representatives. They normally remain away from Fire or EMS incident activities unless requested by us for a specific problem. Police representatives usually go to the command officer or a Rush vehicle for any and all requests. We wish to maintain a good working relationship with all law enforcement agencies.

9-7.13. COMMUNICATIONS: The ambulance, Rescue Truck and Chief's vehicles all are equipped with Monroe County Fire and EMS frequencies. When we request mutual aid, we will select a common frequency to facilitate good communications among all responders.

VEHICLE FIRES

Before Fire Apparatus Arrives

A common situation confronting a firefighter is that of a motor vehicle on fire. The following information regarding these fires has been developed from the experiences of police officers and firefighters to make you aware of the dangers you may encounter in this situation.

1. Upon arrival at a vehicle fire immediately advise the dispatcher or base station of the situation and what, if any more equipment is needed. Evacuate the immediate area and stop all traffic.
2. If there are people still in the vehicle, attempt to remove them providing it is reasonably safe to do so. Use your best judgment!
3. Check for downed electrical wires on or near the vehicle. In an accident situation, these wires may have started the fire.
4. When approaching a vehicle, always stay low and to the side of the vehicle in case the gas tank or the bumpers explode. Can you dodge a bullet five feet wide?

Prior to a Good Size Hose Line (1 1/2" or 1 3/4")

5. Unless absolutely necessary, do not open car doors because an explosive atmosphere may exist inside the driver's compartment.
6. If the fire is under the hood, only open the hood enough to use your dry chemical extinguisher. Dry chemical works best in an enclosed space. **DO NOT STAND IN FRONT OF THE VEHICLE.** Fight the fire from the side. Most trucks are equipped with fire extinguishers. Don't hesitate to request their use if necessary.
7. New cars contain up to 150 lbs. of plastic parts. When burning, this plastic gives off toxic fumes. Avoid inhaling any smoke from the fire.
8. Hydraulic bumpers can explode when heated. Documented cases show that the bumpers can travel up to 300 feet through the air as a result of explosion. Because inner front fender wells are often made of plastic, an under the hood fire may melt them, exposing the hydraulic unit of the bumper to direct heat. As a result, what appears to be a small engine fire could create an extremely hazardous situation.
9. Beware of plastic gas tanks on some new cars. In some cases they melt and rupture, causing a fireball effect.
10. Synthetic tires (rayon, nylon, etc.) hold heat and may re-kindle after you put them out. Cool tires with hose streams.
11. If possible, be careful when checking the trunk of a vehicle. Many people carry extra gas cans, propane tanks, etc. in their trunk.
12. Windshields usually melt, however, rear and side windows may blow out throwing glass about 10 feet from the vehicle. Wear full turn-out gear, keep boots pulled up. Can you dance with glass in your boots?
13. Catalytic converters can create a special hazard when ripped open in an accident situation. The internal parts of the converter can reach temperatures of 1,500 to 2,500 degrees. This can not only create a fire hazard, but the internal parts can give off highly toxic fumes.

14. If the keys to the burning vehicle are available, they should be given to the firefighter in charge.
15. If you have a fire in the trunk and the keys are unavailable, water penetration can be gained through a tail light.
16. Fires under vehicles can be extinguished by placing a hose line on wide fog and pushing the line under the vehicle. Never crawl under a vehicle, a tire or the air suspension may rupture dropping the vehicle to the ground. Can you say F L A T?

RESPONSE TO GAS FUMES OR UNUSUAL ODORS

Purpose : To establish a procedure for safe operations while at an incident involving fumes .

Procedures:

1. The fire dispatcher shall notify the utility company of all fume calls which are either unidentified or believed to be natural gas.
2. Fire equipment shall not position in front of the structure where fumes are suspected .
3. Water lines shall be laid so that they are readily available if the need arises.
4. The officer and one firefighter from the first arriving piece of equipment on the scene shall don full firefighting gear and SCBA . They shall try to determine the nature and extent of the problem by talking with representatives, property representatives, utility company or only if necessary enter the hazard area. All other fire and EMS personnel should remain outside and or a safe distance away.

NOTE: ARRIVING OFFICERS AND FIREFIGHTERS THAT ARE NOT PROPERLY EQUIPPED WITH PERSONAL PROTECTIVE APPAREL AND PERSONAL PROTECTIVE EQUIPMENT SHALL NOT ENTER THE STRUCTURE !

5. It is possible that , prior to the fire department's arrival, the utility company has already determined that the concentration of natural gas is above safe limits.

6. **Entering the area.**

6-1 The presence of flammable vapors in a building is generally reported because of an odor. However, smell cannot be relied upon to determine the type or concentration. The use of a combustible gas indicator is the only practical, positive method to determine the presence and extent of a flammable gas.

6-2 To enter an area in which there is an undetermined concentration of some unknown vapor is to risk the possibility of fire or explosion . Entry should not be made until the concentration has been checked with a combustible gas indicator .

6-3 Use the combustible gas indicator continuously to determine the range of vapor concentrations in the affected area. If areas of vapor concentration are above 50% of the lower flammable limits (LEL on indicators) are exposed an ignition source, leave the area and evacuate everyone within the danger zone . Ventilate the area to remove or reduce the flammable vapors and thus reduce the fire or explosion hazard. As soon as the flammable vapor has been reduced below 50% of the lower flammable limit, entry may be made to locate and eliminate the source of vapor

Always wear SCBA when entering .

7. If it is determined that the fumes came from a leak or spill of some material other than natural gas , inform the fire dispatcher as soon as possible so that the proper spill notifications can be made.
8. If it is determined that a utility company response is not needed, notify the fire dispatcher as soon as possible so that the utility company can be canceled.
9. If the utility company is not canceled, a Pumper and or a line officer shall remain on the scene until the utility company arrives.

FIRE POLICE OPERATIONS

1 RESPONSE:

Fire Police of the Rush Fire Department respond to any call for assistance to all locations in the Town of Rush, NY.

- 1-1 Fire Police shall comply with the provisions of General Municipal Law in regards to Peace Officer Status.
- 1-2 Fire Police shall have successfully completed the New York State Training Course for Fire Police.
- 1-3 Fire Police under the influence of any intoxicant or drug or whose breath smells of alcoholic beverages shall not respond to the scene.

2. **DUTIES:**

Duties of the Fire Police at the scene of an emergency may include but are not limited to the following:

- Control or redirect vehicular traffic,
- Assist emergency vehicles thru dangerous (busy) intersections,
- Cordon off a safety zone,
- Prevent entry of unauthorized persons into the scene,
- Assist Firefighters into the scene,
- Protect equipment from theft and tampering,
- Protect personal vehicles and effects of Firefighters on scene,
- Direct news media personnel, et al. to the Incident Commander at the scene.

3. **EQUIPMENT:**

Fire Police personnel should carry most of the equipment and protective clothing which may be required at the incident in their personal vehicles. This list includes but is not limited to the following:

| | | |
|-----------------|------------------|------------------|
| Boots | Reflective vest | Helmet (Orange) |
| Whistle | Flag (Red) | Road Flares |
| Rain Coat | Radio-2 way (FP) | Flashlight/ wand |
| Winter Clothing | Chair (Camp) | |

3-1 DIRECTING TRAFFIC:

Fire Police directing traffic shall wear high visibility turnout gear appropriate to the season and time of day: - reflective vest, head gear, rain coat, etc.

3-2 PROTECTIVE CLOTHING:

Fire Police arriving at the scene of an incident without their assigned equipment and protective clothing will take appropriate available gear from the apparatus at the scene.

3-3 RADIO USE:

All Fire Police with radios shall use the Unit Number assigned to them (e.g. 5X48). Use the Unit Number with RUSH (e.g. RUSH 5X48) on mutual aid calls.

4. **OPERATION of PERSONAL MOTOR VEHICLES:** Fire Police driving their personal

vehicles **MAY, WHILE EXERCISING EXTREME CAUTION :**

- Pass emergency apparatus enroute to an incident, after first alerting said apparatus, in order to reach a dangerous intersection in Rush for traffic duty **and**
- Use the Emergency Turn-Around Facilities on Rte. 390 when responding to or leaving the scene of an incident.

5. ENROUTE to an INCIDENT:

Fire Police enroute to the incident should monitor the Work Channel-East Side [Ch.3], or Dispatch Channel. [Ch.5] for ambulance calls, for instructions from earlier responding officers or Fire Police.

6. FIRST RESPONDING FIRE POLICE:

The first responding Fire Police Officer at the scene of an incident should contact the Incident Commander by radio [Ch.3/Pos. 3] for specific instructions and suggest the placement and duties of later responding Fire Police. Switch to [FP (Ch. 9)] when on location.

7. PARKING of VEHICLES at the INCIDENT:

All Vehicles (Emergency and personal) should be parked on the same side of the road as the incident whenever possible, unless other Arrangements are requested by the Incident Commander. Enough area nearest to the incident should be kept clear for the use of Emergency Vehicles. Personal vehicles of responding Firefighters shall be parked well beyond the Emergency Vehicles.

7-1 WIRES DOWN:

If wires are down at the scene of the incident (i.e. as a result of a M.V.A.), use common sense and park all vehicles on the other side of the road.

7-2 FIRE POLICE PERSONAL VEHICLES:

Fire Police will park their personal vehicles near their posts with blue light and vehicle four-way flasher lights on. Neither the headlights nor auxiliary lights of this vehicle shall blind other traffic.

8. TRAFFIC CONTROL STRATEGIES:

The primary goals of these strategies are to facilitate access to the incident by Emergency Personnel and Vehicles and to assure the safety of those personnel at the scene of the incident. Fire Police at the incident shall aid the Incident Commander in determining how best to route vehicular traffic past or around the scene. The Incident Commander may assign Fire Fighters to aid Fire Police in the implementation of these strategies. Appropriate strategies depend upon the location of the incident but include:

8-1 ROAD INTERSECTIONS:

May require re-routing of all traffic around the scene. During night time hours, two (2) Fire Police should, if possible, be positioned at each of the nearest intersections of named through roads in each direction from the scene of an incident. Emergency Equipment, if available, may be used to aid in this traffic control.

8-2 FOUR (4) LANE ROADS:

Maintain 2-way traffic if possible by restricting the traffic to only one (1) lane in the section including the incident or by using one (1) lane of the un-impeded section in each direction

8-3 TWO (2) LANE ROADS:

One lane may be used to maintain 2-way traffic by alternating the direction of traffic flow past the incident. The lane used by Emergency Vehicles/Personnel shall be blocked by appropriate devices such as the cones and flares below.

8-4 MAJOR INCIDENTS:

The Incident Commander may issue orders via the base station to the enroute Fire Police in order to guide them to assigned locations and tasks. The base station shall repeat these orders as necessary until the Fire Police are in place. Traffic flow near the incident under these conditions should be restricted to Emergency Vehicles, Fire Fighters, EMS, and Police agencies until further instructions or traffic is redirected.

9. BLOCKING of ROADS & TRAFFIC LANES:

Personal vehicles SHALL NOT be used to block or control vehicular traffic on public roads. Emergency Vehicles may, if available, and at the discretion of the Incident Commander, be used for such purposes.

9-1 CONES and FLARES:

Cones should be placed to block or redirect traffic during the day time. They should be replaced and/or supplemented by flares at night. The cones shall be collected and the flare bases properly disposed of at the conclusion of the incident.

10. MOTOR VEHICLE ACCIDENTS:

Fire Police will assist Deputy Sheriffs and State Police at motor vehicle accidents as requested by them.

11. DURATION of DUTY:

Fire Police should remain on duty until dismissed by the officer in command of the scene. Command shall be notified if a Fire Police Officer needs to leave the duty post so that a replacement can be sent if necessary.

11-1 WELL-BEING of FIRE POLICE OFFICER:

Command shall check on the well being of Fire Police at regular intervals.

11-2 ADDITIONAL HELP:

Fire Police should notify Incident Commander if additional help is needed.

12. CONCLUSION of INCIDENT:

Fire Police should leave only after all apparatus has left the scene, the scene is secure, or they are dismissed by the Incident Commander. The Incident Commander shall, before leaving the scene, make certain that all Fire Police are dismissed.

13. MUTUAL AID CALLS:

Rush Fire Police may respond to mutual aid fire or ambulance calls only if requested by the fire district / department in charge at the incident.

RAZOR WIRE / TAPE

Purpose: To define the roles and responsibilities of the Rush Fire District while responding to or mitigating a razor wire rescue incident.

The Rush Fire District does not participate as the prime agency in razor wire rescue incidents. The owner of properties where razor wire is used shall assume primary responsibility and have personnel available for razor wire rescues. Such incidents shall be referred to qualified mutual aid agencies or companies. This Fire District will only provide support services for the mutual aid agency which assumes primary Razor Wire / Tape Rescue duties.

PERSONNEL ACCOUNTABILITY IDENTIFICATION

1. PURPOSE: To describe the means of identifying Fire Department personnel trained, qualified and assigned specific duties at various incidents, and the way in which these firefighters will be accounted for during and/or after an emergency incident .

2. IDENTIFICATION: Laminated photo I.D. tags will be provided to each active member and designated person (ladies auxiliary, explorer scouts). In addition to name and other personal data, the tags will be coded to identify specific training and qualifications as follows:

2.1 **INTERIOR STRUCTURAL FIREFIGHTERS. SCBA QUALIFIED. "INTERIOR" HELMET CRESCENT AND BRIGHT YELLOW ID CARD.**

2.2 **EXTERIOR FIREFIGHTERS. "EXTERIOR" HELMET CRESCENT AND ORANGE ID CARD.**

2.3 **FIREMATIC EXPLORERS, LADIES AUXILIARY and any other persons deemed to be necessary: WHITE CODING and WHITE ID CARD.**

3. USAGE: Identification tags are to be used as part of the Incident Command System to assist command officers in identifying personnel when making assignments, and to aid in accounting for all personnel operating at all emergency incident scenes .

4. DISTRICT VEHICLES: At all incidents one ID tag will be left by the responder, hanging from the ring affixed to the interior of the cab of the vehicle that the responder arrived in.

5. PERSONAL VEHICLES: One Tag should be in a conspicuous place in the drivers' area (dashboard, mirror). The second ID tag will be given to the sector officer and retained until the responder is finished with that assignment. The Sector Officer will be accountable to the Safety Officer or Incident Commander for the personnel in their Sector . When the responder is finished with the assignment in a sector they will be responsible for retrieving their own tag to go on to their next task, securing rehabilitation or returning to service.

6. LOST TAG(S): In the event that a member's tag is lost, it is the members responsibility to contact a Chief officer as soon as possible to arrange for a replacement tag. Should a member respond to a scene without one or both tags any assignment at the scene will be at the discretion of the incident commander.

7. When necessary the Safety officer will be assisted by an aide.

CONFINED SPACE OR TRENCH RESCUE OPERATIONS

Purpose: To define the roles and responsibilities of the Rush Fire District while responding to or mitigating a confined space or trench rescue incident.

9-19.1 The Rush Fire District does not participate as the prime agency in confined space or trench rescue incidents. Confined Space and Trench Rescue incidents shall be referred to qualified mutual aid agencies or companies. This Fire District will only provide support services for the mutual aid agency which assumes primary Confined Space / Trench Rescue duties.

Response to Carbon Monoxide Alarms

Purpose:

To describe response to alarms involving Carbon Monoxide (CO) detectors. Information in this guideline is designed to insure the safety of responders and any occupants of the structure.

Introduction:

Responding units must never assume a faulty detector or false alarm exists. Carbon Monoxide, if present in a structure, can present life threatening conditions.

RESPONSE:

1. UPON RECEIPT: of a CO detector alarm from the 911 office, the dispatcher should have determined if anyone in the structure is displaying any CO exposure symptoms or feeling ill.

A) If symptoms exist, response shall be in emergency mode for all responding units. Entry and search teams must be protected by full turn-out gear and donned SCBA.

B) If no symptoms exist, the response will be in non-emergency mode for all responding units.

2. UPON ARRIVAL:

Remember both CO and Methane may pose an explosion hazard. Do not attempt to operate switches or electrical equipment.

A) Officers and firefighters arriving before responding fire equipment should not enter the structure. As a good safety practice, all occupants should be removed to a safe environment and sheltered if inclement weather. Maintain structure in a closed condition.

B) Upon arrival of the Rush Fire Districts CO meter follow its start up procedure. Utilizing the CO meter the entry and search teams should take CO and methane readings just inside the door. If a high CO reading is present (50 - 100 PPM) or a high methane reading (in excess of 3% LEL) exit the structure and close the door.

If a low CO or methane reading is measured (which may be due to opening the door) proceed carefully into the structure, investigating potential sources of CO or methane utilizing the RFD CO incident check list. Remember, CO and Methane gases are lighter than air and will tend to rise. Note location of highest reading.

C) Ambulance or EMS personnel should examine and treat any structure occupants appropriately.

D) The incident commander should take appropriate action based on the results of the RFD check list. This may also include:

*Request fuel provider (natural gas, propane, fuel oil, kerosene) to the incident scene.

* Request Fire Marshall to the incident scene.

E) If the Rush Fire Marshall's response is delayed, the incident commander will advise the occupants or otherwise ensure any suspected faulty fuel burning device is not to be used until inspected by the Fire Marshall or his designee.

Carbon Monoxide Incident Checklist

Note: Never Presume A False Alarm Or Faulty Detector

Location: _____ **Date:** _____ **Time:** _____

Interviewer: _____

Interview Portion:

1) **ASK:** Did anyone display symptoms of CO Poisoning? Yes No

| Symptom | Comment |
|---------------------|---------|
| Headaches | |
| Nausea | |
| Dizziness | |
| Shortness of Breath | |
| Confusion | |
| | |

2) **ASK:** Did occupants feel better when they left the structure for a period of time? Yes No

3) **ASK:** Are there at risk individuals in the structure? Yes No

| Symptom | Comment |
|------------------------------------|---------|
| Pregnant | |
| Young Children | |
| Persons with heart or lung disease | |
| | |

4) **ASK:** Does anyone smoke in the house? Yes No
(6 ppm CO possible for one smoker)

5) Some potential sources of CO and Influencing Factors:

Fuel Burning Appliances?

Wood Stove: _____

Pellet Stove: _____

Coal Stove: _____

Other: _____

| | | |
|---|------------------------------|-----------------------------|
| Were fireplace and furnace operating at the same time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are there any un-vented heaters? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was the oven operating? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was the car running in an attached garage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was the car running in an attached garage with the door open? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was the barbecue grill used in or near the structure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Comments: _____

KEY POINTS TO CHECK WHILE INVESTIGATING CO ALARM

A: BUILDING VENTILATION: May create negative pressure and back drafting into building.
(Furnace, Bathroom Fan, Kitchen Fan, Clothes Dryer, Attic Fan)

B: HEAT SOURCES:
Furnace (oil or gas), Water Heater, Clothes Dryer, Space and Wall Heaters, Gas Fireplace,
Fuel Burning Stoves / Fireplaces / Space Heaters.

C: COOKING APPLIANCES:
Kitchen Stoves, Barbecue Grill

D: EXHAUST ROUTES:
Blocked flues / rusted or cracked venting pipes or multiple appliances with common exhaust
pipes or flues.

| | |
|--|--|
| What time did the CO alarm go off? | |
| Biomimetic sensor discolored? (Battery Operated) | |
| High Reading on digital alarm? (110 volt operated) | |
| Was the structure ventilated after the alarm went off? | |
| Were appliances shut off? | |

| | |
|-------------------------------------|-----|
| Meter reading checked in clean air? | PPM |
| Meter reading inside door | PPM |
| Highest meter reading in structure | PPM |
| Methane Reading (if any) | PPM |

Be aware of possible broken sewer lines or blocked drain or vent pipes.

Comments: _____

The secretary is appointed for a one (1) year period by the Board of Fire Commissioners at the annual Organizational meeting held in January of each year. Compensation for secretarial services is set by resolution of the Board of Fire Commissioners.

Responsibilities of the Fire District secretary:

1. Attend meetings of Board of Fire Commissioners, act as clerk thereof, and keep a complete and accurate record of the proceedings (including Treasurer's Report) of each meeting and of all SOPs, propositions, rules and regulations adopted, prepare correspondence resulting from meeting and other correspondence as required (i.e. insuring that legal notices are published).

A. Distribute copies of minutes to:

Town Supervisor
Fire Marshal
Attorney for the District
Five Commissioners
Three Fire Department Chiefs
Treasurer
Secretary
Post one
File
financial consultant (organizational minutes only)

2. Serve as Records Management Officer, maintain files and file index

3. Maintain data integrity in all District information systems and perform data backup at least monthly

4. Maintain Personal and Equipment inventory in Red Alert System

5. Maintain records of Physicals, notify personnel, Secretary is primary contact for medical consultants performing physicals

6. Maintain insurance coverage for fire department members: Volunteer Firefighters Benefit Law (VFBL), Group Life (PERMA); Receive notice of Claims, Receive notice of injury/death of firefighters

7. Maintain District calendar for usage of Station (i.e. Red Cross, Sr. Citizens, Scouts, Special Events, etc.)

YEARLY:

8. Perform various functions with respect to elections of Fire District officers and referenda:

- A. Distribute petitions
- B. Board of Commissioners approved resolution to appoint Board of Elections (Oct. meeting, usually) – determine date of election (2nd Tuesday of December)
- C. Recruit for election personnel – Chairman, Ballot Clerk, 2 Election Inspectors (two from each party)
- D. Send legal notice to legal newspaper (Messenger Post) for publication on appropriate date
- E. Prepare result sheet
- F. Check challenges
- G. File copy of results with Town Clerk within 24 hours
- H. File copy in District file

9. Perform various functions in connection with nomination and appointment of chief and assistant chiefs

- A. Determine date of election (1st Thursday after 1st Tuesday)
- B. Resolution approving nominations

10. Receive notice of Fire Department fund raising activities

11. Have such additional powers and perform such additional duties as the Board of Fire Commissioners may determine, not inconsistent with law

As Required:

12. Perform various functions in connection with filing of report of examination by State Comptroller (publish legal notice that exam has been performed, and follow instructions received per printout from State)

13. Perform various functions in connection with the bonds and notes issued by the Fire District (legal notice)

14. Post notice of proceeding to alter boundaries of Fire District

15. Perform filing requirements in connection with preparation of Fire District map

16. File resolution in connection with proceeding to change name of Fire District

17. Perform various functions in connection with establishing zones of assessment

18. Provide notice of renewal of contract for fire protection with Fire District
19. Perform various functions in connection with service award programs

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Term of Office: Appointed by the Board of Commissioners of the Rush Fire District for a 1 year term at the Organizational Meeting. The Treasurer must be bonded.
Compensation: May receive compensation as determined by the Board.
Specific duties include:

The fire district treasurer shall be the fiscal officer of the fire district and shall receive and have the custody of the funds of the district and shall disburse the same for the purposes herein authorized when so ordered by resolution of the board of fire commissioners, except that no such resolution of the board of fire commissioners shall be required for the payment of fixed salaries, compensation for services of officers or employees regularly engaged by the fire district at agreed wages by the hour, day, week, month or year unless so required by resolution of the board of fire commissioners adopted at the organization meeting in the month of January, the principal of or interest on obligations issued by the fire district, fixed amounts becoming due on lawful contracts for the purchase of water for fire protection, and amounts which the fire district may be required to pay to the state and local employees' retirement system on account of contributions for past and current services of firefighters.

MONTHLY

1. Chief fiscal officer of the Fire District
 - a. Maintain and secure all financial records at District office
2. The Fire District treasurer shall receive and have the custody of the funds of the district
3. Deposit moneys in depository designated by Board of Fire Commissioners
4. Disburse funds by check, generally upon order of Board of Fire Commissioners
5. Maintain various financial records (i.e. Capitol Reserve Fund Ledgers, Monthly and Annual Treasurer Report)
6. Have such additional powers and perform such additional duties as the Board of Fire Commissioners may determine, not inconsistent with law

YEARLY

7. Account to Board of Fire Commissioners for money received and disbursed at annual organization meeting
8. Submit books and records to Board of Fire Commissioners upon request
9. Invest moneys when authorized by the Board of Fire Commissioners

10. File annual financial report with Office of the State Comptroller and each town in which Fire District is located

11. Act as liaison to financial consultant, prepare draft of budget and present to the board in July-August of each year

AS REQUIRED:

12. Perform various duties in connection with issuance of bonds and notes (e.g. issue Bond Anticipation Notes (BANs), Tax Anticipation Notes (TANs) and Revenue Anticipation Notes (RANs) - prescribe terms, form and content of obligations when authorized by Board of Fire Commissioners

13. Perform various functions in connection with filing of report of examination by State Comptroller, gather items and information required by State Auditor

SOG 15-4

INVESTMENT POLICIES OF THE RUSH FIRE DISTRICT

The objectives of the Investment Policy of the Rush Fire District are to minimize risk; to insure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the chief fiscal officer is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- * Certificates of Deposit issued by a bank or trust company authorized to do business in New York State;
- * Time Deposit Accounts in a bank or trust company authorized to do business in New York State;
- * Obligations of New York State;
- * Obligations of the United States Government;
- * In Repurchase Agreements involving the purchase and sale of direct obligations of the United States.

All funds except Reserve Funds may be invested in:

- * Obligations of agencies of the federal government if principal and interest is guaranteed by the United State.

* With the approval of the State Comptroller, in Revenue Anticipation Notes or Tax Anticipation Notes of other local governments.

Only reserve funds may be invested in:

- * Obligations of the Local Government.

All other local Government officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following conditions:

1. COLLATERAL.

a. Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Rush Fire District has entered into a Custodial Agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than weekly, and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service.

b. Securities purchased through a repurchase agreement shall be valued to market at least weekly.

c. Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United States Government.

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2. DELIVERY OF SECURITIES.

a. Repurchase Agreements. Every Repurchase Agreement shall provide for payment to the seller only upon the seller's delivery of obligations of the United States to the Custodial Bank designated by the Rush Fire District, or in the case of a book-entry transaction, when the obligations of the United States are credited to the Custodian's Federal Reserve Bank account. The seller shall not be entitled to substitute securities. Repurchase agreements shall be for periods of 30 days or less. The Custodial Bank shall confirm all transactions in writing to insure that the Rush Fire District's ownership of the securities is properly reflected on the records of the Custodial Bank.

b. Payment shall be made by or on behalf of the Rush Fire District for obligations of the New York State obligations the principal and interest of which is guaranteed by the United States, United States Obligations, certificate of deposit, and other purchased securities upon the delivery thereof to the custodial bank, or in the case of a book-entry transaction, when the purchased securities are credited to the Custodial Bank's Federal Reserve System account. All transactions shall be confirmed in writing.

3. WRITTEN CONTRACTS.

Written contracts are required for Repurchase Agreements, certificates of deposit, and custodial undertakings. With respect to the purchase of obligations of U. S., New York State, or other governmental entities, etc. in which monies may be invested, the interests of the Rush Fire District will adequately protected by conditioning payment on the physical delivery of purchased securities to the Rush Fire District or Custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the Custodian's Federal Reserve System account. All purchases will be confirmed in writing to the Rush Fire District.

It is therefore, the policy of the Rush Fire District, to require written contracts as follows.

a. Written contracts shall be required for all Repurchase Agreements. Only credit worthy banks and primary reporting dealers shall be qualified to enter into a Repurchase Agreement with the Rush Fire District. The written contract shall provide that only obligations of the United States may be purchased, and the Rush Fire District shall make payment upon delivery of the securities or appropriate book-entry of the purchased securities. No specific repurchase agreement shall be entered into unless a master repurchase agreement has been executed between the Rush Fire District and the trading partners. While the term

of the master repurchase agreement may be for a reasonable length of time, a specific repurchase agreement shall not exceed thirty (30) days.

b. Written contracts shall be required for the purchase of all certificates of deposit.

c. A written contract shall be required with the Custodial Bank.

4. DESIGNATION OF CUSTODIAL BANK.

a. Custodial Bank. The Trust Bank Company chartered by the State of New York is designated to act as custodial Bank of the Rush Fire District investments. However, securities may not be purchased through a Repurchase Agreement with the Custodial Bank.

5. FINANCIAL STRENGTH OF INSTITUTIONS.

All trading partners must be credit worthy. Their financial statements must be reviewed at least annually by the Chief Fiscal Officer to determine satisfactory financial strength or the chief fiscal officer may use credit rating agencies to determine credit worthiness of trading partners. Concentration of investments in financial institutions should be avoided. The general rule is not to place more than \$ _____ in overnight investments with any one institution.

Investments in time deposits and certificates of deposit are to be made with banks or trust companies. Their annual reports must be reviewed by the Chief Fiscal Officer to determine satisfactory financial strength.

When purchasing eligible securities the seller shall be required to deliver the securities to our Custodial Bank.

Repurchase agreements, shall be entered into only with banks or trust companies or registered and primary reporting dealers in government securities. Sound credit judgements must be made with respect to trading partners in repurchase agreements. It is not assumed that inclusion on a list of the Federal Reserve is automatically adequate evidence of credit worthiness.

Repurchase agreements should not be entered into with undercapitalized trading firms.

A margin of 5% or higher of the market value of purchased securities in repurchase agreements must be maintained.

6. OPERATIONS, AUDIT, AND REPORTING.

The chief fiscal officer or the deputy chief fiscal officer shall authorize the purchase and sale of all securities and execute contracts for Repurchase Agreements and certificates of deposit on behalf of the Rush Fire District. Oral directions concerning the purchase or sale of securities shall be confirmed in writing. The Rush Fire District shall pay for purchased securities upon the delivery or book-entry thereof.

The Rush Fire District will encourage the purchase and sale of securities and certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least three bids for each transaction.

At the time independent auditors conduct the annual audit of the accounts and financial affairs of the Rush Fire District, the independent auditors shall audit the investments of the Rush Fire District for compliance with the provisions of these Investment Guidelines.

Within sixty (60) days of the end of each of the first three quarters of the fiscal year, the chief fiscal officer shall prepare and submit to the Audit and Finance Committee of the Rush Fire District a quarterly investment report which indicate new investments, the inventory of existing investments, and such other matters as the chief fiscal officer deems appropriate.

Within 120 days of the end of the fiscal year, the chief fiscal officer shall prepare and submit to the Audit and Finance Committee an annual investment report; recommendations for change in these Investment Guidelines; the results of the annual independent audit; the investment income record; a list of total fees, commissions or other charges, if any, paid to the Custodial Bank and such other matters as the chief fiscal officer deems appropriate.

The Governing Board of the Rush Fire District shall review and approve the annual investment report, if practicable, at its Regular meeting.

At least annually, and if practicable, at the Organizational meeting of the Governing Board, the Members shall review and amend, if necessary these Investment Guidelines.

The provisions of these Investment Guidelines and any amendments hereto shall take effect prospectively, and shall not invalidate the prior selection of any Custodial Bank or prior investment.

Adopted on January 17, 1995 by unanimous vote of the Governing Board of the Rush Fire District.

Alvin F. Sweet
Chairman

506 15-5

PROCUREMENT POLICY

RUSH FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS

At a meeting of the Board of Fire Commissioners of the Rush Fire District held at the firehouse located at 1971 Rush Mendon Road, Rush, New York on the 19th day of January 1993.

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Rush Fire District involved in the procurement process, now therefore, be it

RESOLVED, that the Rush Fire District does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE RUSH FIRE DISTRICT.

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following

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items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000 and public works contracts under \$20,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written request or proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$10,000 and public works contracts over \$20,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State

Finance Law: goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

| Estimated Amount of Purchase Contract | Method |
|---------------------------------------|---|
| \$250-\$2,999 | 2 Verbal Quotations |
| \$3,000-\$4,999 | 2 Written/Fax Quotations or Written Request for Proposals |

| Estimated Amount of Public Works Contract | Method |
|---|---|
| \$250-\$2,999 | 2 Verbal Quotations |
| \$3,000-\$4,999 | 2 Written/Fax Quotations |
| \$5,000-\$19,000 | 3 Written/Fax Quotations or Written Request for Proposals |

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Fire District to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are

such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Board of Fire Commissioners shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps, and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals

may threaten the life, health, safety, or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals were required, the Fire District may be precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

7. This policy shall go into effect January 1, 1993, and will be reviewed annually.