

SIERRA COUNTY FIRE
PROTECTION DISTRICT #1
STANDARD OPERATING
GUIDELINES

Update Adopted By Sierra County Fire Protection
District #1
January 14, 2014

MISSION STATEMENT

Sierra County Fire Protection District #1 protects, preserves, and ensures the continued health, safety, and well being of its community -- the life and property preservation of all persons residing, working, or existing within the District, reaching from the Yuba Pass to Verdi. SCFPD #1 accomplishes this mission through fire suppression, fire prevention, intervention, medical assistance, and education. Sierra County Fire Protection District No. 1 maintains high standards of training and education for its volunteers. Volunteers act and perform in a safe, courteous, and professional manner, creating strong bonds and professional relationships within the community and with neighboring fire departments. Our district members are part of a team that takes pride in representing the SCFPD #1 mission through dedication and integrity.

PURPOSE STATEMENT

The District recognizes its unique role as the only source of timely structure/ vehicle fire response within the District. The District is also committed to the other functions stated in the mission statement as resources are available for those functions.

In order to accomplish its Mission, the goals of the SIERRA COUNTY FIRE PROTECTION DISTRICT #1 are stated in the following sections:

ADMINISTRATION: To maintain an efficient program of administration and information management needed to provide the organization with the ability to make appropriate decisions and achieve its mission.

TRAINING/DRILLS: To consistently improve the knowledge, skills, and abilities, of the department personnel and at all levels of the organization, in order to improve the delivery of effective and professional services to the community.

OPERATIONS: To efficiently organize the department's resources in order to assure timely response and effective emergency operation on a twenty-four (24) hours basis. Rosters of Active and Reserve Fire Fighters will be maintained at each fire station.

PUBLIC EDUCATION: To reduce the risk of death, injury, and property destruction by fire through education of our community's citizens, business managers, and property owners of the fire and safety hazards within their

domain.

Training/drills:

1) All entry level volunteers will be provided positive support and scheduling needed to complete the Sierra County Fire Protection District #1 Entry Level Training. Volunteers will respond to incident and only act up to their level of training. District trainings will be conducted with site based training scheduled as appropriate. There will be a minimum requirement of 2 trainings/drills per month, of such locations designated by the Chief or his/her staff. Trainings/drills will be led by qualified personnel.

Stations:

- 1) Stations shall be kept clean and orderly inside, and maintained around the outside perimeter. Any repairs needed at the stations need to be reported to the Chief or his/her designee.
- 2) Members present at the station shall be respectful of the public roads and private property and shall exhibiting courtesy and professionalism.
- 3) Responders shall not block roads or station doors, with their personal vehicles.

Trucks:

- 1) Trucks shall remain in quarters, unless responding to an incident, training, or maintenance.
- 2) Any emergency repairs or modifications to a truck shall not compromise safety or cause further damage to the equipment and the Chief, or his/her designee, must be notified immediately.
- 3) It is the responsibility of the last driver of the truck to notify the Chief, or his/her designee and post a note on the station board describing any required maintenance, repair or uncorrected problems that a truck or apparatus has.

Responders:

- 1) Drivers of Sierra County Fire Protection District #1 fire trucks must be acknowledged members of a Department within the fire district, at least 18 years of age, and be certified in compliance with DMV, to drive a specific truck.

- 2) Responders shall not be under the influence of drugs or alcohol and shall abide by the Sierra County Fire Protection District #1 Drug and Alcohol Policy.

Mutual Aid and Auto Aid Responses:

When responding to mutual aid or auto aid jurisdiction request, contact the requesting agency via radio and ask the agency the type of equipment needed. Before responding, assess the consequences of the fire apparatus leaving the District and determine there be adequate equipment and personnel to respond to an incident within the District. When equipment is dispatched to a Mutual Aid or Auto Aid response, if the call does not come through Sierra County Sheriff's dispatch, the responding Department shall notify Sierra County Sheriff's dispatch that the responding department will be out of the district on a Mutual Aid or Auto Aid response. This is to assure that if there is an incident in the respective department's response area, the department covering the district will be dispatched to that incident.

With our Auto Aid agreement with Beckwourth Fire, we will respond with the closest available Structure Engine (or Water Tender if requested) to any reported Structure Fire. Notify Sierra Co. Sheriff's Office Dispatch which equipment is responding and the ETA of that equipment.

Personal Protective Equipment:

Each firefighter will be accountable for the Personal Protective Equipment (PPE) assigned to him/her. An inventory of property will be kept on file for each firefighter. All firefighters at the scene of a fire or incident, when in close proximity to the structure or vehicle, shall wear full firefighting gear including at minimum: turnout coat, bunker boots and pants, helmet, hood, and gloves. All firefighters shall wear respiratory protective equipment for all interior structural incidents that require respiratory protection. Mask may be removed after the fire has been knocked down and the building and/or area has been thoroughly ventilated, secured and the air tested. Members raising ladders, operating lines outside a fire building, performing exterior ventilation (roofs, etc.) or other external activities shall use respiratory protective equipment as directed by the Incident Commander. Respiratory masks and equipment shall be protected and carefully maintained.

NOTE: OSHA REQUIREMENTS

1910.156 (f) (1) (ii) Approved self contained breathing apparatus with full face piece, or with approved helmet or hood configuration, shall be provided to and worn by fire department members while working inside buildings or confined spaces where toxic products or combustion or an oxygen deficiency may be present. Such apparatus shall also be worn during emergency situations

involving toxic substances.

Medical Aid:

All responders to medical aid calls shall wear the proper PPE required in the Sierra County Fire Protection District's 1, *Exposure Control Plan*.

Emergency Response:

- 1) Emergency calls will be dispatched by Sierra County Sheriff Department. All volunteers will be alerted by page and/or radio. Incident Commander or Chief will determine necessary resources and responders required.
- 2) Before responding from any fire station, the Department being dispatched shall notify Sierra County Sheriff by telephone or radio that they are responding to the incident.
- 3) No responders will ride outside the cab of a fire truck or on the back of any fire truck and seat belts will be utilized at all times.
- 4) All Code 3 responses will not exceed the speed limit, nor as is unsafe given the weather, road and traffic conditions.
- 5) All Code 3 responses shall not violate state vehicle laws in any manner.
- 6) Sierra County Fire Protection District #1 assumes no responsibility for emergency use of personal vehicles to respond to incidents.
- 7) Prior to responding to a fire call, responders shall visually inspect the fire trucks for signs of obvious problems such as low or flat tires, fluid leaks, or other problems that would impact the function of the vehicle.
- 8) Before the firefighter departs the fire station area he or she shall assure that the engine bay doors are closed.
- 9) All radio transmissions shall be clear text, short and brief. Do not use the 10-code.

Emergency Scene Protocol:

- 1) All incidents will be managed under the Incident Command System (ICS).
- 2) The first responder on scene will assume the role of Incident Commander (IC) until higher-ranking officer arrives to assume IC.
- 3) The IC shall establish a tactical frequency for the Incident. When emergency response vehicles arrive on scene, they shall transmit over the radio, on SCFPD#1 fire net, that they are on scene and, at that time, they will switch to the assigned tactical frequency. Only use frequencies assigned to the incident. Do not use other frequencies.
- 4) If the need arises for additional equipment and resources from neighboring fire districts and cooperating agencies, the IC will put the request for additional resources through Sierra County Fire Protection District #1 dispatch, so

resources can be tracked.

5) When approaching an emergency scene, slow your response, assess the emergency situation for scene safety and advise if additional response is required or if specific incoming resources can be canceled. If access to scene is blocked due to weather or road conditions, do not attempt to access the scene and risk getting a SCFPD #1 vehicle stuck and unavailable.

6) When backing or maneuvering a fire truck, have someone assist in directing you.

7) Do not leave the emergency scene at your own discretion without reporting to the IC. IC will release equipment farthest away from their station first to get returned equipment back in their response area. Under certain circumstances closer equipment may be released for District coverage or cost management considerations as determined by the IC.

8) Do not leave a fire scene if a rekindle is likely and until all attempts to minimize the rekindle have been exercised.

9) Firefighters shall work under the direction of the Incident Commander in teams of two or more. Firefighters entering any structure should only do so in order to accomplish a tactical objective and only when back up personnel (two in two out) are in position.

10) The response to a Wildland Fire will vary based on the location of the fire. If the fire is within the Direct Protection Area (DPA) of the U.S. Forest Service, the District will respond under the terms of our Cooperative Agreement. The perimeter of the DPA roughly follows Hwy 49 and A-23. If a District volunteer arrives before the Forest Service they will assume command and do everything they can to contain the fire within the limits of their capabilities and training. Personnel shall attempt to contain the fire without sacrificing safety. When a Forest Service representative arrives, command will be turned over to that officer. The District volunteer role then will be to support the suppression activities. If structures are threatened, our primary role will be the protection of those structures.

If the Wildland fire is on the valley side of Hwy 49 and A-23 and in our District, fire suppression responsibility is ours. The Forest Service may respond under the terms of the Cooperative Agreement. We will do everything we can to contain the fire within the limits of our capabilities and training without sacrificing safety. If structures are threatened, our primary role shall be the protection of those structures. Depending on complexity, the IC may ask the Forest Service to designate an Operations Section Chief to guide the suppression activities.

11) After each response, an Incident Report shall be prepared and filed. The IC will be responsible for collecting information according to SCFPD #1 Ordinance

No. 9901.

12) Under the Auto Aid agreement with Beckwourth Fire, responding units shall respond to the Incident until cancelled by the applicable IC.

Radio Communications:

1. EMS radio traffic takes precedence over fire traffic.
2. No personal business shall be conducted on District radios.
3. All radio communications shall be clear, brief, and to the point. Think about what you are going say, before you say it.
4. Each member shall be responsible for the radio or pager issued to them. Any malfunctions of equipment shall be reported immediately to the Chief or his/her designee, and a radio or pager repair request form will be filled out. Issued equipment will remain in possession of the person to whom it was issued.
5. Random unannounced monthly radio/pager response checks shall be conducted.

Return to Station:

1. All response trucks shall be filled with water, oil and fuel and left ready for the next response.
2. The truck operator shall ensure that the battery switch is in the OFF position and electrical and air lines are connected to the apparatus, where appropriate.
3. Before leaving the station, make sure all lights are off and doors are secure.

Active Firefighter:

The Active Firefighter is the most skilled and committed volunteer Firefighter within the District. Active Firefighters will be trained (as opportunities for training are presented) in Structure, Wildland, and Vehicle firefighting and cross trained in providing medical aid. Active Firefighters shall attend training/drill meetings to provide advice and counsel for the direction of the District and individual Departments and assure their skill level is maintained. The Active Firefighter maintains current certifications (external certifications and/or Sierra County Fire Protection District No. 1 equivalents) as appropriate. Training is documented on a "New Firefighter Checklist" (copy attached). Arrangements are made to make-up any missed training/drill opportunities.

It is critical for the safety of the individual active firefighter and others who need to count on that person's performance that the firefighter maintains his/her training/drills and commitment to the duties. At the discretion of the District Chief a Firefighter may be considered "inactive" if they have missed 3 consecutive trainings/drills without reasonable efforts to makeup that training.

Reserve Firefighter:

Reserve Firefighters are those volunteers that are either new, in training, have limited abilities to perform, have specialty skills, or who are former active firefighters with skills that complement the District's ability to meet its Mission. Each is discussed in more detail below:

- **New Firefighter:** As members of the community present themselves to the District Chief and/or Battalion Chiefs with an interest to become an Active or Reserve Firefighter, a pathway for development will be identified based on the individual's interest, willingness to commit to ongoing training, and ability to perform. A "New Firefighter Checklist" will be initiated and Standard Operating Guide Agreement shall be signed. New Firefighters will be issued PPE and communications equipment consistent with their training. It is the District's goal to bring all New Firefighters into "Active Firefighter" status. Under no circumstances will New Firefighters engage in activities above their skill level and training.
- **Limited Ability and/or Former Active Firefighters:** The District recognizes the value of those volunteers who have limited training and/or capabilities to perform during emergency activities and that of those who have had training in the past have no longer maintained themselves as Active Firefighters. The category of Reserve Firefighter has been established to avoid losing important skills. "Limited Skills" are considered those that are not exposed to the more pronounced risk of firefighting such as entering a burning building, climbing on ladders or being on roofs or aiding rescue from vehicles that are in a precarious position or where hazardous chemical exposure is possible.

Reserve Firefighters who choose to provide limited skills shall sign a Standard Operating Guideline Agreement, shall have training documented on a New Firefighter Checklist, and will be issued PPE (or have PPE designated as being available at specified stations for their use) that is consistent with their training. Reserve Firefighters must attend 4 training sessions each year. This training will be tailored to the "limited skills" nature of their involvement with the District. A good example of Limited Training Reserve Firefighters are those who are trained to provide traffic control during incidents, those trained to establish simple hose lays from hydrants or trucks to the vicinity of a fire, those who can transport

equipment (e.g. hose/ fittings/ladders/rescue items) supplies, drinking water, food, to those involved in an incident, those trained to operate radios and other communication equipment to facilitate and support the engaged firefighters and/ or to keep the public informed, and those trained to conduct hydrant and or hose testing. Under no circumstances will Firefighters with limited training/skills/ abilities engage in activities above their documented skill level and training.

- **Specialty skills:** Within our community are a number of citizens with specialized skills that can provide critical services during times of emergencies. For a wide variety of reasons, many of these specialists have chosen not to be part of the Active Firefighter Roster for the District. Examples are: trained medical providers, firefighters from other agencies, radio operators, water tender drivers, and those who are experienced in other logistical, clerical, or administrative skills.

Those who wish to participate as “Specialty Skilled” will need to sign a Standard Operating Guide and provide a copy of their certifications. Because Water Tender Operators are critical to the successful suppression of most District Fires, standards for that specialty have been defined as:

Minimum Qualifications for a Water Tender Operator

- Licensed by the State to operate a truck of this size with air breaks.
- Demonstrated knowledge of operation (including supplying engines and filling via drafting) to a qualified water tender operator. This demonstration must be accomplished on a 6 month interval.
- Has, or has access to, appropriate PPE and communications equipment.
- For any assignment that is under the Cooperative Agreement with the US Forest Service, the operator must have completed basic 32 Wildland Firefighting training. This restraint may be relaxed during initial attack until a trained operator can assume the operator role.
- Specialized Reserve Firefighters shall be asked to sign a Standard Operating Guideline Agreement, maintain a New Fire Fighter Checklist, and limit their actions to those within the scope of their skills and training.

Inactive Status:

A firefighter may be placed into “Inactive” status due to a decline in attendance at regular trainings/drills or at the volunteer’s request. Those placed in “Inactive” status will return all assigned property to the Department Chief within 15 days of notification of the “Inactive” status change. An inactive firefighter will not be authorized to respond to emergency calls and will not be included on the current

District Active Firefighter list.

Restoring Status:

Circumstances may preclude a firefighter from maintaining the level of participation necessary for Active or Reserve status. In such cases, the status will be lowered to "Reserve" for those who were Active or to Inactive for those who were Reserve until such time that the Volunteer restores the prior status or to retire from the role of firefighter.

If status has dropped from "Active" to "Reserve" you may restore your prior status by:

1. Contacting your Battalion Chief and making up missed training/drills
2. Maintaining the Active Firefighter obligations.

If status has dropped to "Inactive", you may restore your prior status by:

1. Completing a new "New Firefighter Check List"
2. Attending the required training/drills appropriate to "Reserve" or "Active" status.
3. Maintaining the Active or Reserve Firefighter obligations.

I have received a copy of, read, understand, and agree to abide by the Sierra County Fire Protection District #1 Standard Operating Guidelines.

SIGNED: _____

Date: _____

PRINTED NAME:

TARGET STATUS: ____ACTIVE FIREFIGHTER or ____RESERVE FIREFIGHTER (check one option)