

Jefferson Rural Fire Protection District

Standard Operating Guidelines



Jefferson Rural Fire Protection District

Standard Operating Guidelines

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Administration

Section 1

1.1 District Statements

MISSION STATEMENT

“The Jefferson Rural Fire Protection District is dedicated to protecting life and property from harm and danger through education, training and teamwork.”

VISION STATEMENTS

- A team whose members are effective, empowered and enthusiastic in their service.
- A personal growth in combination with up-to-date Fire and Emergency Medical Services technology.
- Training where knowledge is safety.
- Customer service balances community support.
- A workplace that is free from harassment and discrimination.
- Recognition as *the* community resource during times of need.
- Continually exceeding our customers’ expectations.
- Fire prevention and education ideas turned into community wide uniformity.
- A District that is financially responsible.
- A management/labor partnership where decisions are made collaboratively.

VALUE STATEMENTS

- Openness and receptiveness to new and innovative ways of doing business.
- Honesty and integrity with open communication at all levels in the organization.
- Respect for all members of our organization and support each individual’s efforts to achieve their highest potential.
- Safety and teamwork as the number one priority.
- Continually striving to respect and protect our customers.
- The importance of public education in the development of community safety.

OBJECTIVES

- Be financially responsible.
- Provide quality community outreach.
- Maintain an effective organization.
- Maintain quality equipment and facilities.
- Provide effective and timely services.

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1.2 Service Delivery Expectations

1. However and whenever the public comes in contact with a member of our Fire District, the public will be treated in a way that enhances the image of the Jefferson Rural Fire Protection District.
2. Our aim is to promote public awareness of what we do in order to generate a positive community feeling as a result of that awareness, and to foster support for our Fire District and the services it provides.
3. The appearance of our facilities and how people are treated when they come to us is a direct reflection on the image of the Jefferson Rural Fire Protection District.
4. The appearance of the apparatus, equipment, and personnel are important factors in displaying professional service and attitude.
5. Seek to solve problems and resolve complaints in a cordial, expeditious, and non-confrontational manner.

1.3 Standard Operating Guidelines

The Jefferson Rural Fire Protection District has established Standard Operating Guidelines as its rules, regulations and procedures. The Fire Chief is responsible to supervise, maintain and administer the Fire District and its personnel.

Guidelines may be recommended by District personnel through District officers.

Statement of Function

Purpose

To provide a uniform method of recording and processing Standard Operating Guidelines for the Jefferson Rural Fire Protection District

Scope

This Standard Operating Guideline manual is applicable to all personnel in the Jefferson Rural Fire Protection District.

Responsibilities

1. Each Officer is responsible for:
 - a. Reviewing and understanding the information contained in this manual.
 - b. Following the standard set forth by these guidelines.
 - c. Carrying out the direction given in these guidelines in a consistent manner.
 - d. Assisting Fire District members in comprehending and following the guidelines set forth in this manual.
 - e. Meeting and exceeding the standards set forth by the policies and guidelines.
2. Each Member is responsible for:
 - a. Understanding and following the guidelines set forth in this manual.
 - b. Reviewing the contents of this document on an annual basis.

Deviation

The unique demands of emergency incidents may require operations or procedures which are not covered within these guidelines. Any deviation from these Standard Operating Guidelines may be made as the situation dictates as long as no violation of basic safety standards occurs. Such deviations may be reviewed by the Officers of the District to determine the necessity and result

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of the action or actions. Deliberate deviation from these guidelines when not appropriate is just cause for further investigation and possible disciplinary action.

Expectations of Members

1. Observe and promote safety standards for the protection of yourself, Fire District members, and those we serve.
2. Commit to serving the citizens of the District, through the activities of the Fire District, after considering the commitments to family and job.
3. Demonstrate a respectful attitude towards the citizens we serve.
4. Realize that the needs of the community and Fire District are more important than the needs of the individual.
5. Demonstrate a respectful attitude towards officers, firefighters, EMTs and support members of this Fire District.
6. Consistent response to emergency calls when you are available.
7. Maintain equipment provided in an operable condition.
8. Commit to helping yourself and the Jefferson Rural Fire Protection District become the best it can be.
9. Maintain moral and ethical behavior of the highest standard.
10. Consistently follow all policies, guidelines, and standards established by this Fire District.

Expectations of the Fire District

1. Provide the safest possible working environment during both emergency and non-emergency activities.
2. Provide a working environment free from any form of harassment.
3. Respect the time given to this Fire District by the members and use it wisely.
4. Provide training that is organized, current, and appropriate for the services provided by this Fire District.
5. Provide needed equipment and protective clothing and maintain it in operable condition.
6. Provide training opportunities, within budgetary means, outside of this Fire District whenever necessary or desired.
7. Promote feelings of belonging to one of the finest organizations in existence.

1.4 Personnel Rules

Member

Members of the Jefferson Rural Fire Protection District are administered under the District Policies and Standard Operating Guidelines.

Requirements for Application

1. Applicant shall be at least 18 years of age. If still in high school, must carry a 2.5 GPA.
2. Volunteer firefighters and support member applicants shall live, or be employed within, the boundaries of the Jefferson Rural Fire Protection District. Exceptions to this will be reviewed and decided by the Fire Chief.
3. EMTs applying for work on the medic do not have to live in the District boundaries.
4. Any individual who has been convicted of a felony offense will not be considered for membership. An Oregon criminal background check will be conducted.
5. No person having facial hair that is not in compliance with OR-OSHA rule OAR 437-002-0120(3) will be approved for membership, in a capacity, which violates OR-OSHA rules.

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This is not limited to beards but could include other facial hair such as sideburns.

Requirements for Membership

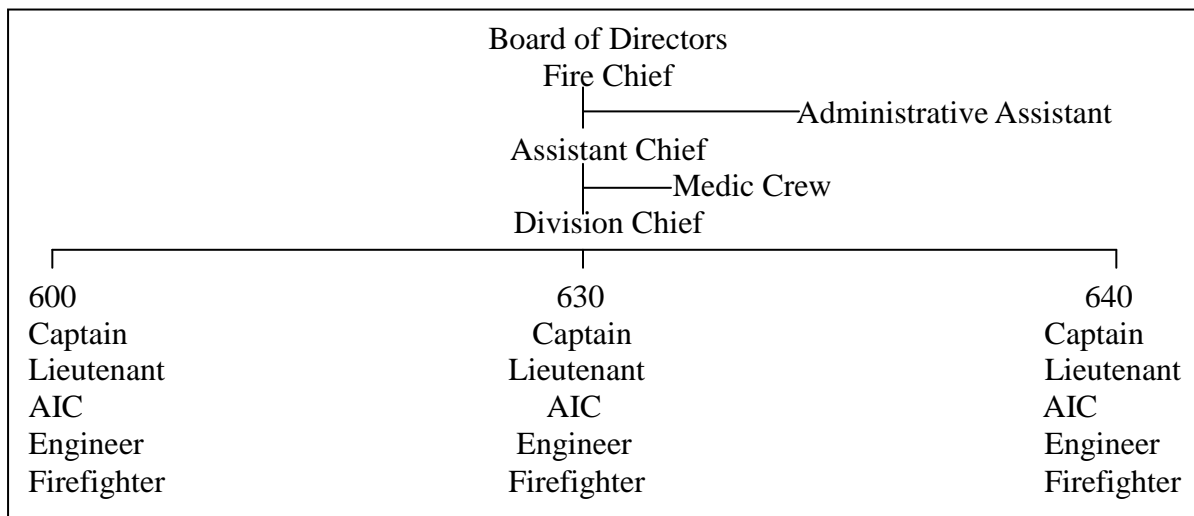
1. Successful completion of a six-month probationary period.
2. Volunteer firefighters have to complete all portions of the Entry-Level Firefighter certification with a score of 80% or higher on each portion.
3. Pass a final written Entry-Level Firefighter exam with a score of 80% or higher.
4. Pass the Hazardous Materials Awareness and Operations exam with a score of 80% or higher.
5. Maintain a training attendance of 75% or higher during the probationary period.
6. To retain membership in good standing, an individual must attend 50% of fire drills quarterly. If applicant does not meet this standard, during any quarter, a letter will be sent reminding them of the minimum attendance requirement. If the attendance requirement is not met in the next quarter, a letter will be sent suspending them from any emergency response until the minimum required attendance has been met.
7. EMTs only working on the medic units have to maintain their EMT certification, their hazardous material training, their EVOC, and their driver's license.

Benefit Programs

1. All members are covered while on the job by Worker's Compensation Insurance as required by state law.
2. An additional compensation policy is provided to augment the state required coverage.
3. Life Insurance: All members shall fill out a beneficiary information card.
4. Death and Disability Insurance.

Chain of Command

The Chain of Command is the pathway of responsibility from the highest level of the District to the lowest level. Circumnavigating the Chain of Command weakens the ability of the District to function properly, and therefore will not be tolerated. Members of the District are required to submit their ideas and concerns upwards through the Chain of Command. A detailed Chain of Command chart will be posted in all stations, but generally it will follow this format:



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Within the District there are programs which function in areas not specifically tied to the Chain of Command (i.e. Safety Committee, EMS, Training, etc.). Generally these programs transcend the Chain of Command and are placed under the direction of an officer to manage.

All District officers (AIC and above) by virtue of their position will form an advisory body to the Fire Chief.

1.5 Job Descriptions

Fire Chief

1. First in command.
2. Reports to the Board of Directors.
3. Plans, coordinates, supervises, and evaluates District operations for safety and effectiveness.
4. Establishes policies and procedures for the District in order to implement directives from the Board.
5. Sets the goals and objectives for the District with the assistance of the District officers in accordance to the Board's direction.
6. Supervises and coordinates the preparation and presentation of an annual budget for the District; directs the implementation of the District's budgets; plans for and reviews specifications for new or replaced equipment.
7. Controls the expenditure of District appropriations.
8. Handles grievances; maintains District discipline and the conduct and general behavior of assigned personnel. Applies discipline up to termination.
9. Prepares and submits monthly reports to the Board regarding the District's activities and prepares a variety of other reports as appropriate including the annual report of activities.
10. Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
11. Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
12. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
13. Attends conferences and meetings to keep abreast of current trends in the field; represents the District in a variety of local, county, state, and other meetings.
14. Pay is set by the Board.

Budget Officer

1. Reports to the Fire Chief.
2. Projects gross receipts tax revenue, interest earnings and other revenue for the General Fund and other funds.
3. Calculates accurate salary and benefit budget projections for the next annual budget.
4. Prepares the Executive Summary and any requested financial scenario models for presentation to the Board.
5. Reviews the most recent Cost Allocation Plan and integrates the Plan into the current budget document.
6. Monitors District budget and programs and prepares/submits budget adjustments to the Board.
7. Submits the budget to the Counties.

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Assistant Chief

1. Second in command; acts in the capacity of Chief when the Fire Chief is not available.
2. Reports to the Fire Chief.
3. Acts as a command officer on the scene of emergencies when called upon to perform that function.
4. Has the ability to perform any of the Incident Command functions as assigned.
5. Assists in the evaluation of the Fire District's programs and sets goals and priorities for the future of the Fire District.
6. Promotes safety and operational compliance at all times.
7. Responsible for the enforcement of Fire District policies and guidelines. Apply discipline up to suspension.
8. Attends meetings as required and represents the Fire District.
9. Attends all meetings and drills on a consistent basis.
10. Maintains accurate and current records, forms, and reports.
11. Makes budget recommendations to the Fire Chief.
12. Continues to seek additional training in advanced areas of the fire service.
13. Promotes a good rapport with the community.
14. Other related tasks as assigned.
15. Pay is set by the Fire Chief.

Administrative Assistant

1. Reports to the Fire Chief.
2. Assists the Staff in clerical functions, answering phones, and responding to inquiries from the public. Works with the general public, District personnel and other fire protection agencies in a courteous and cooperative manner.
3. Assist with the production of articles, forms, reports, spreadsheets, annual report, newsletters, and manuals as needed.
4. Serves as a "confidential" employee to the Fire Chief in personnel matters.
5. Responsible for the District's financial accounting system with tasks including compiling all District bills, preparing checks, posting ledgers, balancing expenditures and revenues to cash on hand, properly posting and depositing revenue such as cash, taxes, maintaining checking accounts, investments, and supervises the petty cash fund.
6. Assists the Fire Chief with the preparation of the budget document, publicizes budget meetings in a timely manner, and files appropriate budget documents with the county and state as required.
7. Attends Board and budget meetings and record minutes. Responsible for posting notices and notifying the public, Board of Directors, and Budget Committee of public meetings as required by public meetings law.
8. Maintains the website and email accounts.
9. Maintains records for personnel files, payroll records, financial, Board minutes, resolutions, and ordinances.
10. Maintains current personnel roster.
11. Maintains District computer system. Responsible for weekly back-ups and security of back-up media.
12. Has a thorough knowledge of the organization including policies, procedures, and guidelines governing the operation of the District.

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13. The Administrative Assistant makes suggestions and recommendations relative to cost effective measures that may be instituted and utilized; performs other duties relative to office clerical functions.
14. Pay is set by the Fire Chief.

Division Chief

1. Acts as third level of command of the Fire District.
2. Reports to the Fire Chief.
3. Acts as a command officer on emergency scenes when called upon to perform that function.
4. Has ability to perform any of the Incident Command functions as assigned.
5. Assists in the evaluation of the Fire District's programs and sets goals and priorities for the future of the Fire District.
6. Promotes safety and operational compliance at all times.
7. Is responsible for the enforcement of Fire District policies and guidelines. Applies discipline up to suspension.
8. Attends all meetings and drills on a consistent basis.
9. Makes budget recommendations to the Fire Chief.
10. Continues to seek additional training in advanced areas of the fire service.
11. Promotes a good rapport with the community.
12. Other related tasks as assigned.
13. Reimbursement will be 1 point per drill and 1 point per incident.

Fire Prevention Officer/Fire Marshal

1. Reports to the Fire Chief.
2. Reviews and approves commercial construction plans for fire code compliance.
3. Resolves compliance problems with contractors and architects within scope of knowledge and authority.
4. Witness acceptance testing on special systems such as automatic fire sprinkler systems, fire pumps, fire alarms, and fixed fire extinguishing systems.
5. Participates in the inspection of sprinkling systems and elements of a fire prevention or protection system.

Training Officer

1. Reports to the Fire Chief.
2. Develops and administers the training program for all District personnel and maintains training records for personnel.
3. Responsible for District training in fire suppression, hazard materials, rescue, public education, and any other training needs of the District.
4. Maintains District and personnel training records.
5. Supervises the incoming new volunteers; schedules and coordinates basic academies; issues P.P.E.; arranges for physicals and all needed shots.
6. Supervises the Student Firefighter/Resident Volunteer programs.
7. Reviews continuing education programs as well as NFPA Standards and OR-OSHA Regulations.
8. Performs yearly review of P.P.E. and reports to Chief of repair or replacement.
9. Attends local and regional training meetings.

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10. Other duties as directed by the Chief.

Public Education Coordinator

1. Reports to the Fire Chief.
2. Coordinates, schedules, and participates in public education events within the department.
3. Works closely with administrative staff to coordinate events.
4. Provides public education classes on fire prevention, fire safety, and emergency preparedness; teaches in schools, churches, and community service groups.
5. Answers questions of the public on fire prevention and emergency preparedness.

Health and Safety Officer

1. Reports to the Assistant Chief.
2. Conducts program assessments to identify department program safety deficiencies.
3. Designs, develops, and conducts safety and environmental training programs.
4. With the Safety Committee, coordinates and conducts work area assessments, surveys, and program evaluations to determine the presence of hazardous conditions such as noise exposure, chemical exposure, indoor air quality, light levels, confined space, and ventilation in paint booths.
5. Analyzes hazardous conditions and assigns risk assessment codes for use by District to prioritize and budget corrective actions.
6. Implements and manages the Districts environmental management system. This includes administering the waste management contract, and coordinating hazardous and universal waste management activities.
7. Works with the administration of the Worker's Compensation Program to determine areas for increased training and emphasis on accident prevention.
8. Provides statistical and fiscal data on worker's compensation injuries.
9. Maintains complete and accurate records as required.
10. Prepares various reports, including charts and graphs, to determine trends and needs.
11. Collects, analyzes, and maintains data essential for effective safety and environmental programs.
12. Evaluates hazardous conditions and recommends engineering controls, administrative controls, and/or personal protective equipment.
13. Prepares and monitors division budget requirements and expenditures.
14. Responsible for, and administers, the annual fire extinguisher maintenance program.
15. Designates as the employer representative for the implementation and management of the City's Drug and Alcohol Free Workplace Program. Administers the post accident testing program.
16. Maintains accurate records in the administration of these programs and maintains computer database for these policies.
17. Administers and provides technical advice on the medical surveillance program to include required vaccinations and medical testing of employees as may be regulated by OSHA and other federal and state laws.

EMS Officer

1. Reports to the Assistant Chief.
2. Is responsible for the hiring of part-time personnel to work on the ambulance.

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3. Conducts orientation of all new part-time personnel working on the ambulance.
4. Responds on calls for medical assistance and/or transportation while on duty.
5. Is responsible for the scheduling of part-time personnel to work the ambulance to ensure 24 hour coverage for the District.
6. Ensures that all EMS staff maintains current certifications and qualifications as required by Oregon State law, county ASA plans, Physician Advisor, HIPAA, and District regulations.
7. Ensures that the District maintains all certifications and qualifications to operate an ambulance service as required by federal laws, Oregon State laws, and county ASA plans.
8. Ensures that the ambulance service stays current with federal guidelines to qualify for reimbursement of patient transportation by HCFA, Medicare, Medicaid, and other government insurance carriers.
9. Supervises billing services for medical aid and/or transportation rendered by the District.
10. Attends local, regional, and state EMS meetings and training sessions to keep current on EMS and ambulance service trends, standards, and requirements.
11. Supervises the filing and submittal of required patient care reports and other medical reporting necessary to the physician supervisor and the State of Oregon.
12. Develops and schedules EMS training and maintain records on all District EMS personnel.
13. Supervises and enhances the Student Junior Tech Program.
14. Ensures that an adequate inventory of medical supplies and equipment are kept in stock.
15. Supervises weekly inventory checks of all District ambulances.
16. Purchases medical supplies and equipment when needed.
17. Is responsible for maintaining the District ambulances.
18. Assists with the budget procedures for ambulance service, and keeps up-to-date on ambulance expenditures and income.
19. Schedules EMS training and public CPR classes.
20. Attends monthly Board meetings and all special meetings.
21. Maintains state certification of Paramedic level.
22. Other duties as directed by the Fire Chief.

Privacy Officer

1. Reports to the EMS Officer.
2. Essential Duties and Responsibilities: The Privacy Officer oversees all activities related to the development, implementation, and maintenance of Jefferson Rural Fire Protection District's policies and procedures covering the privacy of patient health information.
3. This person serves as the key compliance officer for all federal and state laws that apply to the privacy of patient information, including the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
4. This individual is tasked with the responsibility of ensuring that all of the organization's patient information privacy policies and procedures related to the privacy of, and access to, patient health information are followed.
5. Duties:
 - a. Develops policies and procedures on staff training related to the privacy of patient health information and protected health information;

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- b. Develops policies on the security of health care information including computer and password security and patient data integrity;
- c. Defines levels of staff access to PHI and minimum necessary requirement for staff based on the required job responsibilities;
- d. Oversees, directs, delivers, and ensures the delivery of initial and ongoing privacy training and orientation to all staff members, employees, volunteers, students and trainees;
- e. Serves as the contact person for the dissemination of PHI to other health care providers;
- f. Serves as the contact person for patient complaints and requests;
- g. Processes patient requests for access to an amendment of health information and consent forms;
- h. Processes all patient accounting requests;
- i. Ensures the capture and storage of patient PHI for the minimum period required by law;
- j. Ensures ambulance service compliance with all applicable Privacy Rule requirements and works with legal counsel and other managers to ensure the company maintains appropriate privacy and confidentiality notices and forms and materials;
- k. Cooperates with the state and federal government agencies charged with compliance reviews, audits and investigations.

Infection Control Officer

1. Reports to the EMS officer.
2. Essential Duties and Responsibilities: Infection Control Officer shall be responsible for maintaining a liaison with the District physician, the Health and Safety Officer, the Infection Control Representative at health care facilities, and health care regulatory agencies.
3. Promotes safety where it applies to blood borne and airborne pathogens. Sets up a committee to review safe practices and equipment to provide protection from blood borne and airborne pathogen.
4. Duties: When notified of an exposure incident, the Infection Control Officer shall ensure the following:
 - a. Notification, verification, treatment, and medical follow-up of members.
 - b. Documentation of the exposure incident.
 - c. The Infection Control Officer shall examine compliance procedures and engineering controls to ensure their effectiveness in accordance with the operational requirements of this standard.
 - d. The Infection Control Officer shall be a designated member of the Fire District's occupational safety and health committee.
 - e. The Infection Control Officer shall be knowledgeable and cognizant of the issues associated with bioterrorism pathogens (e.g., anthrax, smallpox) potentially encountered during the performance of job duties, including, but not limited to, the following (see Table A.4.3.3):
 - Identification and screening
 - Immunizations
 - PPE

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- Health effects education
 - Post-exposure management
 - Post-incident management
- f. The Infection Control Officer shall be knowledgeable and cognizant of the issues associated with emerging infectious diseases (e.g., SARS) potentially encountered during the performance of job duties, including, but not limited to, the following:
- Identification and screening
 - Immunizations
 - PPE
 - Health effects education
 - Post-exposure management
 - Post-incident management

Quality Improvement Coordinator

1. Reports to the EMS Officer.
2. Administers internal Quality Assurance and Quality Improvement programs by reviewing selected patient care report, to insure proper compliance with Oregon State laws, County ASA plans, District regulations and guidelines, and Physician assigned protocols.
3. Conducts external Quality Assurance and Customer Satisfaction surveys on all requests for medical assistance and/or transportation, to ensure patient satisfaction and promote professionalism by personnel.
4. Reviews QA/QI results, and makes appropriate corrections through training, discipline, or recommending a change in regulations or protocols.

Technical Rescue Coordinator

1. Reports to the Assistant Chief.
2. Oversees technical rescue training as directed by the training officer.
3. Makes recommendations to the Chief for equipment needs.
4. Sets standards for technical rescue operations.
5. Attends meetings related to technical rescue in the area served by the District.

Clerk

1. Answers business phones, assists callers, and greets visitors to the office in a business-like manner.
2. Enters data relative to training records, alarm records, and Fire Med.
3. Operates office equipment such as computer, calculator, photocopier, and fax.
4. Assists with accounts payable records.
5. Filing.
6. Light housekeeping duties.
7. Pay is set by the Fire Chief.

Maintenance Officer

1. Reports to the Division Chief
2. Schedules or performs repairs for all District apparatus.
3. Schedules or performs repairs for all District buildings.
4. Provides recommendations for apparatus and building upgrades or replacement.
5. Is involved in the planning for new apparatus or new buildings.

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6. Oversees new construction.

Quarter Master

1. Reports to the Assistant Chief.
2. Oversees uniform needs and supplies.
3. Orders uniforms as needed.

Public Information Officer

1. Reports to Incident Command during incidents and the Fire Chief during non-incidents.
2. Researches, develops, writes, and coordinates a media campaign for the District.
3. Coordinates public relations activities for the District.
4. Develops and coordinates the illustration and printing of publications.
5. Prepares, reviews, and edits news conferences, releases, newsletters, publications, and scripts.
6. Counsels elected and appointed District officials concerning public relations aspects of policies, practices, procedures, programs, and actions.
7. Researches, writes, photographs, and produces slide shows.
8. Participates in video-taped and telephone interviews with the media.
9. Supervises public information related classes.
10. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Duty Officer

1. Assures all emergencies within the District are handled while on duty.
2. May perform duties as an Incident Commander on emergency scenes.
3. Investigates concerns during duty shift.
4. Responsible for all documentation to be completed on emergency responses.
5. Responsible for all activity of the Fire District during shift unless superseded by a Chief Officer.
6. Promotes safety and operational compliance at all times.
7. Maintains the rank of EMS First Responder or above.
8. Holds the rank of Lieutenant or higher and is Hazard Materials Incident Command trained.
9. Promotes a good rapport with the community.
10. Will be paid \$35.00 stipend for weeknight shift and \$50.00 for weekend or holiday shifts.

Captain

1. Acts as the fourth level of supervision in the Fire District.
2. Reports to the Division Chief.
3. Performs the duty of Group/Division Supervisor of fire scene in the absence of a Chief Officer.
4. Promotes safety and operational compliance at all times.
5. Responsible for crew accountability and integrity.
6. Responsible for crews and fire ground operations.
7. Assigned to oversee various tactics such as ventilation, interior fire attack, extrication, etc.
8. Directs personnel on the emergency scene to assure proper use of tools and equipment.
9. Assists in the evaluation of the Fire District's programs and sets goals and priorities for the

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future of the Fire District.

10. Responsible for the enforcement of Fire District policies and guidelines. Applies discipline up to written warning.
11. Attends all meetings and drills on a consistent basis.
12. Makes budget recommendations as Station Commander.
13. Continues to seek additional training in advanced areas of the fire service.
14. Assists in the training of Fire District members; reviews monthly training and response status of subordinates.
15. Assists and directs personnel with maintenance of equipment, apparatus, and station.
16. Promotes a good rapport with the community.
17. Reimbursement will be 1 point per drill and 1 point per incident

Lieutenant

1. Serves as the fifth level of supervision in the Fire District.
2. Reports to the Station Captain.
3. Performs duty of area supervisor of fire scene in the absence of a Captain or Chief Officer.
4. Responsible for crew accountability and integrity.
5. Promotes safety and operational compliance at all times.
6. Responsible for crews and fire ground operations.
7. Assigned to oversee various tactics such as ventilation, interior fire attack, extrication, etc.
8. Directs personnel on the emergency scene to assure proper use of tools and equipment.
9. Assists in the evaluation of the Fire Districts programs; sets goals and priorities for the future of the Fire District.
10. Responsible for the enforcement of Fire District policies and guidelines. Applies discipline up to written warning.
11. Attends meetings and drills on a consistent basis.
12. Makes budget recommendations through their Station Captain.
13. Continues to seek additional training in advanced areas of the fire service.
14. Assists in the training of Fire District members.
15. Assists and direct personnel with maintenance of equipment, apparatus, and station.
14. Promotes a good rapport with the community.
15. Reimbursement will be 1 point per drill and 1 point per incident

AIC (Acting in Capacity)

1. Serves as the sixth level of supervision in the Fire District.
2. Reports to Station Lieutenant.
3. Performs duty of area supervisor of fire scene in the absence of a Lieutenant, Captain or Chief Officer.
4. Promotes safety and operational compliance at all times.
5. Responsible for crew accountability and integrity.
6. Responsible for crews and fire ground operations.
7. Assigned to oversee various tactics such as ventilation, interior fire attack, extrication, etc.
8. Directs personnel on the emergency scene to assure proper use of tools and equipment.
9. Assists in the evaluation of the Fire District's programs; sets goals and priorities for the future of the Fire District.
10. Responsible for the enforcement of Fire District policies and guidelines. Applies discipline up to verbal warning.

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11. Attends meetings and drills on a consistent basis.
12. Makes budget recommendations through their Station Captain.
13. Continues to seek additional training in advanced areas of the fire service.
14. Assists in the training of Fire District members.
15. Assists and direct personnel with maintenance of equipment, apparatus, and station.
16. Promotes a good rapport with the community.
17. Reimbursement will be 1 point per drill and 1 point per incident

Swift Water Rescue Team Leader

1. Reports to the Technical Rescue Coordinator, Incident Command, or Group Supervisor.
2. Responsible for the safety of the team at all times.
3. Responsible for the readiness of the SWR Team.
4. Responsible for the operation of the team members during an incident.
5. Plans and assigns the tasks needed for a successful completion of the rescue.
6. May be assigned as the Water Rescue Group Supervisor.

Paramedic

1. Reports to the Duty Officer or EMS Officer.
2. Assures the safety for the crew.
3. Primary person responsible for patient care.
4. Emergency and non-emergency response to crisis and performance of duties related to the provision of medical care including:
 - a. Examining, evaluating, treating, and transporting ill or injured persons utilizing basic and advanced life support skills and abilities;
 - b. Always providing quality customer service, respecting the needs of our patients and maintaining the patients' dignity.
5. Performs duties associated with maintaining quality equipment and living quarters.
6. Operates ambulance service apparatus and equipment.
7. Participates in educational opportunities and training sessions, conducts training and public education as requested in special areas.
8. Performs other related duties as required.
9. Provides patient care within the scope of practice as listed in the Oregon Administrative Rules, according to patient care protocol, and supervising physician standing orders.
10. Pay is \$11.00 per hour while on shift or covering second out, time and half for district holidays and hours over 40 hours in a work week (Sunday to Saturday).

Engineer

1. Reports to Station Officer.
2. Has completed the District engineer training program.
3. Has ability to operate all of the Fire District's apparatus in a safe and proper manner.
4. Operates fire apparatus during emergencies, drills and other activities.
5. Operates apparatus in a safe manner ensuring arrival to all emergency calls.
6. Has knowledge of District and ability to use a map book in a timely manner.
7. Operates pumps and provides necessary water flows for suppression crews.
8. Oversees apparatus checkout during drills.
9. Ensures firefighting equipment is returned and restored following an emergency incident.
10. Participates in fire prevention activities.

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11. Responsible for the enforcement of Fire District policies and guidelines.
12. Attends meetings and drills on a consistent basis.
13. Promotes safety and operational compliance at all times.
14. Continues to seek additional training in advanced areas of the fire service.
15. Assists in the training of Fire District members.
16. Assists with maintenance of equipment, apparatus, and station.
17. Promotes a good rapport with the community.
18. Reimbursement will be 1 point per drill and 1 point per incident

Water Craft Operator

1. Reports to SWR team leaders.
2. Responsible for the safety of team members and victims riding in the watercraft.
3. Responsible for the readiness and operation of the watercraft. Operation of the watercraft may include, but not limited to:
 - a. Maneuver the watercraft on water ways or areas of high water;
 - b. Hold watercraft in position in moving water during rescue operations;
 - c. Maneuver the watercraft in emergency operations.

EMT

1. Reports to the Duty Paramedic.
2. Works as a team member to provide patient care.
3. Assures the safety of the crew.
3. Emergency and non-emergency response to crisis and performance of duties related to the provision of medical care including:
 - a. Examining, evaluating, treating, and transporting ill or injured persons utilizing basic and advanced life support skills and abilities.
 - b. Always providing quality customer service, respecting the needs of our patients and maintaining the patients' dignity.
4. Performs duties associated with maintaining quality equipment and living quarters.
5. Operates medical equipment and apparatus.
6. Participates in educational opportunities and training sessions, conducts training and public education as requested in special areas.
7. Performs related office and other duties as required.
8. Provides patient care within the scope of practice as listed in the Oregon Administrative Rules, according to patient care protocol, and supervising physician standing orders.
9. Stipend at \$12.50 for six hours block or less of ambulance coverage, the next six hour block or less will add another \$12.50 up to \$50.00 for 24 hours that doubles for district holidays

Swift Water Rescue Member

1. Reports to SWR team leaders.
2. Is always prepared for and responds to water rescue incidents as a team member.
3. Performs water rescue tasks as assigned by the team leader in a safe manner. Some tasks may include, but not be limited to;
 - a. Throw rope
 - b. Rescue swimming

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- c. Set up rope systems
- d. Assist in rescues from the water craft
4. Completes annual 12 hour SWR training and passes the annual skill tests.
5. Reimbursement will be 1 point per drill and 1 point per incident.

Firefighter

1. Reports to the Station Officer.
2. Performs all necessary emergency scene functions in a safe and efficient manner. This is to include, but not limited to:
 - a. Fire rescue
 - b. Fire suppression functions
 - c. Salvage and overhaul
 - d. Emergency first aid
 - e. Traffic control
 - f. Vehicle extrication
 - g. Wild land fire suppression
3. Participates in fire prevention activities.
4. Cleans and maintains all Fire District equipment and apparatus.
5. Attends meetings and drills on a consistent basis.
6. Promotes a good rapport with the community.
7. Promotes safety and operational compliance at all times.
8. Participates in apparatus checkouts prior to drills and meetings.
9. Follows directions and carries out strategies in a rapid, safe, and professional manner.
10. Assists with maintenance of equipment, apparatus, and station.
16. Continues to seek additional training in advanced areas of the fire service.
17. Reimbursement will be 1 point per drill and 1 point per incident.

Medic Rider

1. District personnel qualified to provide patient care and ride in at the requested of the medic crew.
2. Will assist the medic crew within the scope of their certification with patient care under the direction of the medic crew
3. Will assist in restoring the medic unit after the incident
4. Can be reimbursed at \$12.50 for every six hours block or less while assisting, the next six hour block or less will add another \$12.50.

Resident/Student Volunteer Guidelines

For the purpose of this document, the term “Residents” represents Resident Volunteers and Resident Students.

Stations and Facilities

1. The resident room assignments will be made by the Station Officers as deemed appropriate to meet the District’s needs. Changes may occur at any time.
2. Fire Stations are used by a variety of people associated with the District. Also, the stations are public buildings used by people from outside the District. Because of the variety of uses, general cleanliness and courtesy are important to maintain an appropriate

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environment. Although the stations are “home” to the Resident Volunteers, this aspect of the station use must fit within all the other functions of the stations.

3. Residents are responsible for maintaining their individual rooms in a clean and orderly condition. Cleaning supplies are provided at each station for this purpose. Individual sleeping rooms will be inspected periodically for neatness by District officers and staff.
4. Common station areas (kitchen, bathroom, laundry, etc.) shall be left in a clean and orderly condition after each use.
5. Suitcases, footlockers, bikes, and other personal items shall be stored in approved locations. Each station has minimal storage areas available.
6. Theft or other illegal activities will not be tolerated.
7. Each resident will be responsible for providing his or her own linen and bedding.
8. Pets of any kind are not allowed in the fire station.
9. Parking locations for residents will be decided by Station Officers based on District needs.
10. Non-members of the District are permitted inside the stations between 0800 and 2200 hours Sunday through Thursday, and 0800-00:00 hours Friday and Saturday.
11. Resident private rooms are off limits to everyone except the resident occupying that room, with the exception of District officers and staff.

Resident Requirements

1. This is a resident program. It is expected that the residents spend the majority of their nights at the fire station. Residents are responsible for fulfilling their duty requirements at the applicable duty station.
2. Residents, when assigned on duty, shall remain in their respective duty area unless assigned elsewhere by the Duty Officer or Staff.
3. Residents, when assigned on duty, are required to respond to all calls involving their station. Residents not on duty are strongly encouraged to respond on all calls.
4. All residents are to be awake and out of bed by 1000 hours. Exceptions can be made by station or District officers based on work or school schedules.
5. “On Duty” residents shall be prepared for emergency response at all times.
6. Residents will be assigned to one of three shifts. This will put them on duty every third day.
7. Normal duty hours are from 0600 to 0600 hours. Exceptions will be made for:
 - a. School
 - b. Work
 - c. Family emergency
 - d. Other pre-approved reasons by Station Officers.
8. Residents are expected to be in uniform during the hours of 0800 and 1700 while at the station. Uniform consists of:
 - a. District embroidered shirts
 - b. Clean pants
 - c. Clean shoes or boots
9. In addition to duty shifts, residents will be given monthly assignments. These may include, but are not limited to:
 - a. Lawn mowing
 - b. Recruitment
 - c. Prevention
 - d. Assisting with training
 - e. House duties

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- f. Other duties as assigned by Station Officers or District staff
10. Mutual trades of duty shifts may be arranged between residents. Any replacement personnel must be in the assigned station following normal shift hours.

Student Medic Program

Shift assignment

1. Reports to Duty Paramedic or EMS Officer.
2. Student Medics will work a total of seven 24-hour shifts in a month.
3. Student Medics will be expected to work their own assigned shifts unless arrangements with other EMTs have been made.
4. Student Medics will be on time and ready to begin the shift and signed in at the required shift time. Student Medics will also be accurate and honest with login times.

Duties

1. Student Medics will complete all assigned shift duties jointly, along with the shift paramedic. The shift duties will be completed and signed off at the end of every shift.
2. Student Medics will actively participate in performing daily work assignments as directed by the EMS Officer.
3. Student Medics will participate in District training and activities throughout the shift.
4. Student Medics will follow the work schedule and lead others by example. The program is designed for individuals who need limited supervision and can follow through with projects and duties.

Qualifications

1. Student Medics shall be an EMT-Basic or higher, in good standing with the Oregon Health Division, EMS and Trauma Section.
2. Meet all qualifications stated in the EMT job description.

Conduct

1. Student Medics will conduct themselves in a manner acceptable to the Fire District; i.e., behavior, physical appearance, personal hygiene, and overall cooperation with other District personnel and members of the public. Remember, your actions will reflect on the image of the Fire District.
2. Student Medics will be subject to all District policies, rules and regulations.
3. Student Medics should notify, in writing, the EMS Officer and Fire Chief one month prior to discontinuing participation in this program. (This will help to provide ample time for selection of a replacement). All issued items, (i.e. pagers, keys, and personal protective gear) must be returned upon departure.
4. Quiet hours in the ambulance quarters will be from 2200 to 0600 hours, seven days a week. No one is permitted in the dormitory except for other District personnel. All guests of Student Medics will be the responsibility of the Student Medic and must not disrupt station activities. Visiting hours will be 1000 to 2200 hours.
5. Phone calls will be limited to local calls only. No long distance calls will be permitted without prior approval through the EMS Officer or duty officer.

Dress appearance

1. All ambulance personnel must be dressed in appropriate uniform when outside of the sleeping areas. Appropriate uniform attire will be worn in areas accessible to the public.
2. The Fire District will provide: uniform shirts, pants, and all personal protective equipment. All other clothing including shoes/boots and belt are the responsibility of the individual Student Medic.

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3. Students will adhere to the applicable OR-OSHA regulations, as well as District policy with regards to hair length and facial hair.
4. Student Medics will be provided the following uniform items: one pair of black or dark blue pants, two T-shirts, and one sweatshirt. Worn out or damaged uniforms will be replaced as needed, on Management's approval. Receipts must be submitted prior to reimbursement.

Education program allowance

1. Any EMS/Fire related classes outside this program would not count as credit hours in the program. This program will not cover the cost for those outside classes.
2. A \$300 per month stipend will be given, provided there is no breach of this guideline.
3. A total educational allowance of up to \$3,000 per fiscal year (July 1-June 30) for tuition, required books, fees, required equipment, required supplies, and testing fees is allowed. These items must be pre-authorized prior to purchase.
4. The Student Medic may be required to reimburse the Jefferson Fire District a partial or full amount of already spent money for any breach of this guideline.

School and class requirements

1. Student Medics will be required to take at least, but not limited to, six credit hours per term.
2. Students must maintain a 2.5 grade point average with an acceptable attendance record. If the 2.5 grade point average falls below that point, the student may be placed on Academic Probation and have until the end of the next term to bring the term average back up to 2.5, or he/she may be terminated from the program.
3. Students Medics must be enrolled in an Associate's Degree Program for Paramedic or taking classes required for the program.
4. Schedules must be submitted to the Assistant Chief - EMS/Safety Officer for approval prior to registration. Payments will be made to the college only. Student Medics will submit a grade report each term mid-way through the term and at the end of the term. Scheduled class days and hours must be kept current with the EMS Officer.
5. Student Medics will provide a list of classes, books in advance of class registration, including class and book fees and CRN numbers.
6. The Student Medic Program is contingent upon the availability of funds.
7. All students will be evaluated at the end of each term with respect to compliance, educational progress, accountability, and interactions with the public and District personnel.
8. Student Medics will serve a probation period of six months. Student Medics have three years to complete the program.
9. There are eight holidays per year that will be divided equally between the four Student Medics. Each Student Medic will be expected to work two holidays each year. The following holidays will be observed: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas. The student or EMT that works these holidays will receive a double stipend for the shift time worked.

Probationary Firefighter

1. Reports to the Station Officer
2. Obtains basic knowledge of emergency scene functions.
3. Completes skills check-off sheet for your station before responding to emergency calls.
4. Responds to emergency calls on Fire District apparatus.

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5. Participates in fire prevention activities.
6. Cleans and maintains all Fire District equipment and apparatus.
7. Attends meetings and drills on a consistent basis.
8. Promotes safety and operational compliance at all times.
9. Participates in fire prevention activities.
10. Participates in apparatus checkouts prior to drills and meetings.
11. Promotes a good rapport with the community.

Support Personnel

1. Support personnel will provide services that will assist Fire District personnel in the delivery of emergency services.
2. Encouraged to attend meetings and activities.
3. The Support Team will be asked to respond to emergencies that may require a lengthy operation or when unusual conditions exist. Typical tasks could include:
 - a. Photography
 - b. Assist in the rehab area.
 - c. Provide liquids and food when needed.
 - d. Standby at the Main Station to answer phones, etc;
 - e. Victim assistance.
4. Promotes safety and operational compliance at all times.
5. Provides technical assistance in areas of expertise.
6. Provides support to the Fire District in non-emergency activities.
7. Promotes a good rapport with the community.
8. Required to document 12 hours of service per year to remain in good standing. (Exceptions will be reviewed by Support Coordinator.)

Cadet Firefighter Program

Members of the Cadet Firefighter Program shall be put through a training program that will teach the necessary basic skills that will enable the Cadet Firefighter (CFF) to function, under supervision, at the scene of fires, medical, and other emergencies. Attendance at regular drills will ensure that a skill level in basic techniques of firefighting is established, and that the Cadet Firefighter will learn how to work safely in emergency situations.

Beyond basic and regular training programs, there are many opportunities for additional training in such areas as the Entry-Level Firefighter Recruit Academy, advanced firefighting, rescue and extrication techniques, Oregon Health Division-First Responder, etc. Everyone is encouraged to take advanced training and learn new skills; how far you progress will depend entirely on how much time you have available and your willingness to learn.

Cadet Firefighter Qualifications

1. Minimum of 16 years of age.
2. Be enrolled in public or private school.
3. Maintain a 2.0 GPA or better in school.
4. Have no police record.
5. Have no behavioral issues in or out of school.

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Training Requirements

1. All Cadet Firefighters are required to attend a minimum of 50% of station drills and 75% of all special Cadet Drills, calculated quarterly. Failure to meet the 50% minimum may result in suspension and/or termination from the Cadet program.
2. A Cadet Firefighter must complete a list of required tasks prior to responding on any apparatus. The Program Supervisor will be in charge of training, and the Training Division will do the testing and advise the firefighter of the results.
3. Each Cadet Firefighter shall attend an Entry-Level Firefighter Academy approved by the Jefferson Rural Fire Protection District.

Emergency Duty

1. The CFF shall ride on the apparatus in the position designated by a Company Officer. While riding on fire apparatus, all members are expressly prohibited from engaging in horseplay.
2. The Cadet firefighter shall perform the following fire fighting functions:
 - a. The CFF shall be supervised on all fires.
 - b. The CFF shall be assigned to an Officer to perform the necessary tasks of fire fighting.
 - c. The CFF shall not be involved in any activity which would cause the JFF to enter the hot zone.
 - d. The CFF shall not participate in fire ground activities such as initial attack, ventilation, laddering, and/or rescue.
 - e. Support activities such as SCBA bottle replacement, hose rolling, etc., shall be allowed.
 - f. CFFs are not allowed to respond on mutual /automatic aid response.

Non-Emergency Duties

1. Standby during the school day:
 - a. No response from school.
2. Standby not during the school day:
 - a. Sweep the bays of the apparatus that is on the call.
 - b. Make coffee for the returning crews.
 - c. General cleaning of the meeting room.
 - d. Monitor radio transmissions, as there will be times that more personnel and/or equipment are needed on a call.
3. Washing of Station apparatus while on stand-by, weekend duty, or as otherwise assigned.
4. Other duties as assigned by their Company Officer or CFF Training Officer.

Rules of Conduct

The rules of conduct are written with the intent to maintain morale and a harmonious interpersonal relationship with all members of the District. Any Cadet Firefighter who violates a policy guideline or rule of conduct shall be subject to disciplinary action.

1. All CFFs shall:
 - a. Use training and capabilities to protect yourself and the people around you at all times.
 - b. Always conduct yourself to reflect good credit upon the Fire District.
 - c. Follow orders in a positive, cooperative manner.
 - d. Be careful with District equipment and property.
 - e. Must stay enrolled in school, not be in credit denial, and maintain a minimum of a 2.0 GPA. Non public school education students will be reviewed by the program director

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on a quarterly basis. This will include a conference with the student's instructor or parent.

2. Cadets shall not:
 - a. Respond during school hours.
 - b. Allow GPA to fall below a 2.0.
 - c. Engage in any activity that is detrimental to the District.
 - d. Engage in a conflict of interest with the District.
 - e. Abuse excused absence provision for drills.
 - f. Be under the influence of any intoxicating beverage, drug, or substance (prescribed or not) while on District property or while participating in any official Fire District activity.
 - g. Use tobacco or tobacco products; be under the influence of any intoxicating beverage, drug, or substance not prescribed at anytime.
 - h. Be in District Stations after 2200 hours, except in the event of an alarm or volunteer function.
3. Violation of any and all rules may result in one or more of the following:
 - a. Verbal reprimand.
 - b. Written reprimand.
 - c. Suspension up to 30 days from Cadet Firefighter Program.
 - d. Indefinite suspension from Cadet Firefighter Program.
 - e. Termination from Cadet Firefighter Program.

Observer

The district allows observer to ride along on apparatus during incidents.

1. A member of the public may ride along after signing a district waiver.
2. A district member not qualified as a firefighter/medic can ride along.
3. Non-qualified firefighter cannot ride a long during out of district incidents
4. An observer will follow the direction of the team leader/officer while not assisting with the incident.
5. An observer will not get involved with the emergency and if asked to assist with emergency will need to inform the individual and duty officer that he/she is observing only.

1.6 Promotions

Purpose Promotion to a higher rank requires that the following guidelines be met:

1. Member must apply with the Fire Chief for the position they are seeking.
2. An available position will be announced.
3. The Fire Chief will make all promotions.
4. Tasks that need to be completed (refer to Training Manual).

Firefighter

1. Complete entry level firefighter training per OSHA rule and DPSST standards.
2. Certified in CPR.
3. Complete related task performance as per Training Manual.
4. Attend and participate in a live fire burn.

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Swift Water Rescue Member

1. Member of the Jefferson Fire District for a minimum of one year as a firefighter or EMS personnel and be in good standing with the District. Previous experience or training will be considered.
2. Live within the Fire District boundaries.
3. Must successfully complete swift water rescue operations training (16 hours).
4. Be evaluated by team leaders for skills as per Training Manual.

Driver

1. Valid motor vehicle operator's license that is not under suspension or revocation.
2. Have been a member of the District for six months or greater.
3. Previous experience or training will be considered.
4. For the medic, rescue and grass units, operator must be certified NFPA Driver.
5. Complete related task performance as per Training Manual

Water Craft Operator

1. Reports to SWR team leaders.
2. Be a SWR team member in good standing. Previous experience or training will be considered.
3. Maintain a basic boating certificate from Oregon Marine Board or equivalent.
4. Complete Water Craft Operator training requirements and pass Boat Operator Practical test as per Training Manual.

EMT

1. Complete District training program as per Training Manual
2. Certification by the State of Oregon as an EMT Basic or EMT Intermediate in good standing.
3. Valid motor vehicle operator's license that is not under suspension or revocation.
4. CPR certification meeting AHA standards.
5. HAZ-MAT Awareness Training (yearly renewal).
6. Emergency Vehicle Operations Course (EVOC) (yearly renewal).
7. Blood Borne Pathogen training (yearly renewal).

Engineer

1. Must have served as a suppression firefighter for a minimum of one year.
2. Previous experience with another agency will be considered.
3. Valid motor vehicle operator's license that is not under suspension or revocation.
4. Must meet certification requirements listed for Firefighter, as well as be certified as Firefighter I and Pumper Operator.
5. Meets the Vehicle Operator requirements.
6. Completed task performances per Training Manual.

Paramedic

1. Complete District training program as per Training Manual.
2. Certification by the State of Oregon as a Paramedic in good standing.
3. Valid motor vehicle operator's license that is not under suspension or revocation.
4. Cardiopulmonary Resuscitation certification meeting AHA standards.
5. HAZ-MAT Awareness Training (yearly renewal).

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6. Emergency Vehicle Operations Course (EVOOC) (yearly renewal).
7. Blood Borne Pathogen training (yearly renewal).

Swift Water Rescue Team Leader:

1. Reports to the SWR team coordinator or Incident Command during a water rescue incident.
2. Complete SWR Technician class (16 hours).
3. Complete an ICS class.
4. Evaluated by Team leaders for Incident Management.
5. Approved by the Technician Rescue Coordinator.

AIC

1. Must have held the rank of District Engineer for a minimum of one year.
2. Previous experience with another agency will be considered.
3. Must meet all certification requirements listed for Engineer, as well as be certified as a Firefighter II.
4. Have taken Tactics and Strategies, Incident Safety Officer, and ICS classes.

Lieutenant

1. Must have held the rank of AIC for six months.
2. Previous experience with another agency will be considered.
3. Must meet all certification requirements listed for AIC, as well as be certified as a Fire Ground Leader and have taken ITAC.
4. Testing may consist of all or part of the following:
 - a. Written examination.
 - b. Table top simulation.
 - c. Oral interview.
 - d. Field exercise.
 - e. Role playing exercise.
 - f. District officer evaluations.
5. Promotion will be based on point totals.

Captain

1. Must have held the rank of Lieutenant for a minimum of one year.
2. Previous experience with another agency will be considered.
3. Must meet all certification requirements listed for Lieutenant.
4. Testing may consist of all or part of the following:
 - a. Written examination
 - b. Table top simulation
 - c. Oral interview
 - d. Field exercise
 - e. Role play exercise
 - f. District Officer evaluations
5. Promotion will be based on point totals.

Division Chief

1. Must have previously held the rank of Captain for a minimum of three years.
2. Previous experience with another agency will be considered.

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- Promotion to this rank will be based on an interview with the Chief.

Assistant Chief

- Must have previously held the rank of Captain for a minimum of three years.
- Previous experience with another agency will be considered.
- Certified as a Fire Officer II.
- Promotion to this rank will be based on an interview with the Chief.

Chief

Hired by the Board of Directors

1.7 Performance of Duties

This list is by no means all inclusive of the duties and responsibilities that each member is expected to carry out, but is a general guide as to the expectations of the Jefferson Rural Fire Protection District.

- Perform all duties required by these guidelines in a safe, prompt, and effective manner.
- Be governed by the instructions of the Chief and the Officers of this Fire District and carry out those instructions in a respectful and effective manner.
- Members temporarily assigned or required to perform the duties of a higher rank shall have the authority and accept the responsibility for the proper performance of that duty.
- When members of equal rank find themselves in a position requiring action or decisions to be made, the senior member (person with the most years of experience) will assume the authority unless an agreement is met placing the junior in charge.
- No member shall willfully disobey any order that is not illegal, immoral or unsafe. Members must exhaust all other reasonable alternatives before disobeying any order.
- Inefficiency or indifference of members in the performance of their duties shall be sufficient cause for disciplinary action.
- When available, members shall report for alarms and respond on appropriate apparatus without unnecessary hesitation or delay.
- The wrongful exercise of authority on the part of any member of the Fire District may be cause for disciplinary action.
- Members shall remain at the station during an alarm until either a recall occurs or an Officer releases them.
- All members shall be governed by traffic rules and regulations when acting in any capacity as a representative of the Fire District.
- Members are required to report all injuries or accidents to an Officer immediately. Members shall exercise reasonable and appropriate caution to avoid damage to Fire District property in the performance of their job. Should property be damaged it should be taken out of service, tagged, and reported on the appropriate form.
- In the event of a fire of suspicious origin, members shall take all possible care to preserve the evidence during and after suppression activities.
- No member shall remove, tamper with or use another member's equipment or protective clothing without the consent of the individual it is assigned to.
- Members shall not change the arrangement of equipment on the apparatus without the permission of the Chief or the Chief's designee.
- Notification shall be made to the Chief of any change in address, phone number or ability to respond to emergency calls.

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16. Any member who is not satisfied with the decisions or direction that the Fire District and its leaders are taking should meet with those individuals and discuss the situation. It is generally irresponsible and can be the basis for disciplinary action if members are to carry their concerns outside the Fire District chain of command, without first exhausting all internal avenues of review including meeting with any Board member.
17. While on duty, all applicable safety precautions and equipment provided must be used or worn.
18. Members will be evaluated on a regular basis to determine their ability to perform in a safe and effective manner.
19. All actions by members of this Fire District are expected to be of the highest ethical and moral standard while on duty.
20. Members shall not smoke at any time or place where smoking is prohibited by law. Outside designated smoking areas will be established for each station. For extended incidents, a designated smoking area may be established.
21. Smoking is not allowed in District vehicles, on drill grounds or emergency scenes.
22. Members shall not engage in altercations, use obscene language or ethnically demeaning language while on duty.
23. No member shall partake or be under the influence of alcohol or illegal controlled substances while on duty, in uniform or around the station, nor use medications whether prescription or nonprescription which may hinder their performance or judgment while on duty. Reporting for duty while under the influence of drugs or alcohol is cause for severe disciplinary action.
24. Members leaving the Fire District must return all property issued by the Fire District.
25. Additional Daily Duties for the on Duty Medic Crew:
Attempt to report to assigned shift 5 to 15 minutes early.
 - a. Be in uniform (District shirt, black pants, black belt, black boots or black socks with shoes that protect and support the entire foot) and groomed by start of your shift.
 - b. Sign in and out of Communications Log every shift checking for information relayed by previous crews or management.
 - c. Paramedic or Intermediate will inspect controlled drugs and sign drug log on both medic units at beginning of shift.
 - d. Complete daily chores assigned in Communication Log.
 - e. Responsible for general maintaining a clean and organized area in your work space.
 - f. Responsible for maintaining excellent relations with colleagues, hospital staff, and each other.
 - g. Responsible for working harmoniously with others.
 - h. In addition to these job responsibilities you may be assigned special duties and/or projects at the request of the management.

1.8 Member Pregnancy

Jefferson Rural Fire Protection District recognizes that proper prenatal care is an important aspect of any pregnancy. Those female members who are pregnant may imperil their developing child through physical stress or chemical exposure.

1. A female member who learns she is pregnant shall notify the Chief of her pregnancy status and request a "Pregnancy Notification and Duty Status Form"; the form must be completed by her attending physician and returned to the Chief as soon as possible, but no later than 30 days.

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2. This form, when completed, will be placed in the member's medical file for confidentiality.
3. When the firefighter or her attending physician indicates a need to change the duties of the firefighter, the Officers of the Fire District will be notified of the change and the reasons why.
4. Once the duties have been changed, a medical release from the member's doctor is required before the member is returned to full active duty.
5. Once the form is submitted, it is the firefighter's duty to keep it current and accurate.
6. In addition to the medical release, returning firefighters must successfully pass the Fire District fitness test if the six-month testing period has expired.

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PREGNANCY NOTIFICATION AND DUTY STATUS FORM

NAME: _____

TO BE COMPLETED BY THE MEMBERS ATTENDING PHYSICIAN:

The above member has advised the Jefferson Rural Fire Protection District that she is or may be pregnant. Please complete and sign the following form.

PART 1

I confirm that the above named employee has been examined by me and is not pregnant.

PHYSICIAN'S SIGNATURE: _____ DATE: _____

ADDRESS: _____ PHONE: _____

PART 2

I confirm that the above named member has been examined by me and is pregnant. I have read the attached job description and discussed with the firefighter her job functions. I fully understand the physical requirements of the position of firefighter. Additionally, I understand the potential for exposure to hazardous atmospheres and its implications. I therefore recommend this volunteer member for non-hazardous duty assignments until cleared for full duty status.

PHYSICIAN'S SIGNATURE: _____ DATE: _____

ADDRESS: _____ PHONE: _____

PART 3

I confirm that the above named member has been examined by me and is pregnant. I have read the attached job description and discussed with the firefighter her job functions. I fully understand the physical requirements of the position of firefighter. Additionally, I understand the potential for exposure to hazardous atmospheres and its implications. The above volunteer firefighter can continue to function in this capacity if she so desires for a period not to exceed this date: _____

PHYSICIAN'S SIGNATURE: _____ DATE: _____

ADDRESS: _____ PHONE: _____

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1.9 Conflict Resolution and Discipline

As per Policy 8:10

1.10 Code of Conduct

Introduction

Your actions, attitude and work ethic will be scrutinized by the people you work with and the public we serve. You represent the Jefferson Fire District.

1. As in every organization there are Standard Operating Procedures (SOP) and Standard Operating Guidelines (SOG).
2. SOP are the policies that layout the procedures for hiring and firing, employee benefits and District programs.
3. SOG addresses the operations of the Fire District. This includes fire ground operations, officer requirements, and promotion and safety.
4. In each of these areas there are blanket expectations for the employees and volunteers. Because there are some people that will push the letter of the SOG or SOP, there is a Code of Conduct for the Jefferson Fire District personnel.
5. The Code of Conduct covers almost all of the areas pertaining to employee, volunteer, Board and staff actions while representing the Jefferson Fire District.
6. Any confirmed deviations from the code could result in disciplinary action, from verbal warning to instant dismissal. This will be determined by the severity of the infraction.
7. Every volunteer, Board member and staff member will be required to read and sign an affidavit stating that they have read and understand the Code of Conduct.

Alcohol and Illegal or Recreational Drugs

1. No alcohol or illegal or recreational drugs shall be brought onto or into any Fire District property for the purpose of consumption.
2. No alcohol or illegal or recreational drugs shall be transported in any Fire District vehicle.
3. No alcohol or illegal or recreational drugs shall be consumed on or in any Fire District property.
4. No one will respond to any District function or emergency on District property after consuming any alcohol, illegal or recreational drugs.
5. The Chief will address any judgmental variance.

Firearms and Fireworks

1. No firearms or fireworks shall be brought onto or transported in any District property (unless official Fire District business.)
2. No live ammo shall be brought onto or transported in any District property (unless official Fire District business.)
3. No firearm shall be discharged on or in any District property.
Exception: If a firearm is required as part of a person's job, the firearm has a legal permit and has been authorized by the Fire Chief, the firearm may be carried when needed only.

Inappropriate Language or Visual Aids

1. No language that offends anyone or makes anyone uneasy shall be used during District functions or emergencies, especially in public areas.
2. No humorous stories or visual materials that offend anyone shall be allowed on or in any District property.

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3. No pornography, written or electronic, audible or visual shall be allowed on or in District property.
4. No District computer shall be used to view, download or order any materials that are considered inappropriate.
5. No District airwaves, either hard line or cellular shall be used to contact any company or agency that would distribute any inappropriate material.

1.11 Driving infraction

Class A Violation

An individual who has a Class A violation within the past three (3) years normally receives a license suspension from the Department of Motor Vehicles which issued the license. In addition, insurance carrier guidelines call for suspension of driving privileges for anyone convicted of a Class A violation for a period of eighteen (18) months. Any of these individuals would also be required to attend an approved driver-improvement program, or equivalent training, and be re-certified to operate emergency vehicles.

Class B Violation

Any individual who has a combination of two (2) Class B moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter from the Fire Chief.

1. Any individual who has a combination of three (3) moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension from driving department vehicles for a period of ninety (90) days by the Fire Chief.
2. Any individual who has more than three (3) moving violation convictions or three (3) chargeable accidents or any combination in a three (3) year period will be issued a suspension from driving department vehicles for a period of one (1) year. In addition, the same individual would be required to complete an approved driver improvement program and be re-certified to operate emergency vehicles.

Note: Unusual circumstances with individual cases should be evaluated on its own merits.

Violations

Designations of Type A and Type B violations are based on a survey of state point systems. Violations receiving higher numbers of points are classed as Type A.

Type A Violations

1. Driving while intoxicated.
2. Driving under the influence of drugs.
3. Negligent homicide arising out of the use of a motor vehicle (gross negligence).
4. Operating during a period of suspension or revocation.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Operating a motor vehicle without owner's authority.
8. Permitting an unlicensed person to drive.
9. Reckless driving.
10. Hit and run driving.

Type B Violations

All moving violations not listed as Type A violations. (Exceeding posted speed limit is a Type B violation).

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1.12 Uniform Guideline

Ceremonial uniform (Class A):

1. Class A uniforms, when provided or used, will consist of the following items:
2. Hat – “Bell” style.
 - a. Chief Officers – white with black bill and gold braid.
 - b. Other officers – white with black bill and silver braid.
 - c. Other members – dark navy blue, with black bill and silver braid.
3. Badges
 - a. Chief Officers—gold with corresponding rank.
 - b. Captains and Lieutenants –silver with corresponding rank.
 - c. Other members – silver with corresponding rank.
4. Hat Badge – will be the corresponding badge for the rank, with a screw post back.
5. Dress Coat – Naval CPO style, double breasted dress jacket, “FD” buttons to match hat braid.
 - a. Sleeve Braid: The bottom braid is to be three inches from the bottom of the sleeve, with the second and subsequent braids placed $\frac{1}{4}$ ” above the preceding one. All braids are to be parallel to cuff. Braids to extend half circle from seam to seam on the outside of sleeve.
 - i. Fire Chief – Five $\frac{1}{2}$ ” gold braid
 - ii. Assistant Chief – Four $\frac{1}{2}$ ” gold braids
 - iii. Division Chief – Three $\frac{1}{2}$ ” gold braids
 - iv. Captain – Two $\frac{1}{2}$ ” silver braid
 - v. Lieutenant – One $\frac{1}{2}$ silver braid
 - vi. Engineer – One $\frac{1}{2}$ blue braid
 - b. Service Crosses: One cross, in the same color as the sleeve braid, for each five years of fire service to be placed $\frac{1}{2}$ ” above uppermost braid and centered on the outside of the left sleeve.
 - c. Department Patch: On the left sleeve two inches below seam line in center.
 - d. Badge Tab: Metal tab, centered above the left breast pocket.
6. Dress Trousers – Navy CPO style black, plain cuff.
7. Dress Shoes – Black, “Permashine[®]” polished, plain round toes.

Standard uniform (Class B):

1. Shirts for Chief Officers, Captains, Lieutenants, Chaplains and Administrative Assistants will be white, short or long sleeves. Shirts will be Fire District issued and replaced when necessary.
2. The District will issue all Fire District badges. All Chief Officers and Chaplains will wear a gold badge indicating rank. All other members will wear a silver badge indicating rank.
3. The Fire District will issue all nameplates. It shall have the member’s first and last name engraved on it. The color of the nameplate will match the color of the member’s badge.
4. Collar brass will be provided for the rank of Lieutenant through Fire Chief.
5. The following items are to be provided by the member:
 - a. Pants will be black, cotton denim.
 - b. Belts will be leather and black in color with a plain, or fire related designed buckle.
 - c. Footwear will be all black and of leather. Footwear shall be clean and well shined.
 - d. If footwear is low cut, black socks shall be worn.

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Uniform Use

1. Members are responsible to represent the Fire District in the best possible manner while wearing clothing with Fire District related markings. This includes actions, as well as appearance.
2. The Fire District badge is not to be worn for casual wear and will only be worn on the Class A or B uniform shirt and coat.
3. Fire District badges, uniform shirts or coveralls are not to be worn for casual wear or for personnel business.
4. The use of the Fire District uniform, badge, or other emblems to gain favors, influence, or considerations is inappropriate and grounds for disciplinary action.

Uniform Emblems

1. All uniform emblems or adornments must meet with the approval of the Fire Chief.
2. The District will issue all Fire District patches. The Fire District patch shall be worn on the left sleeve of uniform shirts, coats, and coveralls.
3. An EMS patch must be worn on the right sleeve. Any other patch must be submitted for approval before placement on any uniform.
4. The Fire District badge shall be worn above the left pocket of shirts, coveralls or uniform coats. No other pin or emblem may be worn on the left side.
5. Nameplates shall be worn centered, above the right pocket flap on shirts or coats, immediately above the seam line of the top of the pocket. If there is no pocket flap, then the nameplate shall be worn on the right side symmetrically placed in reference to the badge.
6. Fire District service pins or community service pins may be worn, centered, on the flap of the right pocket.
7. Commendations may be worn, centered, above the right pocket flap (i.e. OR EMS citations).
8. Collar insignia, indicating rank, shall be worn on uniform shirt collars. The vertical axis of the insignia shall dissect the angle of the collar. The insignia shall be centered to the horizontal lines of the collar, and shall be spaced an equal distance from the leading edge of the collar.

1.13 Use of Office and Telecommunication Equipment, Alphanumeric Pagers, E-Mail, Voice Mail, and Internet

The proper use of office and telecommunications equipment, e-mail, voice mail, alphanumeric pagers, and Internet is an important method of effectively carrying out the mission of the Jefferson Rural Protection Fire District.

1. Office and telecommunication equipment includes, but is not limited to, computers (desktop and portable), facsimile machines, printers (desktop and portable), telephones, cellular phones, pagers, radios, copy machines and other similar items. In addition to the hardware components listed above, information processing systems and software that make these machines and devices effective include, but are not limited to, computer programs, e-mail, voice mail, on-line data services, and the Internet.
2. Like other District assets, these systems are acquired to help District personnel carry out their job responsibilities efficiently. E-mail, voice mail and the Internet are used to expedite communications. Users must exercise good judgment when using e-mail, voice mail and the Internet. It is important that these tools be used appropriately.

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Guideline defined

Office equipment and telecommunication hardware and software acquired by the District are to be used solely for official District business functions in accordance with this operating procedure. Comments made, copied, stored, forwarded, or otherwise transmitted on any District communication device, which degrade, humiliate or embarrass any person are strictly prohibited. This includes, but is not limited to, any degrading comments based on race, sex, age, religion, national origin, disability, or sexual preference. Forwarding confidential information without proper authorization is prohibited, and may violate state or federal law.

To assure compliance with this guideline, and to assure quality and accuracy in information provided and used by District personnel, all devices for the electronic creation, translation, storage, transmission, and manipulation of information in any form are subject to monitoring and inspection by the District under the procedures specified later in this policy.

Alphanumeric Pagers

1. Alphanumeric pagers will be issued to all Fire District officers and volunteers that work on the ambulance as a junior tech at no cost to the member.
2. Personal use of pagers is permitted.
3. Pages should only be sent when there is something of importance to communicate. Be considerate of the receiver's right to not be bothered by inconsequential messages.
4. Any cost for repairs not covered by the pager warranty will be charged to the user of the pager.
5. Any gross misuse of paging devices may result in some level of disciplinary action by the Chief.

Telephone (non-cellular)

1. Long distance calling should be used prudently since each minute is billed according to the rates in effect at the time of use. Supervisors are to ensure that the use of District telephones conform to the policies outlined in this operational procedure.
2. Personal use of the District telephones is discouraged. Frequent or prolonged personal conversations are to be avoided. When personnel need to make a personal call, it should not interfere with work activities or take away from productive time.
3. While personal phone calls are permitted, outgoing long distance or toll calls (even if local) may not be made at the District's expense.
4. If personnel need to make a long distance or toll call, the individual must use a personal long distance calling card, charge the call to the individual's home phone (operator assisted), or call collect.
5. The use of District telephones for carrying out personal business, such as selling a product, trade, advertising, etc., is strictly prohibited.
6. Telephone instruments and lines provided by the District for use by District personnel and officials are subject to monitoring without notice subject to this policy.
7. Records of calls made to and from individual telephone numbers may be kept and may be open to public inspection under the Oregon Public Records Law.

Cellular telephones

1. Personnel are prohibited from using District cell phones to make or receive personal calls, except for notification of an emergency.
 - a. Personal calls are permitted in limited situations, such calls should be infrequent and of

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- a limited duration.
 - b. Personnel authorized to use a cell phone must notify all family members, friends, etc., not to call the employee on a cell phone, except for emergency situations.
 - c. Personnel should not give the cell phone number out for personal purposes.
2. Cellular telephones are radio frequency transmitters and receivers that broadcast signals which can be monitored by anyone having the proper equipment. Interception can occur at any time and personnel using cellular phones should avoid discussion of confidential matters, as they should not reasonably expect such conversations to be private.
 3. Telephone on-line subscription services.
 4. The District may provide for subscription to telephone or computer subscription services such as on-line data base information services. Use of such services for non-District or personal use is prohibited.

Computers, printers, copiers, facsimile machines

1. This equipment is to be used to conduct official District business.
 - a. Employees are not to use this equipment for non-District or personal work.
 - b. District volunteers may use the equipment for personal use on a limited basis per District policy. (*Abuse of this privilege may result in the termination of this privilege.*)
2. Department Directors may authorize the use of computers and related office equipment for training or development purposes if it is intended to increase employee work skills, produce a usable product pertinent to District operations or maintain a professional certification pertinent to the individual's job.
3. District purchased computer software must not be copied for personal use. No non-District purchased software may be loaded onto District owned computers. Due to the potential of introducing data destroying viruses into computer networks, only software, hardware, and disks owned and installed by the District shall be used on District computer systems.
4. Copying computer programs and data, textual, graphic, audio-visual, and so-called multi-media material may violate copyrights, and may also constitute a crime under federal law. In most cases government publications are not subject to copyright. In most cases commercially printed and published materials are subject to copyright. Individuals are responsible for assuring that their use of copy machines, scanners, audio recording equipment, video equipment, computers, fax machines, etc., does not violate or infringe on copyrights.

E-mail

1. E-mail may be provided as a communication avenue for District business. E-mail is considered a public record and all messages sent on e-mail should be viewed as such.
 - a. Any message or wording that degrades, humiliates or embarrasses any person is strictly prohibited.
 - b. Individuals should periodically review their e-mail and appropriately delete messages that no longer are germane to operations.
2. The use of e-mail to obtain non-job related information through news groups subscriber lists is prohibited.
3. It is recognized that personal messages may be received or sent similar to using the telephone.
 - a. All communications and files on the e-mail and word processing systems should be

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considered a public record that is available for inspection by the press and the public, unless specifically exempt.

- b. The District Attorney, on a case-by-case basis, must make any determination that information is exempt from public access.

Voice mail

Voice mail, like e-mail, is provided as a communication avenue for District business. The District recognizes that given the extent to which voice mail may be used for some minimal incidental personal use, like the telephone, it will be tolerated as long as such use does not interfere with the business of the District.

Voice mail messages are subject to inspection as outlined in this policy.

Internet

1. The Fire District may provide access to the Internet to its personnel.
 - a. The use of the Internet is for official District business and should not be used for non-job related purposes except for communications as may be permitted under the e-mail section of this policy.
 - b. The Internet is provided for public information regarding District services and operations and also may be used to conduct research for District purposes only.
2. It is possible to send e-mail through the Internet from some sites. The same rules and policies apply to the Internet e-mail usage as outlined in the e-mail section of this policy.
3. Members may not post, distribute, store for retrieval, or otherwise make accessible via the Internet any of the following:
 - a. Defamatory, derogatory, insulting, or degrading material or information (under Policy Defined above).
 - b. Confidential or privileged information, either information relating to the District and its business, or to individuals, without proper authorization.
 - c. Copyrighted material without the express consent of, and then only according to the conditions set by the copyright holder.
4. Employees may not use anonymous Internet identities and may not, without express consent of the Fire Chief, encrypt any information posted or transmitted via the Internet.

Access to Fire District Office and Telecommunications Equipment

1. The proper use of District office and telecommunications equipment enhances productivity and allows the District to better meet increased service needs.
 - a. It is the responsibility of each District employee and volunteer to use this equipment in an appropriate manner.
 - b. Violation of these policies or procedures may be grounds for disciplinary action.
 - c. Employees should not expect that any communication or file, which they make or maintain by the use of District equipment, is private or personal.
2. Abuse or misuse of District office and telecommunications equipment will not be tolerated. Any member found to be in violation of this Operational Guideline would be subject to disciplinary action up to and including termination.

1.14 Private Projects and Repairs

1. Any Fire District member using the fire station, station grounds, or equipment for other than Fire District business must obtain permission from the Fire Chief or the Duty Officer.

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- a. Such permission will be granted if no conflicts exist to Fire District operations.
- b. All repairs and projects shall be made outside of the normal working day with the exception of vehicle cleaning.
2. In no case may members perform work of a personal political nature or for profit using District facilities or equipment.
3. No equipment or tools may leave the station to be used at another location without the permission of the Chief or Duty Officer.
4. Projects and work shall be of short duration with all items removed and the facility cleaned after work is completed. No long duration projects or work involving storage of parts or materials on Fire District grounds is permissible.
5. Any equipment lost or damaged will be replaced or repaired at the expense of the individual using them. It is essential that this be reported to the Chief as soon as possible.
6. Non-members (including friends or relatives) are not allowed to use any District equipment.
7. Members working on private projects are not on duty and not entitled to any benefits received while on duty.