

TRI-COMMUNITY FIRE DEPARTMENT, INC.

Standard Operating Procedures



Bryant Station
1314 County Road 131
Bryant, AL 35958



Flat Rock Station
24467 AL Hwy 71
Flat Rock, AL 35966



Higdon Station
29190 AL Hwy 71
Higdon, AL 35979

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Composed by Joshua Aragaki, Fire Department Chairman
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Tri-Community Fire Department, Inc.

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INTRODUCTION

A message from Joshua Aragaki, Fire Department Chairman



The purpose of this manual is to provide uniform standards for the day-to-day operations of the Tri-Community Fire Department and its three Stations located in Bryant, Higdon and Flat Rock, Alabama. In addition to outlining general departmental guidelines, this manual should be used by all department members to help each person better represent our profession and our organization. As public emergency responders, we are judged by the performance of each individual member; whether through our actions, words or even our attitude. For this reason, we should all strive for a higher level of professionalism and dedication. It is my hope this manual is not only used to provide guidelines in our daily operations, but also used to improve our overall aptitude within the fire service industry, enhance our image in the community, and above all, ensure our community receives the best possible assistance when they need it most.

Although most general operations and rules of conduct are covered, each member and each incident must be considered separately. Therefore, this manual shall not be interpreted as removing the discretionary powers of individual firefighters, first responders, and officers, in unique situations. Wherever possible, departmental policies and procedures must be followed. However, when the incident dictates the need to make a judgment decision, fire department personnel are not, and cannot be, restricted by this manual. No manual, no matter how detailed, can be used as a substitute for good judgment and common sense.

Upon joining the Tri-Community Fire Department, it is critically important that you fully realize the responsibilities of your position. Your role, no matter what it may be, is a position of **TRUST** and **ACCOUNTABILITY**. When you accept a position in the fire department, you become more than just a citizen.....you become a critical member of society that our community trusts with their lives and property. As a member of the Tri-Community Fire Department, you will be held to a higher standard than the average citizen. It is up to you to hold that responsibility with unwavering diligence.

I highly encourage new and existing members, alike, to become familiar with our Department's fellow members, bylaws and Standard Operating Procedures (SOPs). In addition, your specific Station may have its own separate bylaws and SOPs to which you'll need to be accustomed. Understanding your role will ensure that you become a valuable asset to our Department and to the community.

MISSION STATEMENT

Through the efforts of volunteer personnel, it is the mission of the Tri-Community Fire Department to provide public safety through fire suppression, rescue, basic first aid and fire-safety education to our community.

CODE OF ETHICS

1. To strive to recognize the importance and honor of our role in the community.
2. To conduct professionally as to inspire public confidence.
3. To prevent personal gain or profit from being the object of my endeavors in whatever position I hold.
4. To judge my fellow firefighters by standards I myself hold, and never jeopardize the safety of any fellow firefighter.
5. To regard it as my duty to possess adequate knowledge to perform my job and avail myself to opportunities for continuous improvement.
6. To avoid alliances with persons or businesses whose goals are inconsistent with the ethics of a firefighter or the Tri-Community Fire Department.
7. To never claim qualifications I do not possess.
8. To share recognition equally with fellow firefighters whether favorable or unfavorable.
9. To respect my superiors, fellow firefighters and the organization I represent.

DEFINITIONS

Accountability – A subordinate is responsible to his or her superiors for proper execution of assigned duties. Separately, accountability also refers to the responsibility that all firefighters and first responders account for their status, to a superior officer, during an incident.

Apparatus – General term used to holistically describe operational vehicles within the TCFD. This includes, but is not limited to, engines, pumpers, tankers, rescue trucks, brush trucks, service trucks, boats, all terrain vehicles and other similar vehicles.

Area of Jurisdiction – Established geographical boundaries in which the department and each Station conduct their operations.

Assignment – A task that a subordinate is obligated to perform when assigned to do so by a superior. Same as duty.

Board – This is the governing body of the Tri-Community Fire Department. The Board is comprised of three elected officials, one from each of the following Stations: Bryant, Flat Rock and Higdon. The Board is responsible for the general direction of the Tri-Community Fire Department, and is primarily responsible for establishing and maintaining rules, policies and procedures for which the Tri-Community Fire Department is governed. The Board shall act as the supreme decision maker on issues that arise within the Tri-Community Fire Department.

Board Member – Also known as a Board Officer, Director, and/or Director of the Board. One of three elected officials that is responsible for the general direction of the Tri-Community Fire Department. Each Station is represented by a Board Member.

Chain of Command – The unbroken line of authority extending from the Fire Chief through a single subordinate at each level of command down to the level of execution.

Department – The Tri-Community Fire Department. This includes all three stations: Bryant Station, Flat Rock Station and Higdon Station.

Designated Officer – Any office position appointed by a Fire Chief or Board. This includes, but is not limited to, Captain, Chairman/Chairwoman, Treasurer, Secretary, Training Officer, Safety Officer, Public Relations Officer, etc.

Duty – Same as assignment.

FEMA – Also known as the Federal Emergency Management Agency. FEMA is a US government body intended to coordinate responses to a disaster in the US.

HIPAA – Health Insurance Portability and Accountability Act of 1996.

Incident Commander – Also known as the “IC” this is the supreme commander on scene of an emergency incident. The incident commander does not necessarily have to be an elected or appointed officer within the Tri-Community Fire Department’s hierarchy.

ICS – Also known as the Incident Command System. ICS is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

ICP – Also known as the Incident Command Post. The ICP is the location from which all incident planning and tactical operations are directed. This location must be close enough to the scene so that Officers can provide orders, but far away enough so that it is not in danger from aspects of the incident.

IDLH – IDLH is an acronym for Immediately Dangerous to Life or Health, and is defined by the US National Institute for Occupational Safety and Health (NIOSH) as exposure to airborne contaminants that is "likely to cause death or immediate or delayed permanent adverse health effects or prevent escape from such an environment."

ISO – Also known as the Insurance Services Office. An organization that collects statistical data, promulgates rating information, develops standard policy forms, and files information with state regulators on behalf of insurance companies that purchase its services.

Member – Any person recognized by the Department as having membership to perform general duties on behalf of the Department. A Member may be addressed as a firefighter within this manual.

MVA – Also known as a Motor Vehicle Accident, or Motor Vehicle Collision (MVC). An MVA is a traffic collision, traffic accident, motor vehicle accident, car accident, automobile accident, road traffic collision, road traffic accident, wreck, car crash, and/or car smash, and occurs when a vehicle collides with another vehicle, pedestrian, animal, road debris, and/or other obstruction. Same as MVC.

MVC – Also known as a Motor Vehicle Collision (MVC). Same as MVA.

NFPA – Also known as the National Fire Protection Association. The NFPA is a United States trade association, albeit with some international members, that creates and maintains private, copyrighted, standards and codes for usage and adoption by local governments. This includes publications from model building codes to the many on equipment utilized by firefighters while engaging in hazardous material (hazmat) response, rescue response, and some firefighting.

NIMS – Also known as the National Incident Management System. The NIMS is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life,

property and harm to the environment. The NIMS is the essential foundation to the National Preparedness System (NPS) and provides the template for the management of incidents and operations in support of all five National Planning Frameworks.

Officer – There are two types of officers: Operational Officers and Administrative Officers.

- **Board Officers** include Board Members only. See definition for Board Member.
- **Operational Officers** include the Fire Chief, Assistant Fire Chief, Safety Officer, and Captain. Other operational officers may be assigned as needed. Operational Officers typically have command during an emergency incident via the Incident Commander role, but is not necessarily required. In general, operational officers oversee field work.
- **Administrative Officers** include the Fire Chief, Chairman/Chairwoman, Treasurer, Secretary, Training Officer, Safety Officer and Public Relations Officer. Other administrative officers may be assigned as needed. Although chains of command may exist under these offices, some of these roles may not typically hold command positions during an emergency incident. In general, administrative officers oversee office work.

PASS device – Also known as the personal alert safety system. The PASS device is a personal safety device used primarily by firefighters entering a hazardous (IDLH) environment such as a burning building.

PPE – Also known as Personal Protective Equipment. PPE refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, airborne particulate matter and the like.

Procedure – The official method for dealing with a given situation.

Report – A written communication in the appropriate form. A report may also refer to a standardized document used by fire department personnel to log incidents.

Resources – A general term used to describe any form of tool, equipment, personnel, apparatus and likewise, that can be used to mitigate an incident.

Responsibility – An obligation which can be established through the chain of command or through general knowledge/practice.

Rule – A prescribed guide for conduct or action. For purposes of this document, rules outlined in the **EMERGENCY RESPONSE** section shall be considered guidelines.

SCBA – Also known as Self-Contained Breathing Apparatus. The SCBA is a device worn by rescue workers, firefighters, and others to provide breathable air in an "Immediately Dangerous to Life or

Health" atmosphere (IDLH).

Shall or May – “Shall” means mandatory; “May” denotes permissiveness.

SOP (or SOPs) – Also known as Standard Operating Procedures. SOPs are written instructions intended to document how to perform a routine activity. For purposes of this document, SOPs shall be acted upon as general guidelines. Therefore, it shall be acceptable for all members within the Tri-Community Fire Department to reference SOPs as “Standard Operating Guidelines” (or SOGs). This is largely due in part that incidents range widely in terms of tactics, resources, etc.

Station – Refers to a specific fire station within the Tri-Community Fire Department. There are three stations under the Tri-Community Fire Department hierarchy: Bryant Station, Flat Rock Station and Higdon Station. Each station may own and operate multiple buildings; however, such buildings shall fall under the hierarchy of the Bryant Station, Flat Rock Station or Higdon Station. Furthermore, each building (or set of buildings) with the same address shall be designated a Station number. Currently, the Higdon Station operates Station 1, the Bryant Station operates Stations 2 and 4, and the Flat Rock Station operates Stations 3 and 5; though this may change as needed.

Suspension – The act of temporarily denying a member the rights and privileges of performing duties as a member of the Department. Additional privileges may be waived based on the circumstances.

TCFD – The Tri-Community Fire Department. This includes all three stations: Bryant Station, Flat Rock Station and Higdon Station, as well as all of its members.

RULES AND REGULATIONS

Purpose

These rules and regulations cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization established to render emergency service. It is expected these rules and regulations will be sufficiently comprehensive to cover, whether in a general or specific, the obligations and duties of the members of the TCFD. They are not designed nor intended to limit any member in the exercise of his or her judgment or initiative in taking the action a reasonable person would take in extra-ordinary situations. Much, by necessity, must be left to the loyalty, integrity and discretion of the TCFD members.

Scope

These rules and regulations shall apply to all TCFD members regardless if such members are part of the Board, Operational and/or Administrative divisions. All personnel that have membership with the TCFD shall abide by these rules and regulations.

These SOPs shall be used as a general guideline to which all TCFD business and operations are performed. At no time shall this document supersede any federal, state or local ordinances. If such discrepancies exist, the federal, state and/or local ordinances shall supersede the discrepancy. This is also true if a discrepancy occurs as a result of a future law/ordinance.

These SOPs shall compliment any Department bylaws – not contradict the Department bylaws. These SOPs are regulated at the department level and shall have hierarchy over Station bylaws and SOPs. Therefore, all Station bylaws and Station SOPS must conform to the rules and regulations outlined in these departmental SOPs. For clarification, these SOPs shall supersede all Station bylaws and SOPs.

These Standard Operating Procedures can be officially modified as many times as necessary provided that such changes are approved through majority vote of the TCFD Board Members.

Enforcement

Enforcement of these rules and regulations shall be done by the process as established by Department policy and chain of command structure. The responsibility for such enforcement shall be as designated by the role descriptions, Station policy, or as delegated by a Station Fire Chief. Additionally, the processes outlined in the ***DISCIPLINARY GUIDELINES*** section of this manual must be followed when enforcing rules and regulations.

DAILY DEPARTMENTAL RULES

1. The TCFD solely relies on volunteers to conduct daily departmental activities. It is by this nature that we cannot completely regulate shifts on a routine basis. However, Station officers may choose to implement mandatory, yet reasonable, quotas. An example includes the number of fund raisers that members must attend within a calendar year. Other examples include the number of training hours needed, attendance of business meetings, and number/percentage of calls ran within a given year.
2. All equipment and apparatus must be checked at least once per month unless specified otherwise by a Station's Fire Chief and/or Designated Officer. Anything found out of order should be reported to the appropriate Officer or superior until the issue can be resolved. Any equipment needing repairs should be taken care of immediately where possible. The equipment should be clean and neat at all times.
3. Fire Stations shall be cleaned inside and out, and remain clean and neat at all times.
4. If members cook meals and eat at the Station, after each meal, the kitchen and utensils will be cleaned and put in order within a reasonable amount of time.
5. Each Fire Chief will have the authority to designate officers to oversee the items listed above. This does not mean officers are solely responsible for these items. In many cases, Designated Officers may assign basic sub-tasks to members to assist in the basic upkeep of their Station, apparatus and equipment.
6. New members must submit an application to begin the process to become a member. Applications must receive at least two Board signatures to be formally approved as a member. The effective date for new members, as well as the effective date of probation, shall equate the same day as the second Board signature. New members shall be required to satisfy 3 months (i.e. 90 days) of probation. For purposes of clarity, if an application receives its second signature on May 1st, May 2nd shall be deemed 1 day of probation, May 3rd shall be deemed 2 days of probation, and so on and likewise for all other dates on the calendar. In this example, the 90th day of probation shall be July 30th (which shall be a probation day). Probation ends on July 31st in this example. New members on probation shall not have any rights to vote on any matter within the TCFD. Voting rights shall begin on the 1st day after probation has been fully satisfied. New members must also notify their applicable Station Fire Chief of any prescription drugs that may affect their ability to operate in the department. If limitations and/or restrictions exist, the applicable Station Fire Chief shall record the limitations and/or restrictions and file them with the department Head Quarters and/or Chairman/Chairwoman for filing purposes.

UNIFORMS

General Attire Philosophy

Volunteer firefighters that work together eventually build trust in one another's abilities, and the clothing that firefighters wear may not seem important. However, you must understand the general public's point of view. Most people do not know who we are personally. As such, the general public tends to remember the first impression when we arrive on scene.

Let's say you are a teacher (in the general public) and you contacted the fire department to meet with your students to talk about fire safety. What would your first impression be if the firefighters show up in worn-down blue jeans with grease spots and holes? What would you think if their hair was messy and walked around in muddy shoes? There is no doubt that your first impression would be tainted. However, a firefighter that is well-groomed and wears clean clothes will convey a "trust-worthy" image.

The nature of operating a volunteer organization is that it can be difficult to manage attire. This is because many firefighters respond straight from work and the like. However, it shall be the philosophy of this Department that all firefighters respond to incidents wearing clothing that is generally accepted by the general public.

For purposes of safety and public image, large necklaces, pendants, medallions and other extraneous jewelry may not be worn exposed while on duty on behalf of the Department. The only exception is when Department members are not interacting with the public in person.

For purposes of safety and public image, visible body piercings (or piercing holes), to include ears, nose, eyebrows, and tongues are not allowed when interacting with the public on behalf of the Department. Earrings should be small posts – no "gauges" or earrings that could interfere with performing assigned duties or that could potentially compromise one's safety. Piercing holes larger than those necessary to accommodate a small post earring must be closed or covered while interacting on behalf of the Department.

TCFD members are allowed to obtain tattoos; however, any tattoos that represent vulgar language/images, sexism, racism, violence, discrimination and/or any other statement/image that opposes good conduct, must be covered when responding to, and mitigating, any incident. This also includes, but is not limited to, non-emergency related activities such as public relation events, fund raisers, etc.

The TCFD does not regulate day-to-day uniforms or attire. However, all attire that reflects our Department must be conveyed in a professional manner. Additionally, all attire reflecting our department must have, at minimum representation of the Tri-Community Fire Department name whether in whole or in short. Attire that only represents a specific Station will not be allowed.

Deviations from attire and appearance are permitted only with the authorization of the Fire Chief or Incident Commander.

Furthermore, Incident Commanders and/or Officers may request that you go home to improve your appearance based on the guidelines above – especially when interacting with the public.

Turn-Out Gear

Issuance of Fire Safety Gear:

The following items will be issued to firefighters when they are approved as a member by the Department provided that such member intends to perform operational duties. For clarification, some members may join the Department for the sole purposes of aiding with administrative functions only; thus, not requiring turn-out gear, etc. A proper record of such issuance shall be kept by a Designated Officer.

- nomex hood
- turn-out pants
- boots
- suspenders
- turn-out coat
- fire helmet
- gloves
- portable handheld radio

Upkeep, Missing and Returning Fire Safety Gear:

1. It is the responsibility of all firefighters to keep their uniforms clean. It shall be the Fire Chief's discretion on whether or not they allow their Station members to take home any firefighter gear.
2. Items lost, stolen, or damaged due to neglect (as determined by the Department) will be replaced at the individual's expense. The individual may replace items through his or her own effort or have the Fire Department obtain them for him. The quality of all items obtained by the individual will be equal to, or greater, that which he or she was issued. However, reasonable deterioration of items is acceptable.
3. Upon termination or inactive status, all items issued by the Department will be turned in to a Designated Officer. Items damaged beyond normal wear as means of malicious damaged (as determined by the Department) shall be replaced as previously stated.

DUTY REQUIREMENTS

The TCFD does not staff fire stations full time. However, all members will be required to meet all requirements below:

- Complete all training requirements as outlined in the ***Training*** section of this manual
- Adherence to Departmental and Stations bylaws and SOPs.
- Handle other reasonable tasks that include, but are not limited to, general maintenance, upkeep and administrative paperwork assigned by a Fire Chief and/or Designated Officer.

Fire Chiefs may outline additional requirements above the minimum amounts listed above for their respected Stations. Such additional requirements may be adopted through Station bylaws or SOPs.

Members that do not attend a minimum of 12 structure-fire related training hours per year, and 6 fund raisers per year, are not allowed to vote on any matters in the Department. However, each Station shall determine if additional requirements are necessary.

GENERAL RULES

All members of the Fire Department shall:

1. Become familiar with and obey the orders, rules and regulations of the Department and fire control laws.
2. Assert their greatest energy or best ability to perform their full duty under any and all circumstances.
3. Exercise precautionary measures to avoid injuries to themselves and to others while in the performance of duty.
4. Become familiar with and abide by all safety rules and all policies, orders, and manuals as issued by the Department and other relevant governing bodies.
5. Exercise due caution to avoid unnecessary damage to or loss of Department property.
6. Be responsible for the safekeeping and proper care of all Department property in their charge.
7. Practice economic efficiency in the use of supplies and metered services and see that unnecessary waste is avoided.
8. Give obedience, respect, and courtesy to superior officers and those performing the duties of a higher rank.
9. Be courteous and respectful in their dealings with the public.
10. When assigned to act in a position of higher rank, accept responsibility for the performance of the duties of that position.
11. Report any accidents, sickness, or injury sustained while on duty to a superior Officer, no matter how trivial.
12. Promptly notify their immediate supervisor of any matter coming to their attention that they believe would affect the interest and welfare of the Department.
13. Participate in drills and other Department training activities as directed.
14. Become thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform related work as required.
15. Members detailed to the various divisions of the Department shall have charge of the

administrative duties of their respective Stations, and shall be responsible for the maintenance of discipline and authority.

16. Suggestions for the improvement of the Department or well-being of the membership will, when presented through channels, be welcomed and carefully considered.
17. All regular members of the Department shall be regarded as part of the working force and may be required to perform such duties as circumstances of the service demand.
18. When a member receives an order which is in conflict with a previous order he or she shall inform the Officer who issued the conflicting order and will continue with original order, unless the secondary order provides better results.
19. Any member having cause to believe that he or she has been unjustly or unfairly treated may appeal in writing to any Officer within his or her assigned Station.
20. Articles of protective equipment, such as turn-out gear, shall be issued to members by a Designated Officer of the applicable Station where applicable. The Designated Officer shall keep an accurate record of items issued.
21. Members shall not belong to any organization, association, or society which will in any manner conflict with the values of the TCFD and/or the Tri-Community area.
22. No member shall use membership with the Department for the purpose of personal gain.
23. No member shall receive or accept a reward, fee or gift from any person or service incidental to performance of duty, except with the permission of the Fire Chief.
24. No member shall directly or indirectly intercede with a member of a hearing board, a government official, or any judicial hearing in his or her behalf or on behalf of any member of the Department, except as provided by law.
25. No member shall solicit or accept the personal or financial aid of any subordinate to promote his private interests or those of any superior officer.
26. Members shall not loan, sell or give away Department property unless specified otherwise in departmental and/or station bylaws. However, Fire Chiefs will provide discretionary consent to their assigned Stations by completing and retaining a copy of the **Property Removal Form** which can be found in the Fire Chief Handbook.
27. Members shall not be guilty of theft or vandalism at fire scenes or other incident zones.
28. Members shall avoid political or religious arguments in quarters or elsewhere while on duty.

29. No Member shall, in the name of the TCFD, promote political candidates running for governmental office. This includes promoting as an individual while wearing attire reflecting the TCFD or any of its stations.
30. No information relative to the business affairs of the department shall be furnished to persons not connected therewith, except as authorized by the Fire Chief or as permitted by Department policy or bylaw.
31. No member shall report for, or be on duty under the influence of any intoxicating liquor, drug or substance. If any member is taking a legally prescribed drug, it is his or her responsibility to notify the Fire Chief who will determine his or her ability to perform duties and/or operate apparatus, equipment and the like.
32. Intoxicating liquor, illegal drugs, and illegal substances are prohibited on/in Department property. This includes apparatus away from the Station.
33. No member shall be party to any malicious gossip, slander, or activity which would disrupt morale in the Department or bring discredit to the Department or any member thereof from a public standpoint.
34. Members shall not use obscene, uncivil, or boisterous language while on the scene of an incident, while at a Station, or anytime he or she is representing the Department in public places.
35. The falsification of records, the making of misleading entries or statements with intent to deceive, or the willful mutilation of any Department record, log, or document will be considered a major offense.
36. Smoking by members will not be permitted at any time in the fire stations or any other place where smoking is prohibited by regulations. Additionally, smoking is prohibited on/in all fire apparatus and at incident scenes. Reasonable exceptions may be made by the Incident Commander when an incident no longer exists, but this authority will not extend to permitting smoking on/in fire stations or apparatus at any time or under any conditions.
37. Inefficiency or indifference in members in the performance of their duties shall be sufficient cause for disciplinary action.
38. No member shall willfully disobey any reasonable order issued by his supervisor.
39. The wrongful or injurious exercise of authority by any member of the Department will be grounds for disciplinary action against the offender.
40. Members are expressly forbidden to engage in any rough or boisterous conduct (horseplay) or similar activities that would interrupt the normal activities of the Department or that might

cause accidental injury.

41. Members going off duty shall acquaint their successor with details of their tour of duty, giving them the equipment and/or information necessary to carry out their duties.
42. Members shall familiarize themselves with all relevant minutes, bylaws and SOPs associated with their Department and applicable Station.
43. Members shall not change or alter the arrangement of firefighting equipment or apparatus without the approval of the Fire Chief or Designated Officer.

The violation of any of the provisions of the rules and regulations or orders of the Department, or the neglect or evasion of the duties prescribed, shall be the subject to disciplinary action. All disciplinary action will require the Fire Chief to complete the ***Disciplinary Action Memorandum*** in the Fire Chief Handbook. A copy must be filed with the applicable Station. A copy must also be given to the offender.

TRAINING

The TCFD shall utilize Training Officers to facilitate training programs; however, Fire Chiefs, may manage this function provided that a Training Officer is not assigned. The responsible Officer shall maintain all applicable paperwork as it relates to training and shall ultimately determine credibility of all claimed training reported by the TCFD members.

All firefighters are required to complete at least 12 hours of Station/Departmental training per year and such hours must consist of structural firefighting-related drill training, field training, driver/operator training and/or HAZMAT training. However, firefighters are highly encouraged to look for opportunities of related training on their own and submit such certifications, diplomas, licensing, and other proofs of completion, to the Training Officer or Station Fire Chief if a Training Officer is not designated.

In addition to the above, new members must compete the following within the first year of their membership:

- Overview of applicable Station, bylaws and SOPs
- Pumper training: 1 hour
- Charged hose-line training: 1 hour
- Personal Protective Equipment (not including SCBA): 1 hour
- Self-Contained Breathing Apparatus: 1 hour
- Attend at least one business meeting
- Attend at least one fund raiser

Training requirements shall begin at 12:00am CST on January 1st of and shall end at 12:00am CST on January 1st of the following year. Requirements for new members shall be pro-rated to the first of the following month based on the date their membership status was approved by the board – whereas one hour of training per month shall be required. For instance, if a member is approved by the board on June 24th, their requirements for training begin on July 1st, and are prorated to 6 hours for that year (i.e. – July through December).

Members must have a minimum of 12 of hours of structural firefighting-related training before such members can perform interior firefighting operations, unless such new members have already obtained such training through a credited source of training, within the past 12 months of being approved by the board, prior to joining the TCFD. Such examples include, but are not limited to training through the Alabama Fire College or training through another fire department. Members that are removed from the department for not meeting the 12 hours of training requirements cannot re-apply for 1 year from the date they are removed. Members that are removed as a result of the training requirements may be required to undergo additional screening by the Board of Directors (at their discretion) above and beyond our normal application requirements.

Fire Chiefs must ensure that all new members are provided with a copy of the departmental bylaws, and departmental SOPs. If a Station has their own bylaws and SOPs, the Fire Chief must also ensure the new member has a copy of those documents as well. Once the documents have been provided, the new member must sign and date the **Acknowledgement of Rules and Regulations** form located in the **Fire Chief Handbook**.

All training shall comply with OSHA requirements, NFPA regulations, ISO principles, NIMS regulations and the Alabama Fire College.

These are very basic guidelines that are necessary to obtain a fire department tag. These training requirements are not intended to fully establish the core fundamentals needed to safely and effectively operate as a firefighter. Departmental officers shall regularly reassess training objectives to ensure proper training.

PHYSICAL ABILITY TESTS

Most responses are medical related; therefore, do not require strenuous physical ability. However, as a firefighter, you may be called upon to render greater-than-normal physical tasks. In addition, such tasks may have a direct impact on the lives you are trying to assist. It shall be against departmental policy to assign tasks to individuals that are not able to provide such physical capabilities.

Fire Chiefs may conduct reasonable physical ability tests for the sole purpose of determining a member's capability. Such tests, however, must be related to realistic incident simulations.

It shall be the policy of the Tri-Community Fire Department to adhere to the rules and regulations set forth by the Americans with Disabilities Act, also known as the ADA.

FIRE DEPARTMENT ORGANIZATION

General Divisions

The TCFD is divided into three divisions:

1. Board
2. Operations
3. Administration

Board Division

The scope of the **Board** shall oversee the rules, regulations and direction of the TCFD as a whole. Board Members do not have authoritative powers of command during an incident. Elections of Board Members, and term durations, are outlined in the Tri-Community Fire Department bylaws.

Board Members may appoint offices to aid in the **Board** division. Such offices can include a Chairman/Chairwoman, Secretary, Treasurer, and other related offices. Board offices are rare; therefore, duties and responsibilities must be outlined at the time of appointment. There are no term limits for the appointed offices. Instead, the duration of the appointed offices are solely determined by the Board.

Operational Division

The **Operational** division generally oversees scene command, physical maintenance and upkeep, and inspections of Stations, apparatus, equipment, tools, supplies and other related items. The operational division is the work force of the Department.

Fire Chiefs may appoint Captains to aid in **operational** command in the field and at the Stations. Once appointed, Captains may administer operational command during an incident or during periods of inactivity at one of the Stations. Additional duties are outlined in the job description of this manual. There are no term limits for Captain offices. Instead, the duration of these offices are solely determined by the Fire Chief.

Firefighters are part of the **operational** division and report to the Fire Chief, any Designated Officers and/or other Officers for which Fire Chiefs grant authoritative power and command, such as a Captain.

Administration Division

The **Administration** division generally oversees the business (or office) side of the Department. Items include, but are not limited to, business meetings, SOP review and maintenance, bylaws, grants, tax filings, finance, public relations, training, pre-planning and other related items.

Station Fire Chiefs may appoint **administrative** positions, such as Station Chairman/Chairwoman, Treasurer, Secretary, Training Officer and Public Relations Officer for their respected Station. These positions do not typically have direct reports (except Station Chairman/Chairwoman in some instances); however, the duties, responsibilities, and authoritative powers given to these offices will be determined by the appointing Fire Chief. Additional duties are outlined in the job description of this manual. There are no term limits for these offices. Instead, the duration of these offices are solely determined by the Fire Chief and/or Board.

Fire Chiefs are the heads of all **operations and administration**, assisted by Assistant Fire Chiefs. There shall be one Fire Chief for each jurisdiction of Bryant, Flat Rock and Higdon. Each Station Fire Chief shall have the authority to operate their Station independently from one another provided that all provisions outlined in this manual and the TCFD bylaws are met. This includes operational and administrative functions. Fire Chiefs shall also have the authority to appoint Designated Officers as needed. Office positions shall be limited to the positions outlined in the **Position Accountabilities** section of this manual. Elections of Fire Chiefs, and term durations, are outlined in the Tri-Community Fire Department bylaws.

Organizational Chart

The chart (shown in **Figure 1**) shows an example of the command structure and responsibilities for one Station with a dedicated Operational Staff and dedicated Administrative staff. The chart (shown in **Figure 2**) shows an example of the command structure for one Station without a dedicated Administrative Staff. The number of Designated Officers may vary; however, the general command structure will remain constant.

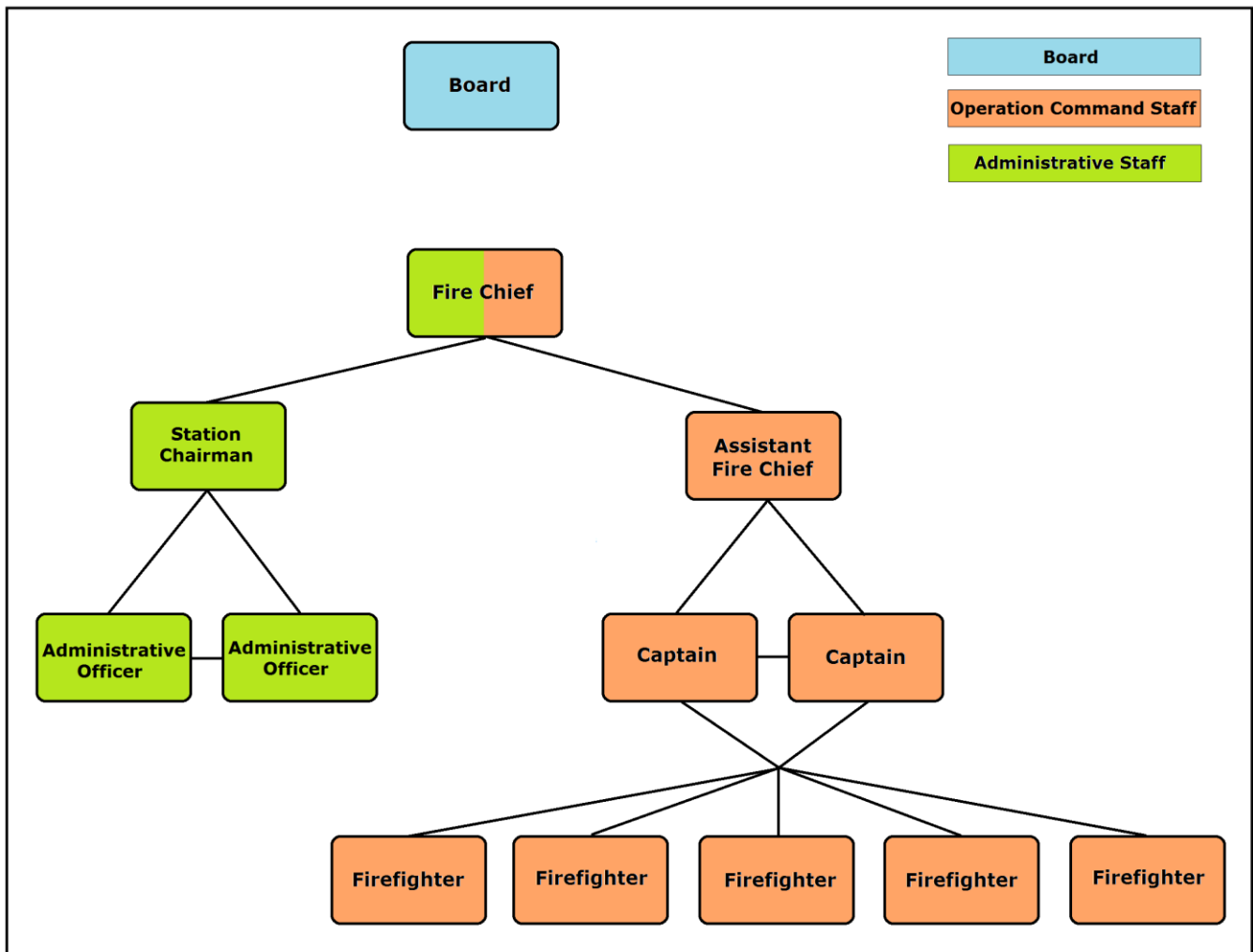


Figure 1

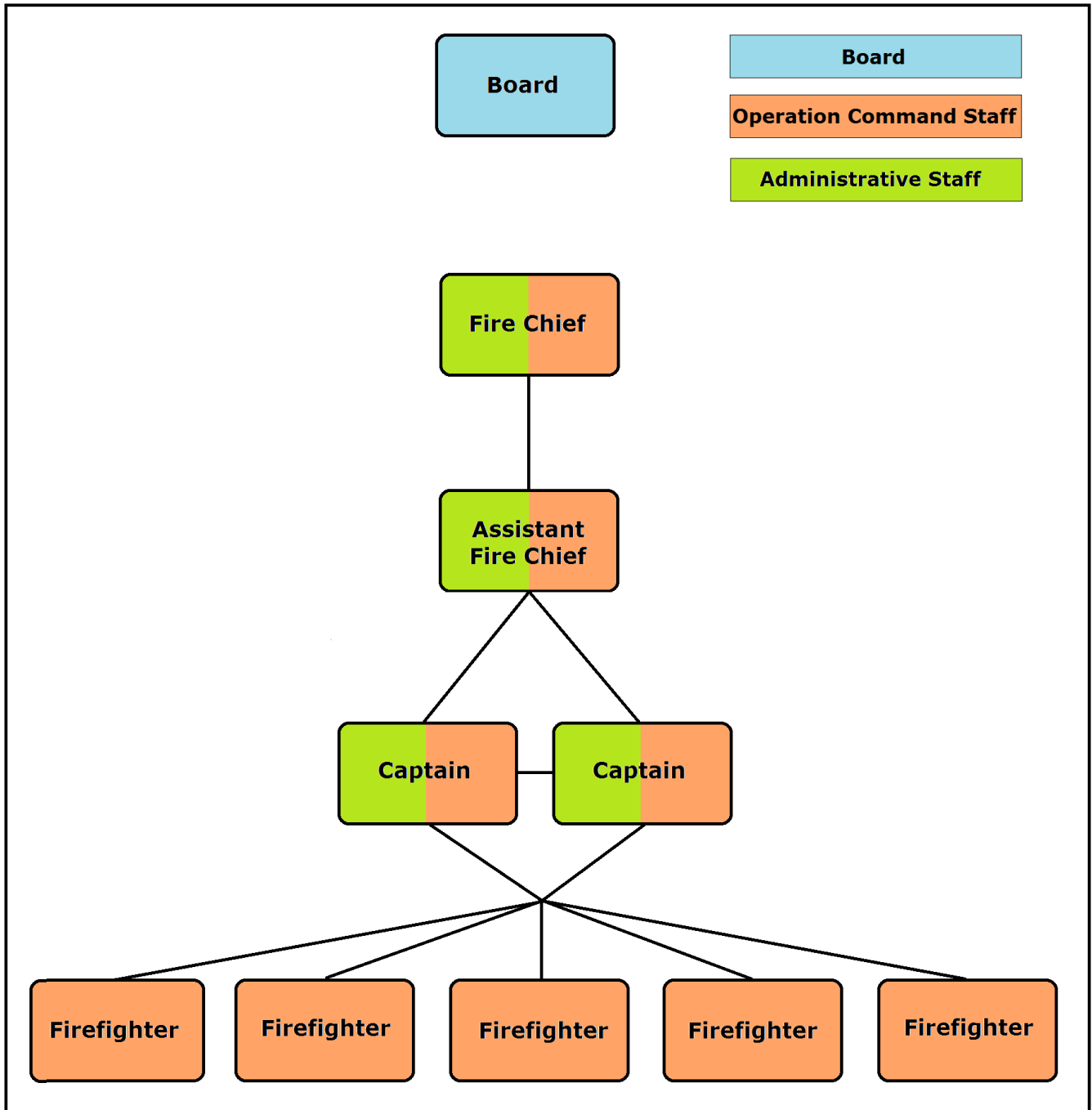


Figure 2

Chain of Command

The Chain of Command of the TCFD is the order, or chain, of vested authority and responsibility by which the business of the Department shall be conducted. It serves the function of allowing information and assignments to flow in an orderly manner from members up to the Fire Chief and to all steps in-between.

The proper use of the Chain of Command depends upon each member of the Department working within his or her assigned sphere of authority and responsibility. The Chain of Command is the vehicle used for all orders, grievances, requests, etc., and its proper use by all members of the Department is both necessary and mandatory.

There shall be two separate Chain of Command structures: one for the operational division and the administrative division. Each division shall operate within its own respected divisional Chain of Command structure, and without cross-over command except where an individual is responsible for duties within both divisions.

To clarify, the ***Operational Chain of Command*** shall flow from firefighter up to Fire Chief. The ***Administrative Chain of Command*** shall flow from administrative officer up to Fire Chief. However, cross-over command shall not exist except where an individual is responsible for duties within both divisions. For example, a Captain cannot give administrative orders to a Secretary, and a Secretary cannot give operational orders to a Captain.

Below is the order of Chain of Command for each respected division.

Operational Chain of Command

1. Fire Chief
2. Assistant Fire Chief
3. Captain
4. Firefighter

Administrative Chain of Command

1. Fire Chief
2. Assistant Fire Chief
3. Station Chairman/Chairwoman
4. All other Administrative Officers

POSITION ACCOUNTABILITIES

Summary

In general, the following positions may exist in order to fulfill necessary accountabilities. However, it shall remain the Board's discretion to enable appointed and/or elected positions into any office provided that such assignment is agreed upon with majority vote during a regular Board business meeting or special Board meeting. Such roles must, at minimum, outline the scope and duties of appointed/elected position

Fire Stations may also elect, and Fire Chiefs may also appoint, officer positions within their respected Station. Titles for such positions shall be preceded by the Station name and the term "Station" when used generically. For instance, if the Higdon Station Fire Chief appoints a Public Relations Officer, the title shall be represented as the "Higdon Station Public Relations Officer". Chain of Command shall flow within that Station only.

It should be noted that any appointed positions by the Board of Directors shall be deemed department-level positions that can represent all three Stations.

Chairman/Chairwoman

SUMMARY

This is an appointed position by the Board of Directors. The following provisions will generally apply if a Chairman/Chairwoman is appointed.

The Chairman/Chairwoman works closely with Board of Directors to develop goals for the fire department and to ensure all rules, bylaws, regulations, SOPs, articles of incorporation, and the like, are followed. The Chairman/Chairwoman is also responsible overseeing all administrative activities (as outlined in the **Fire Department Organization** section of this manual). This includes, but is not limited to, training, public relations, meeting administration and all paperwork/records.

EXAMPLES OF RESPONSIBILITY

- Coordinates pre-fire plans with businesses, Churches, schools and chicken house owners within applicable jurisdiction to ensure staff familiarity with hazards, conditions, water supplies and travel routing.
- Runs business meetings: minutes, agenda, elections, etc.
- Assists with annual budget estimates and other functions required for budget preparation.
- Recommends new policies and assists with development and updates to the SOPs for the Department.
- Performs related work as required.
- *Coordinates training for the members of the department in order to keep personnel current on procedures relevant to their assignments.
- *Maintains communication with other fire departments in our area to coordinate mutual training exercises.
- **Oversees public relation events, media inquiries and public outreach programs.
- **Coordinates fire-safety education seminars to the general public.
- **Works closely with other Stations to maintain web design and social media accounts.
- **Works closely with other fire departments to maintain mutual aid agreements.
- ***Procures "road block" permits
- ***Files run reports with the National Fire Incident Reporting System

**Responsibility shifts to Training Officer if one is appointed.*

***Responsibility shifts to Public Relations Officer if one is appointed.*

**** Responsibility shifts to Secretary if one is appointed*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of fire prevention techniques, NFPA standards, NIMS standards, ICS standards, state and local codes and regulations concerning fire fighting and prevention.

- Ability to plan and direct the activities of subordinates.
- Ability to plan, organize and implement moderately complex research projects independently and effectively.
- Ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Willingness to perform under hazardous conditions.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Superior knowledge of Department and Station rules, regulations and procedures.

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- Associates degree in Fire Science, Business Management Administration, Occupational Safety and Health or related field preferred or an equivalent level of training and experience.
- Certification through the Alabama Fire College as Officer Level I, and Basic Firefighter.
- Strong knowledge in computer micro applications including, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook.
- Experience in fire fighting services with at least five (2) years of consecutive experience:
 - An equivalent is non-consecutive experience of 4 years
- The above requirements can be substituted for equivalent work or volunteer experience

ADA REQUIREMENTS

Physical Requirements – Physical demand requirements are at levels for those of office work. Tasks involve the regular, and at times sustained, performance of computer work and paper work. There is very little physical activity required for this position.

Sensory Requirements – Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

President

SUMMARY

This is an appointed position by the Board of Directors. The following provisions apply when a President is appointed.

The President is under the direct command of the Board of Directors. The President is the executive officer responsible for overseeing the administration, programs and ensuring the strategic plan of the TCFD is executed.

EXAMPLES OF RESPONSIBILITY

- Ensures oversight of all administrative functions of the TCFD.
- Responsible for ensuring all members adhere to TCFD bylaws and standard operating procedures.
- Enforces and promotes strategic direction of the Board of Directors.
- Primary representative and liaison between the TCFD and all other organizations to ensure that TCFD interests are handled appropriately.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Familiar with federal and state guidelines regarding non-profit organizations.
- Strong knowledge in all TCFD bylaws and standard operating procedures related to the TCFD.
- Other requirements as the Board of Directors may dictate.

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- Strong negotiation skills.
- Strong ability to collaborate with others.
- Experience with non-profit corporation federal and state filings.

ADA REQUIREMENTS

Physical Requirements - Physical demand requirements are at levels for those of office work. Tasks involve the regular, and at times sustained, performance of computer work and paper work. There is very little physical activity required for this position.

Sensory Requirements – Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

Vice President

SUMMARY

This is an appointed position by the Board of Directors. The following provisions apply when a Vice President is appointed.

The Vice President is under the direct command of the President; except where the President is unable to fulfill his/her responsibilities. In such instances, the Vice President shall act as President and shall be under the direct command of the Board of Directors. The primary role of Vice President shall act as successor to the President as dictated by the President or when the President becomes unable to perform his/her duties.

EXAMPLES OF RESPONSIBILITY

- Ensures continuity of the President's role and responsibilities when needed.
- Shall have the same authority as the President, but shall report to the President.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Familiar with federal and state guidelines regarding non-profit organizations.
- Strong knowledge in all TCFD bylaws and standard operating procedures related to the TCFD.
- Other requirements as the Board of Directors may dictate.

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- Familiar with federal and state guidelines regarding non-profit organizations.
- Strong knowledge in all TCFD bylaws and standard operating procedures related to the TCFD.
- Other requirements as the President may dictate.

ADA REQUIREMENTS

Physical Requirements - Physical demand requirements are at levels for those of office work. Tasks involve the regular, and at times sustained, performance of computer work and paper work. There is very little physical activity required for this position.

Sensory Requirements – Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

Treasurer

SUMMARY

This is an appointed position by the Board of Directors. The following provisions apply if a Treasurer is appointed.

The Treasurer is under the direct command of the Chairman/Chairwoman if appointed; otherwise, the Treasurer is under the direct command of the combined direction of the Board of Directors. The Treasurer is responsible for aiding the TCFD in all administrative activities (as outlined in the ***Fire Department Organization*** section of this manual). This includes, but is not limited to, assisting with financial records, budgeting, bank statements, loan activity, grant applications, credit card activity, tax responsibilities and donation requests. As such, the Treasurer shall be authorized to transact with all financial institutions, and the like, for purposes of obtaining records, depositing and debiting bank accounts, signing financial forms/materials on behalf of the TCFD, and other financial-related items. The Treasurer may also contract a certified accountant to aid with financial matters such as, but not limited to, filing the Form 990 for the Internal Revenue Service.

EXAMPLES OF RESPONSIBILITY

- Responsible for all financial accounting for respected station.
- Ensures all financial records are accurate and reported during regular business meetings as deemed necessary by respected station.
- Assists all officers with budgeting and other functions required for budget preparation.
- Recommends new policies in regards to financial practices.
- Ensures station remains in 501(c)(3) status, and works with appropriate tax professional to ensure form 990 is completed annually.
- Oversees loan activity for station.
- Maintains access to station's financial accounts including, but not limited to, bank accounts, credit card accounts, loan accounts, grant filings and investment portfolios.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Familiar with the publication titled ***FINANCIAL AND COMPLIANCE GUIDELINES FOR VOLUNTEER FIRE DEPARTMENTS*** which is specific to volunteer fire departments in the state of Alabama.
- Ability to budget for non-profit organization.
- Strong knowledge in the financial industry.
- Ability to coordinate financial activity with other officers within the organization.
- Strong understanding of credit reporting to the three major credit agencies: Equifax, Experian and TransUnion and how it affects an organization's credit stance.
- The above requirements can be substituted for equivalent work or volunteer experience

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- No prior felony charges.
- No indictments of theft of any nature.
- CPA certified preferred or Associates degree in accounting.
- Strong knowledge in computer micro applications including, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook.
- Experience in fire fighting services with at least five (1) years of consecutive experience:
 - An equivalent is non-consecutive experience of 3 years

ADA REQUIREMENTS

Physical Requirements – Physical demand requirements are at levels for those of office work. Tasks involve the regular, and at times sustained, performance of computer work and paper work. There is very little physical activity required for this position.

Sensory Requirements – Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

Secretary

SUMMARY

This is an appointed position by the Board of Directors. The following provisions apply if a Secretary is appointed.

The Secretary is under the direct supervision of the Chairman/Chairwoman if appointed; otherwise, the Secretary is under the combined direction of the Board of Directors. The Secretary is responsible for aiding the Chairman/Chairwoman in specific administrative activities (as outlined in the ***Fire Department Organization*** section of this manual). This includes, but is not limited to, recording minutes, filing paperwork and reporting data to other agencies (i.e. – FEMA).

EXAMPLES OF RESPONSIBILITY

- Take minutes during meetings
- Provides agenda to all applicable parties for meetings (where applicable)
- Files run reports with the National Fire Incident Reporting System
- Reports number of gallons of water used each quarter to all applicable water companies
- Aids Chairman/Chairwoman in other related work as necessary

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to plan, organize and implement moderately complex research projects independently and effectively.
- Ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Some knowledge of Department and Station rules, regulations and procedures.
- The above requirements can be substituted for equivalent work or volunteer experience

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- High school diploma or GED
- Strong knowledge in computer micro applications including, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook.

ADA REQUIREMENTS

Physical Requirements – Physical demand requirements are at levels for those of office work. Tasks involve the regular, and at times sustained, performance of computer work and paper work. There is very little physical activity required for this position.

Sensory Requirements – Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

Training Officer

SUMMARY

This is an appointed position by the Board of Directors. The following provisions apply if a Training Officer is appointed.

The Training Officer is under the direct supervision of the Station Chairman/Chairwoman if appointed; otherwise, the Training Officer is under the combined direction of the Board of Directors. The Training Officer is responsible for aiding the Station Chairman/Chairwoman with specific administrative activities (as outlined in the ***Fire Department Organization*** section of this manual). This includes, but is not limited to, maintaining all training documents, recording/filing training certificates, creating training sessions, materials and tests.

EXAMPLES OF RESPONSIBILITY

- Recommends new policies to the Chairman/Chairwoman and assists with development and updates to the SOPs for the Department.
- Coordinates training for the members of the department in order to keep personnel current on procedures relevant to their assignments.
- Maintains communication with other fire departments in our area to coordinate mutual training exercises.
- Coordinates fire-safety education seminars to the general public.
- Works closely with other Stations to maintain web design and social media accounts.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of fire prevention techniques, NFPA standards, NIMS standards, ICS standards, state and local codes and regulations concerning fire fighting and prevention.
- Ability to plan, organize and implement moderately complex training programs.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Superior knowledge of Department and Station rules, regulations and procedures.
- The above requirements can be substituted for equivalent work or volunteer experience

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- Associates degree in Fire Science or related field preferred or an equivalent level of training and experience.
- Certification through the Alabama Fire College as Officer Level I, II, III and IV, Pumper Operations Level I, II and III and Firefighter.

- Strong knowledge in computer micro applications including, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook.
- Experience in fire fighting services with at least five (2) years of consecutive experience:
 - An equivalent is non-consecutive experience of 4 years

ADA REQUIREMENTS

Physical Requirements – Physical demand requirements are at levels for those of active work. Regular performance of heavier tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements – Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor and sound.

Public Relations Officer

SUMMARY

This is an appointed position by the Board of Directors. The following provisions apply if a Public Relations Officer is appointed.

The Public Relations Officer is under the direct supervision of the Station Chairman/Chairwoman if appointed; otherwise, the Public Relations Officer is under the combined direction command of the Board of Directors. The Public Relations Officer is responsible for aiding the Chairman/Chairwoman with specific administrative activities (as outlined in the ***Fire Department Organization*** section of this manual). This includes, but is not limited to, coordinating public activities and education seminars, scheduling fire drills with local businesses/organizations, building strong partnerships with other related agencies (i.e. – other fire departments, law enforcement, medical agencies, etc.), maintaining social media accounts, and promoting the Department through various venues.

EXAMPLES OF RESPONSIBILITY

- Recommends new policies to the Chairman/Chairwoman and assists with development and updates to the SOPs for the Department.
- Oversees public relation events, media inquiries and public outreach programs.
- Coordinates fire-safety education seminars to the general public.
- Works closely with other Stations to maintain web design and social media accounts.
- Works closely with other fire departments to maintain mutual aid agreements.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent representative for the Department.
- Highly professional, well-mannered and well-dressed.
- Knowledge of fire prevention techniques, NFPA standards, NIMS standards, ICS standards, state and local codes and regulations concerning fire fighting and prevention.
- Ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Superior knowledge of Department and Station rules, regulations and procedures.

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- Associates degree in Fire Science, Public Relations or related field preferred or an equivalent level of training and experience.
- Certification through the Alabama Fire College as Public Information Officer I and Basic Firefighter.
- Strong knowledge in computer micro applications including, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook.
- Experience in fire fighting services with at least five (2) years of consecutive experience:
 - An equivalent is non-consecutive experience of 4 years
- The above requirements can be substituted for equivalent work or volunteer experience

ADA REQUIREMENTS

Physical Requirements – Physical demand requirements are at levels for those of office work. Tasks involve the regular, and at times sustained, performance of computer work and paper work. There is very little physical activity required for this position.

Sensory Requirements – Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

Fire Chief

SUMMARY

This is an elected position voted in by the applicable Station members. The following provisions apply if a Fire Chief is elected.

The Fire Chief is under the general direction of the TCFD Board Members. A Fire Chief shall be assigned to each town: Bryant, Flat Rock and Higdon. A Fire Chief is responsible for planning, organizing and directing all activities of his or her respected Fire Station and performing related work as required.

EXAMPLES OF RESPONSIBILITY

- Commands the Fire Company and oversees operations at a fire or incident scene.
- Remains vigilant in the discovery and elimination of potential fire hazards.
- Coordinates training programs for recruits and personnel development.
- Performs administrative activities for the department including business meetings and financial activities.
- Plans and schedules work to meet Department objectives.
- Evaluates personnel, seeks opportunities for member development and addresses performance issues when necessary.
- Interviews prospects for positions in the Department and recommends new members to the TCFD Board Members.
- Appoints Officers to assist with operational and administrative tasks as needed.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of fire prevention techniques and state and local codes and regulations concerning fire fighting and prevention.
- Ability to operate a variety of fire fighting equipment and apparatus and knowledge of their capabilities and limitations.
- Ability to plan and direct the activities of subordinates.
- Knowledge of the geographic layout of the Station's area of jurisdiction and fire hydrant locations and capabilities.
- Ability to react quickly and calmly in emergency situations and determine proper course of action.
- Ability to plan, organize and implement moderately complex research projects independently and effectively.

- Ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Ability to establish and maintain an effective working relationship with associates, elected officials, representatives of other agencies and the general public.
- Willingness to perform under hazardous conditions.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Knowledge of Department and Station rules, regulations and procedures.
- Valid Alabama Driver's License
- Legal citizen of the United States

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- Bachelor's degree in Fire Science or related field.
- Certification through the Alabama Fire College as Officer Level I, II, III and IV, Pumper Operations Level I, II and III and Firefighter.
- Experience in fire fighting services with at least five (5) years of consecutive experience:
 - An equivalent is non-consecutive experience of 10 years
 - Must have at least one year of supervisory experience
 - Must have at least one year of administrative experience
- The above requirements can be substituted for equivalent work or volunteer experience

ADA REQUIREMENTS

Physical Requirements - Physical demand requirements are at levels for those of active work. Regular performance of heavier tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor and sound.

Assistant Fire Chief

SUMMARY

This is an elected position voted in by the applicable Station members. The following provisions apply if an Assistant Fire Chief is elected.

The Assistant Fire Chief is under the direct command of the Station Fire Chief. An Assistant Fire Chief is responsible for aiding the Fire Chief in all operational and administrative activities and can act in lieu of the Fire Chief in all matters where the Fire Chief is not present or is incapacitated. This includes, but is not limited to, operations, meetings, complaints, and/or disciplinary actions. If the Fire Chief appoints a Station Chairman/Chairwoman, the administrative tasks may go to the Station Chairman/Chairwoman but can still be shared with the Assistant Fire Chief.

EXAMPLES OF RESPONSIBILITY

- Reports to the Fire Chief on all matters relating to the Fire Department and assumes command of the department in the absence, or incapacitation, of the Chief as assigned.
- Assists fire suppression personnel as needed.
- Observes firefighting operations and insures that all applicable safety rules are being obeyed.
- Aids the Fire Chief in commands the Fire Company and oversees operations at a fire or incident scene.
- Remains vigilant in the discovery and elimination of potential fire hazards.
- Evaluates personnel, seeks opportunities for member development and addresses performance issues when necessary.
- Performs related work as required.
- *Coordinates training programs for recruits and personnel development.
- *Performs administrative activities for the department including business meetings and financial activities.
- *Procures “road block” permits
- * Files run reports with the National Fire Incident Reporting System
- **Coordinates required equipment testing including tests on hoses and pumps and both aerial and ground ladders.
- **Oversees cleaning and maintenance of fire fighting apparatus and equipment and schedules maintenance as needed through the City Shop or other agencies when applicable.
- **Plans and schedules work to meet Department objectives.

**Responsibility shifts to Station Chairman/Chairwoman if one is appointed*

***Responsibility shifts to Captian(s) if appointed*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of fire prevention techniques and state and local codes and regulations concerning fire fighting and prevention.
- Ability to operate a variety of fire fighting equipment and apparatus and knowledge of their capabilities and limitations.
- Ability to plan and direct the activities of subordinates.
- Knowledge of the geographic layout of the Station's area of jurisdiction and fire hydrant locations and capabilities.
- Ability to react quickly and calmly in emergency situations and determine proper course of action.
- Ability to plan, organize and implement moderately complex research projects independently and effectively.
- Ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Ability to establish and maintain an effective working relationship with associates, elected officials, representatives of other agencies and the general public.
- Willingness to perform under hazardous conditions.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Knowledge of Department and Station rules, regulations and procedures.
- Valid Alabama Driver's License
- Legal citizen of the United States

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- Bachelor's degree in Fire Science or related field.
- Certification through the Alabama Fire College as Officer Level I, II, III and IV, Pumper Operations Level I, II and III and Firefighter.
- Experience in fire fighting services with at least five (5) years of consecutive experience:
 - An equivalent is non-consecutive experience of 10 years
 - Must have at least one year of supervisory experience
 - Must have at least one year of administrative experience
- The above requirements can be substituted for equivalent work or volunteer experience

ADA REQUIREMENTS

Physical Requirements – Physical demand requirements are at levels for those of active work. Regular performance of heavier tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements – Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor and sound.

Captain

SUMMARY

This is an appointed position by the Fire Chief. The following provisions apply if a Captain is appointed.

The Captain is under the direct command of the Assistant Fire Chief. Captains are responsible for aiding the Fire Chief and Assistant Fire Chief in all operational activities (as outlined in the ***Fire Department Organization*** section of this manual). The Captain can act in lieu of the Fire Chief and Assistant Fire Chief on operational matters only. Captains are, for the most part, front-line supervisors that aid fellow responders in mitigating incidents. This is done guiding responders through mitigation tactics and through physical participation during incidents.

EXAMPLES OF RESPONSIBILITY

- Aids the Fire Chief and Assistant Fire Chief in commanding a Fire Companies.
- Performs administrative functions for his/her shift, including assisting with maintenance logs, inventory and equipment inspections.
- Ensures that all equipment on hand is in operable condition and supervises maintenance of equipment and facilities and reports defects to the Fire Chief and/or Assistant Fire Chief.
- Oversees and performs general maintenance work in the fire halls including cleaning, washing, minor repairs, painting and other maintenance of quarters.
- Plans and schedules work to meet department objectives.
- Coordinates required equipment testing including tests on hoses and pumps and both aerial and ground ladders.
- Oversees cleaning and maintenance of fire fighting apparatus and equipment and schedules maintenance as needed through the City Shop or other agencies when applicable.
- Evaluates personnel, seeks opportunities for employee development and addresses performance issues when necessary.
- Responds to alarms, directs work of firefighters and volunteer first responders in rescue operations, laying hose lines, placing ladders, directing water streams and other operations.
- Removes persons from danger, including vehicle extrications and administers first aid to injured persons.
- Oversees cleaning and maintenance of fire fighting apparatus and equipment.
- Provides first responder services to the level qualified.
- Participate in fire drills and attends training classes as required.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of fire prevention techniques and state and local codes and regulations concerning fire fighting and prevention.
- Ability to operate a variety of fire fighting equipment and apparatus and knowledge of their capabilities and limitations.
- Ability to plan and direct the activities of subordinates.
- Knowledge of the geographic layout of the City and fire hydrant locations and capabilities.
- Ability to react quickly and calmly in emergency situations and determine proper course of action.
- Ability to perform the mechanical work involved in operating and maintaining firefighting equipment and tools.
- Ability to record and deliver information to Fire Chief and/or Assistant Fire Chief, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Willingness to perform under hazardous conditions.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Knowledge of City and department rules, regulations and procedures.
- Valid Alabama Driver's License

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- High school diploma or GED, college degree or college courses preferable.
- Experience in fire fighting services with at least five (4) years of consecutive experience:
 - An equivalent is non-consecutive experience of 8 years
- Certification through the Alabama Fire College as Officer Level I, II, III and IV, Pumper Operations Level I, II and III and Firefighter.
- The above requirements can be substituted for equivalent work or volunteer experience

ADA REQUIREMENTS

Physical Requirements – Physical demand requirements are at levels for those of active work. Regular performance of heavier tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements – Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor and sound.

Volunteer Firefighter

SUMMARY

Volunteer Firefighters respond to alarms as often as possible. They participate in scheduled training activities, fund raisers and business meetings. They perform the general duties of a firefighter, and may be required to perform hazardous tasks in the course of their duties. They work under the direct supervision of the Fire Chief and any other higher elected officers or designated Officers the Fire Chief might appointment for purposes of command.

EXAMPLES OF RESPONSIBILITY

- Respond when called to alarms and emergency calls and aids in rescue, first aid and fire suppression efforts.
- Participates in fire prevention efforts including, but not limited to, community education.
- Performs as many activities of a regular firefighter as training and experience permit.
- Works with experienced personnel for continuous training.
- Participates in fire prevention inspections, as often as possible and as permitted, particularly in commercial and industrial occupancies to ensure familiarity with hazards.
- Performs general clean-up of firefighting apparatus and equipment.
- Provides first responder services to the level qualified.
- Participate in fire drills and attends training classes as required.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Represents professional character at all times, whether on call or during periods of inactivity.
- General knowledge of fire hazards, safety and firefighting.
- General knowledge of the street system, location of fire hydrants and areas of jurisdiction.
- Ability to perform the mechanical work involved in operating and maintaining firefighting equipment and tools.
- Ability to respond quickly and calmly in emergencies.
- Ability to understand and follow oral and written instructions.
- Willingness to perform under hazardous conditions.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Knowledge of Department rules, regulations and procedures.
- Knowledge of Station rules, regulations and procedures.
- Valid Alabama Driver's License

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- High School diploma or GED.
- Certification through the Alabama Fire College as a Basic Firefighter.
- The above requirements can be substituted for equivalent work or volunteer experience

ADA REQUIREMENTS

Physical Requirements – Physical demand requirements are at levels for those of active work. Tasks involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds and occasionally very heavy items of one hundred pounds or over; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements – Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

Exempt Member

The TCFD is required to maintain administration to operate and file records with many agencies, including but not limited to, the Federal Emergency Management Agency, Alabama Forestry Commission, Jackson County Commission, National Fire Incident Reporting System, Water Company, and other agencies/companies. As such, there may be times that individuals will volunteer their time for the sole purpose of aiding with administrative duties. For instance, someone that only wishes to fulfill a Director position may not wish to run calls. Other examples may include people that only want to aid with meetings or help with IRS filings.

Exempt members must have active roles/duties within the Administrative division of the fire department and must be actively involved at the Chairman/Chairwoman's discretion. If there is no Chairman/Chairwoman appointed, the discretion shall be reserved with the Board of Directors.

In order to protect the membership status of such individuals, the Board of Directors may decide to waive any and all requirements that other members are required to obtain/maintain. Examples of possible required items include training, fund raisers, meetings, etc. The training requirements are specifically in place to improve our ISO Rating; therefore, anyone that is exempt from the training requirements, or any other requirement, must be approved by the Board of Directors through a majority vote.

Exempt members cannot vote on any matter unless specifically approved by the Board of Directors through a majority vote. This is very important because votes can have a significant effect on first responders, officers and firefighters of the TCFD that respond to actual incidents. Exempt members that are exempt from training, showing up to meetings, etc., will not have the same type of experience as those who actually respond; therefore, it is important that exempt members do not vote on any matters in the TCFD. However, any Board Member (Board of Director) elected into office shall reserve the right to vote during all board meetings.

Exempt members shall be allowed to represent the TCFD within their respected role, and shall be allowed to obtain fire tags and fire department shirts.

DISCIPLINARY GUIDELINES

General Guidelines

All Members of the TCFD shall conduct themselves in such a manner that will convey a positive image to our Department and will in no way impact or reflect adversely on the TCFD. Whenever a member fails to follow an appropriate standard of conduct, measures must be taken to correct this situation and to prevent further occurrences. Minor offenses depend in part upon the circumstances. It is impossible to list all offenses – whether minor, major or in-between. The degree of discipline depends upon the seriousness of the offense and the circumstances under which the offense occurred. In addition, certain major offenses warrant immediate suspension or discharge. All disciplinary actions must be justifiable. The adage “the punishment must fit the crime” shall apply to all disciplinary actions taken within the TCFD. The following is a statement of general guidelines concerning member discipline, but is not limited to the following:

Minor Offenses

The procedure for the handling of minor offenses shall be as follows:

1. **Step One** – The applicable Fire Chief, or any Officer for which the Fire Chief has granted authoritative command, must provide oral counseling to the offender.
2. **Step Two** – For the second occurrence of the same offense, a written warning will be given to the offending member using the form titled “***Warning of Offense and Corrective Action***” that can be found in the ***Fire Chief Handbook***. A copy of this form shall be filed at the applicable Station. A corrective oral interview will also be given by the Fire Chief or any Officer for which the Fire Chief has granted authoritative command.
3. **Step Three** – For the third occurrence of the same offense, and following receipt of a written warning and corrective oral interview, the third offense may result in suspension or discharge at the sole discretion of the Fire Chief given that such disciplinary action is justifiable. Any disciplinary action shall require the Fire Chief to complete the document titled “***Disciplinary Action Memorandum***” that can be found in the ***Fire Chief Handbook***. A copy of this form shall be filed at the application station. Such disciplinary action shall be recorded in the next business meeting minutes for the applicable Station.

Major Offenses

Proper cause for immediate suspension or discharge shall include, but not be limited to, the major offenses listed below. Any disciplinary action shall require the Fire Chief to complete the document titled “***Disciplinary Action Memorandum***” that can be found in the ***Fire Chief Handbook***. Such disciplinary action shall be recorded in the next business meeting minutes for the applicable Station:

- Possession of illegal drugs in/on TCFD property. This includes buildings and apparatus. This also includes possession of illegal drugs on other property while on call.
- Carrying any un-authorized weapon on TCFD premises, or in TCFD vehicles.
- Committing or participating in any act of sexual harassment.
- Contributing to destructive property owned by the TCFD.
- Dishonesty or misrepresenting the TCFD and/or its members.
- Failure or refusal to carry out justifiable and reasonable orders or instructions.
- Failure to fulfill the responsibilities of an assignment to an extent that might or does cause injury to a person or damage to TCFD property, or the property of others.
- Falsification of information requested on TCFD records or documents.
- Disorderly or immoral conduct while in TCFD vehicles, on TCFD premises, or during calls.
- Reckless or negligent behavior that may result or results in damage to TCFD property, the property of others, or other persons.
- Obtaining membership on the basis of false or misleading information.
- Threatened or actual physical violence or profane or abusive language.
- Unauthorized use of station property including, but not limited to, apparatus tools and uniforms.
- Unauthorized use of, removal of, theft or intentional damage to the property of the TCFD, a member, or third party.
- Unjustified violation of an established safety rule.
- Harassment among members, including but not limited to, verbal and physical conduct or unwelcome advances with regard to or on the basis of sex, race, color, national origin or ancestry, age, religion, creed, marital status or handicapped person.
- An arrest, filing of disorderly conduct, criminal complaint, or the return of an indictment against or conviction for an alleged wrongful activity may result (at the Fire Chief's discretion)
- Arrest or conviction of a member for an alcohol or drug related traffic offense.

Internal Conflicts

If a member and/or non-member has a complaint against another member, the member must submit a complaint, within 30 days of conflict, in writing to their Fire Chief. However, if the complaint involves the Fire Chief, the written complaint must be submitted to their representing Board member for internal resolution. If the Fire Chief and Board Member is the same person, the written complaint must be submitted to the other two board members. If the issue can't be resolved internally, the issue will be present to the Jackson County Fire Association President for resolution. The Jackson County Fire Association President shall determine the course of resolution at his or her discretion.

All person-to-person conflicts that involve specific Stations shall be addressed within the applicable Station(s). Whereas possible, conflicts shall be resolved amongst the parties involved without Officer involvement. However, in instances for which Officer involvement is necessary the Officer shall mediate the conflict with objectiveness. The mediating Officer shall dissolve the conflict by justifiable means as necessary. If the conflict involves a particular Officer, that Officer shall not mediate the conflict and another non-conflicting Officer shall mediate the conflict.

The rules established for minor and major offensive actions shall be followed if it is determined that disciplinary action is warranted as a result of internal conflict.

Also see Department bylaws regarding internal conflicts for probationary members.

Appeal Process for Disciplinary Actions

If any member is served disciplinary action, that member has a right to appeal the disciplinary action. To request an appeal, the member must submit a written request within 30 days from the date the member was informed that disciplinary action will be served. The Board has supreme authority in the event issues escalate. For this reason, all appeals must be reviewed by the Board.

Board Members will coordinate a hearing (i.e. – special meeting) that includes all parties in a timely manner. If the situation involves a Board Member, the other Board Members will appoint a representative from the same station for which the defending Board Member was elected.

Appeals require majority vote in order to overturn a disciplinary action. The Board, and/or appointed representatives, will then decide if any disciplinary action is still required. Regardless if the disciplinary action is upheld, overturned, or changed, the original **Disciplinary Action Memorandum** will be notated accordingly and filed with the applicable Station(s).

EMERGENCY RESPONSE

SAFETY RULES

Members are required to wear appropriate Personal Protective Equipment (PPE) when responding to incidents.

Where possible, members shall make every reasonable effort to ensure safety to themselves and others by prioritizing tasks for the following (in this order):

- Firefighters may risk their lives to save a life with the intent of preserving as many lives as possible provided that such actions are deemed possible without risking one's own life,
- Firefighters may put themselves at moderate risk to save property provided that such actions are deemed possible without risking one's own life,
- Firefighters will risk nothing to save life or property that is already lost or destroyed.

Drivers shall not exceed 10 miles per hour over the posted speed limit for any incident while in Department apparatus.

Members shall not respond to incidents in their personal operating vehicle using any combination of lights and/or sirens except factory installed hazard flashers, or whereas the state of Alabama allows otherwise. Exceptions shall be made in instances where Alabama Officials provide permits for the use of lights and/or sirens. If driving a personal operating vehicle, members shall abide to all posted speed limits. Additionally, members are not allowed to pass other vehicles on the road except where Alabama State law allows the passing of other vehicles.

Specific safety rules shall apply to certain scenarios below.

GENERAL GUIDELINES

For purposes of clarification, all rules, procedures, and the like, outlined in the ***EMERGENCY RESPONSE*** section of this manual shall be considered guidelines. These rules and procedures shall be considered guidelines in aiding fire department personnel in making quick decisions when mitigating incidents. However, it shall be noted that there are times in which the number of volunteers are limited – which means resource minimums and certain processes may not or cannot be followed. In such instances, the Incident Commander shall dictate mitigation efforts and cannot be held in contempt of these rules and procedures.

The TCFD shall following the guidelines as dictated by the Incident Command System – which is outlined in the National Incident Management System Training Program.

Specifically, the first arriving firefighter, regardless of official rank, shall assume the role of Incident Commander until a superior Officer (or more qualified person) assumes command, or until the Incident Commander transfers the Incident Command role to another qualified person or persons.

For clarity, members within a specific Station's jurisdiction shall reserve the right to hold Incident Command for incidents that fall within that Station's jurisdiction. However, such command can be transferred to any member within TCFD if the Incident Command so chooses.

Additionally, higher ranking Officers may not choose to assume command. Instead, higher-ranking Officers may choose to allow lower-ranking members/Officers to continue their role as Incident Command.

Upon arrival to all incidents, the Incident Commander shall complete the following:

1. conduct a brief scene size-up (where possible) to better understand the incident and to look for potential hazards,
2. establish Incident Command (IC) by clearly announcing the IC unit across the primary dispatch channel,
3. transmit, across the primary dispatch frequency, a brief initial analysis of the incident unless responding to aid professional medical personnel with first response.

Additional IC responsibilities may vary depending on incident.

The Incident Commander shall be responsible for all communications with all agencies unless otherwise designated to another person or persons. This includes, but is not limited to radio traffic with TCFD members, dispatch, fire-ground channels and other fire department agencies. The Incident Commander shall ensure constant connection between the Incident Command Post and all other applicable agencies. The Incident Commander shall notify the appropriate agencies if additional resources are needed at an incident, or if resources need to be cancelled.

Where possible, the Incident Commander shall remain with the Incident Command Post (ICP) at all times. The Incident Commander shall rely on Officers under the Chain of Command to pass on orders and objectives where possible. Ideally, the Incident Commander shall not engage in "first-person" operations, but instead, rely on Officers and firefighters to handle the operations.

Members must be approved to operate all apparatus, equipment, and the like, as required by each Station. For instance, Higdon members must be approved to operate apparatus from the Bryant Station and Flat Rock Station before the Higdon member attempts to operate such resources. This is true for all TCFD members and TCFD property. Requirements for operating apparatus, equipment, and the like, shall be referenced in the applicable Station SOPs and/or bylaws.

Upon arrival to a scene, all members shall report to the Incident Command. Additionally, all members must receive permission from the Incident Command before leaving a scene. Examples of reporting and communicating with Incident Command can be found in the **Radio Discipline** section of this manual.

The Incident Commander (or the highest ranking Officer en-route to an incident) shall ensure all “First-Out” apparatus is put en-route as outlined in the various incident types listed within this manual. The Incident Commander shall also ensure all mutual aid departments are dispatched accordingly. This can be done while en-route.

All first-out apparatus shall initiate response regardless of information being relayed by anyone other than TCFD members. Only upon arrival, and after initial scene size-up, shall the Incident Commander be permitted to downgrade the first-out apparatus. The only exception is when dispatch cancels response prior to arrival of any TCFD members. Additionally, higher ranking Officers may continue onto scene if a lower ranking firefighter/Officer suggests cancellation of response.

HOUSE FIRES

---First-Out Apparatus---

- Engines/Pumpers: 2
- Tankers: 3
- Service Truck: 1

---Incident Commander---

Upon arrival, and where possible, the first arriving TCFD member shall perform the following in this order:

1. establish the Incident Commander (IC) role over the radio,
2. establish an Incident Command Post (ICP) nearby, but not too close to the incident, and not in the way of firefighting operations,
3. make a reasonable effort to conduct a 360 degree scene size-up,
4. relay a brief initial analysis of the incident to dispatch and all incoming personnel,
5. Open communications with all incoming personnel and begin directing incident mitigation.

---Other Activities---

No one goes into the structure without complete and working turnout gear, SCBA, PASS device, radio and a charged line. There shall be a two fire fighter minimum when entering a structure fire, and a minimum of 4 firefighters on the scene (total). In addition, at least half of all present firefighters must remain outside of the building during normal operations. These minimums and maximums are in place to ensure there are enough backup firefighters to assist if things go awry inside the building – and can therefore act as a Rapid Intervention Team if needed.

Where and when possible, firefighters shall make entry into the structure to conduct an initial search of the burning building to ensure the safety and wellbeing of persons that might be trapped or incapable of exiting on their own.

At least one firefighter shall remain with each TCFD pumper on scene. The pump operator shall ensure hose lines remain charged at all times while firefighters are inside the structure. If water levels start to decrease to a point of exhaustion, the pump operator shall signal firefighters inside the structure

through means of radio communication. Such radio communication may be accompanied by three long air-horn blasts from the applicable engine/pumper.

There are times when firefighters on the outside of a structure will notice deteriorating conditions before they are realized by firefighters on the inside. Firefighters on the outside of the structure may warn those on the inside of worsening conditions through means of radio communication **AND** three long air-horn blasts from the applicable engine/pumper.

Due to general geographic locations, and the number of TCFD stations and apparatus, automatic aid and mutual aid from neighboring fire departments may not be required. However, aid shall be dispatched when the house fire falls within certain boundaries. Refer to the section titled Automatic Aid and Mutual Aid for additional detail.

INDUSTRIAL PLANTS, SHOPPING CENTERS, SQUARE, SCHOOLS, APARTMENT COMPLEXES AND SIMILAR STRUCTURES

---First-Out Apparatus---

- Engines/Pumpers: 4
- Tankers: 3
- Service Trucks: 2
- Ambulances: 2
- Stevenson: Ladder Truck
- Bridgeport: Ladder Truck
- Scottsboro: Ladder Truck
- Rosalie: Tanker
- Cartersville: Tanker
- Davis: Tanker
- Pisgah: Tanker

---Incident Commander---

Upon arrival, and where possible, the first arriving TCFD member shall perform the following in this order:

1. establish the Incident Commander (IC) role over the radio,
2. establish an Incident Command Post (ICP) nearby, but not too close to the incident, and not in the way of firefighting operations,
3. make a reasonable effort to conduct a 360 degree scene size-up,
4. relay a brief initial analysis of the incident to dispatch and all incoming personnel,
5. Open communications with all incoming personnel and begin directing incident mitigation.

---Other Activities---

No one goes into the structure without complete and working turnout gear, SCBA, PASS device, radio and a charged line. There shall be a two fire fighter minimum when entering a structure fire, and a

minimum of 4 firefighters on the scene (total). In addition, at least half of all present firefighters must remain outside of the building during normal operations. These minimums and maximums are in place to ensure there are enough backup firefighters to assist if things go awry inside the building – and can therefore act as a Rapid Intervention Team if needed.

Where and when possible, firefighters shall make entry into the structure to conduct an initial search of the burning building to ensure the safety and wellbeing of persons that might be trapped or incapable of exiting on their own.

One or more dump tanks shall be deployed in addition to any hydrant and static water source options available. At least one firefighter shall remain with the dump tank(s) to help direct shuttle activities and ensure efficient operations.

At least one firefighter shall remain with each TCFD pumper on scene. The pump operator shall ensure hose lines remain charged at all times while firefighters are inside the structure. If water levels start to decrease to a point of exhaustion, the pump operator shall signal firefighters inside the structure through means of radio communication. Such radio communication may be accompanied by three long air-horn blasts from the applicable engine/pumper.

There are times when firefighters on the outside of a structure will notice deteriorating conditions before they are realized by firefighters on the inside. Firefighters on the outside of the structure may warn those on the inside of worsening conditions through means of radio communication **AND** three long air-horn blasts from the applicable engine/pumper.

Due to general geographic locations, and the number of TCFD stations and apparatus, automatic aid and mutual aid from neighboring fire departments may not be required. However, aid shall be dispatched when the house fire falls within certain boundaries. Refer to the section titled Automatic Aid and Mutual Aid for additional detail.

WILDLAND FIRES

Forestry shall be requested through dispatch to all wildland fires – regardless of magnitude. This can be done immediately after initial dispatch, alarm and/or notification.

One pumper will respond from the Station assigned to that jurisdiction. The primary role of the Fire Department in such an incident is to ensure the health and safety of the public and members of the Department. Responders may accomplish this by containing the incident to prevent more damage.

Wildland PPE is required for firefighters directly involved with containing and extinguishing these fires. SCBAs and PASS devices are not required unless ordered by the Incident Commander.

LARGE TRUCK WRECKS

One pumper and a rescue truck will respond. While en-route, the Officer in Charge (or Incident Commander) will request information from the dispatcher about the truck's cargo. If unable to find out this information, stop the apparatus at a safe distance from the truck until you determine the contents of the truck.

If hazardous materials are involved, attempt to obtain a Bill of Lading for the material. Notify the Dispatcher and the Incident Commander and follow the instructions in the latest ***Emergency Response Guidebook***. The primary role of the Fire Department in such an incident is to ensure the health and safety of the public and members of the Department. Responders may accomplish this by containing the incident to prevent more damage.

HAZARDOUS MATERIALS AT FIXED SITE LOCATIONS

Three pumpers, two tankers and two rescue trucks will respond. Upon receiving the call, the Station for which the incident occurs shall immediately advise the dispatcher to page other Stations within or outside of the TCFD for the needed equipment. The first arriving Officer (or Incident Commander) will attempt to obtain a ***Material Safety Data Sheet*** (or MSDS) for the material. Follow the instructions on the MSDS or the ***emergency Response Guidebook***. The primary role of the Fire Department in such an incident is to ensure the health and safety of the public and members of the Department. Responders may accomplish this by containing the incident to prevent more damage.

PROPANE OR NATURAL GAS LEAKS

Three pumpers, two tankers and two rescue trucks will respond and be positioned uphill and upwind. Upon receiving the call, the Station for which the incident occurs shall immediately advise the dispatcher to page other Stations within or outside of the TCFD for the needed equipment. The assigned crew shall evacuate the area and eliminate ignition sources. If the gas leak cannot be terminated, the service provider shall be notified. The crew will also ventilate the structure if the leak is inside a building, shut down HVAC systems and disperse vapors with water fog if needed. All personnel shall wear full turnout gear and SCBA with PASS device.

PROPANE OR NATURAL GAS FIRE

Three pumpers and the command unit will respond and be positioned uphill and upwind. The first pumper will provide attack lines. All other arriving apparatus shall stage at a location designated by the Incident Commander until deployed as ordered by the Incident Commander. The service provider shall be notified. Attempt will be made to terminate the source of gas. If the gas cannot be shut off, do not extinguish the fire at the source. If the fire is fed by propane gas and the tank is involved, the tank shall be cooled by a water fog if necessary. Full turnout gear, SCBA and Pass device is required.

ENERGIZED ELECTRICAL INCIDENTS (DOWNED WIRES)

One pumper and a rescue truck will respond from the Station assigned to that jurisdiction. The Incident Commander shall assess the incident, isolate area, and protect the public. The Incident Commander shall ensure the electrical provider has been notified. At no time will Fire Department personnel attempt to move energized electrical wires.

ENERGIZED ELECTRICAL FIRE (TRANSFORMER)

One pumper and a rescue truck will respond from the Station assigned to that jurisdiction. All apparatus will be parked a safe distance from the fire ensuring the parking location is not under any electrical lines. Isolate area, deny entry, establish safety zone and wait for the electric provider to turn the power off. Do not attempt to extinguish with power still on.

AUTOMOBILE FIRES (REGULAR SIZED CARS, VANS, PICKUPS)

One pumper and a rescue truck will respond from the Station assigned to that jurisdiction. Assess the scene and position apparatus uphill and upwind if possible and attack with 1 ¾" hose line if the vehicle is more than ½ involved. The fire can be attacked with a booster line if the vehicle is then ½ involved. If possible personnel shall be positioned to the sides of the vehicle, not the front or back. Full turnout gear, SCBA and Pass device is required.

Beware of the explosive possibility of shock absorbing bumpers and plastic fuel tanks.

MOTOR VEHICLE ACCIDENTS

One pumper and a rescue truck will respond. Upon arrival block all affected lanes plus one extra lane where applicable, assess the scene, eliminate ignition sources, and stabilize vehicles. If victims are trapped and extrication is required, have 1 ¾" charged hose line for standby. Assist EMS personnel in extrication and treatment as needed. All personnel within 50 feet of the incident shall wear full turnout gear including PPE for disease control. Always use extreme caution when dealing with automobiles. SCBA is not required unless vehicle is on fire or as ordered by the Incident Commander.

EXPLOSIVES AND BOMB THREATS

One pumper and a rescue truck will respond from the Station assigned to that jurisdiction non-emergency unless notified otherwise by the Officer in Charge (or Incident Commander). After arrival, radio traffic shall be declared "emergency traffic only" until the scene has been declared safe. Position all apparatus at least 1,000 feet from the suspected location of the bomb. Isolate the area and protect

the public. The primary role of the Fire Department in such an incident is to assist the Police, and other related authorities, in the search of the building, ensure the health and safety of the public, and to prepare for fire protection in the event of an explosion. All personnel shall wear full turnout gear. SCBAs and PASS devices are not required unless ordered by the Incident Commander.

SEARCH AND RESCUE

Search and rescue operations can require many variations of emergency response, and it is difficult to place guidelines around search and rescue operations. However, the basic principle of search and rescue is that one or more people are lost and need to be found. This means the person(s) being searched for may require medical attention. For this reason, one rescue truck shall respond from the Station assigned to that jurisdiction non-emergency unless notified otherwise by the Officer in Charge (or Incident Commander).

Time is of the essence during search and rescue operations; therefore, it shall be the policy of the TCFD that all members of the TCFD be paged to aid in the search and rescue efforts. The Incident Commander (or Officer in Charge) shall ensure that all TCFD Stations are paged.

In some instances, the TCFD may work with other agencies, such as law enforcement, to aid in the activities. However, the TCFD Incident Commander shall maintain command of the overall incident.

If possible, reasonable attempts should be made to contact the lost individual via cell phone to determine if they can describe the area and/or provide directions to their location. If not, an attempt should be made to see if the individual can download a global positioning satellite app so that global positioning satellite coordinates can be provide to search and rescue crews.

HIGH ANGLE RESCUE

All incidents that involve high angle rescue shall require immediate response from the Pisgah Fire Department and/or the Dade County Mountain Rescue. The Incident Commander shall ensure these resources are placed en-route unless determined differently. The Incident Commander shall also notify the Jackson County Sherriff's Office to be en-route.

TRAFFIC CONTROL

There are many incidents that require firefighters to maintain traffic control. Firefighters that conduct traffic control must wear high visible, and reflective, vests.

If conducting traffic control during dusk, night or dawn, firefighters must be equipped with a working flashlight.

Where possible, a unit must be positioned on each side of the incident (or to the “outside” of the incident). These “outside” units shall be the last units to leave the scene; therefore, providing constant protection to “inside” responders from other motorists.

LANDING ZONE (LZ) SETUP AND CONTROL

There are many scenarios in which the TCFD may utilize the services of air-ambulances. In these events, the TCFD shall adopt the manual titled *Safety Guidelines for Landing Areas* located in the *Fire Chief Handbook*.

In many cases, the landing zone may be setup away from the primary incident scene. If this is the case, the Incident Commander shall assign a Landing Zone Commander (or LZ Commander) to oversee the landing zone.

AIRCRAFT INCIDENT

There are no public airports within TCFD’s jurisdiction. However, it is possible for aircraft to crash within our jurisdiction. For purposes of this manual, there are two separate types of aircraft: Small Propeller Aircraft and All Other Aircraft (including commercial aircraft, military aircraft, helicopters and private jets).

Small Aircraft

One pumper and a rescue truck will respond from the Station assigned to that jurisdiction. The Incident Commander may also request mutual aid to assist in search and rescue efforts.

All Other Aircraft

These aircraft may contain any combination of highly combustible fuels, many occupants and hazardous materials. For this reason, such responses shall warrant the response of all three Stations within TCFD. At minimum, each Station shall respond with one pumper and one tanker. Depending on information received from dispatch, the Incident Commander may also ask for additional alarms from neighboring fire departments. The incident Commander shall also ensure the EMA director for Jackson County is notified.

Actions needed for all types of aircraft

If there is no fire:

1. Use foam on spilled fuel and aircraft to minimize ignition potential.
2. If foam is not available, flush spilled fuel away from cabin or cockpit and keep fog stream in operation at all times while extrication (of any occupants) operations are underway. Keep in mind where the spilled fuel may be running.
3. If it is determined that apparatus cannot reach the scene of the incident, firefighters shall take charged fire extinguishers that are ABC rated.

4. Take precautions against possible fuel ignitions.
5. Set up a safety perimeter around the incident site.
6. Try to determine if there are any hazardous materials on board the aircraft.

If there is fire:

1. Approach from windward (wind at your back), if possible.
2. Use foam if available.
3. If foam is not available, use fog streams to drive away fire from occupants and to cover firefighters on nozzles and those attempting rescue.
4. If it is determined that apparatus cannot reach the scene of the incident, firefighters shall take reasonable efforts to extinguish the fire with extinguishers that are ABC rated.
5. Protect exposures.
6. Set up a safety perimeter around the incident site.
7. Try to determine if there are any hazardous materials on board the aircraft.

GENERAL MEDICAL

One rescue truck will respond from the Station assigned to that jurisdiction. An exception is when the local medic team is en-route or on scene. Members shall provide basic first aid care for patients and shall stay within the scope of their medical/first aid training. The person (whether a member of the TCFD or not) with the highest level of medical training shall be the primary caregiver. This is not necessarily the same person as the Incident Commander. All members (including the Incident Commander) shall follow the instructions of the primary caregiver when the work directly involves providing care to a patient or patients.

Due to HIPAA regulations, members shall ask for permission from patients before providing care. An exception to this rule is when the patient is unable to respond appropriately.

For clarification purposes, the Incident Commander shall maintain command of the scene in general (not the care of the patient); however, the primary caregiver shall maintain command of the care of the patient or patients.

EXCEPTIONS TO ALL EMERGENCY RESPONSE GUIDELINES

As mentioned throughout this manual, there is no way to fully prescribe guidelines for all scenarios. If an Incident Commander (or Officer in Charge) feels that more or less apparatus/personnel are needed, or different approaches are necessary to mitigate an incident, then the Incident Commander (or Officer in Charge) may order their resources differently as long as the orders are justifiable.

POST-INCIDENT MANAGEMENT

After an incident, the Incident Commander shall terminate the Incident Command System. Once terminated, all regular Chain of Command rules shall be immediately restored.

The highest-ranking officer shall be responsible for getting all apparatus and equipment back in order. He or she shall determine the number of personnel needed to restore equipment, trucks, wash dirty hose and clean up at the station after a fire or emergency response.

NATURAL DISASTER EMERGENCY MANAGEMENT PLAN

In the event of a natural disaster, refer to the Jackson County Emergency Management Plan titled "***Natural Hazard Mitigation Plan***" located in the ***Fire Chief Handbook***.

PRE-FIRE PLANS

The TCFD shall utilize Pre-Fire plans to proactively prepare emergency action plans for all business, Churches, schools and chicken houses within our community. At minimum, the plans shall consist of a floor plan that labels all utilities, entrances/exits and hazards.

Each Station may require additional information including, but not limited to, general property data, emergency contacts, construction of building, fire protection systems, exterior exposures, water source plan, mutual aid plan, strategy information, occupancy data and MSDS data.

Each Station shall be responsible for creating and maintaining their own pre-fire plans for all applicable buildings within their assigned jurisdiction. A copy of the most up-to-date plans shall be kept in a folder titled ***Pre-Fire Plans***. Blank forms may also be located in the ***Fire Chief Handbook***.

Each Station is responsible for training all applicable members in how to use pre-fire plans.

AUTOMATIC AID AND MUTUAL AID

The Fire Chief, at his or her discretion, may pro-actively order personnel and equipment to answer calls outside the TCFD's jurisdiction. The Fire Chief shall, at his or her discretion, order any number of personnel and equipment to aid in mutual aid calls.

If any Station of the TCFD is paged outside of the TCFD jurisdiction, yet that Station's Fire Chief is not available, no more than one pumper, one tanker and one rescue truck shall respond. Additionally, no more than $\frac{3}{4}$ of a Station's roster shall respond.

Requirement for requesting or providing assistance

- Requirement is outlined in these SOPs and/or any automatic/mutual aid agreements.
- A state of emergency shall exist or appear imminent.
- The requesting jurisdiction shall have committed or shall have foreseen the need to commit all its available resources or once upon the scene determine that it cannot handle the emergency situation.

Procedure for requesting assistance

1. Requirement is outlined in these SOPs and/or any automatic/mutual aid agreements.
2. When actual assistance is required, the Incident Commander shall contact the dispatch center from which assistance is desired.
3. The request for assistance shall state:
 - The nature of the emergency and its exact location.
 - The type and number of personnel requested.
 - The type of equipment needed.
 - The name and location of the ranking officer to whom the assisting personnel shall report.

Procedure for providing assistance

1. Responding apparatus and vehicles shall be driven in such manner as to comply with applicable traffic regulations relating to emergency vehicles.
2. Report to the Officer in Charge, such as the IC, at the scene of operations.
3. Each jurisdiction shall be responsible for its own personnel and equipment.
4. As soon as emergency is under control, seek approval from IC to return to own jurisdiction.

AREAS OF JURISDICTION

The TCFD area of Jurisdiction shall start at the John Snodgrass Bridge on AL Hwy 117 and move east to the DeKalb County line. This establishes the Southern boundary. Generally, the boundary shall continue north staying between the Tennessee River on the west, and the Alabama/Georgia State line on the east. The northern boundary stops at the Alabama/Tennessee State line.

In order to effectively cover the TCFD areas of jurisdiction, the Bryant Station, Flat Rock Station and Higdon Stations shall divide specific areas of jurisdiction between all three Stations. Since the western and eastern boundaries are limited between the Tennessee River and the Alabama/Georgia State line, all sub-areas of jurisdiction shall be based on northern and southern boundaries.

The southern boundary of the Flat Rock Station shall start at AL Hwy 117. There are three intersecting points that connect to the Higdon Station's boundaries. County Road 97, County Road 95 and the intersection of AL Why 71 and County Road 197 (including County Road 197) shall start the southern boundary of the Higdon Station. The Higdon Station's boundary shall continue north and shall stop at two intersecting points connecting to the Bryant's Station boundaries. The Higdon Station's northern boundary shall stop at mile marker 3 on AL Hwy 73 (near Lively Creek Bridge) and the intersection of County Road 89 and County Road 289 (including County Road 289). The Bryant Station's boundary's shall cover all remaining areas north of the Higdon Station's area of jurisdiction and shall stop at the Alabama/Tennessee State line.

It is difficult to establish areas of jurisdiction for land far away from marked roads. For purposes of establishing areas of jurisdiction, all three Stations will base their area of jurisdiction upon the address of the incident. If the address is unclear, the area of jurisdiction shall be based upon the nearest marked road.

APPARATUS AND EQUIPMENT MAINTENANCE

Each Station shall establish maintenance checklists that will be used to ensure preventative maintenance is being carried out on all Department vehicles.

At a minimum, each vehicle shall be inspected once per quarter (in a calendar year). However, each Station may establish more frequent inspections.

All vehicles are to be kept clean and serviced as required by Department rules.

At a minimum, all apparatus oil, oil filters, fuel filters, pump oil, rear end lube, and greased with brakes will be checked every 200 hours or every 6 months.

All small equipment oil, filters and plugs will be checked annually unless needed more frequently due to maintenance, frequency of use or repair issues.

The Fire Chief of each Station may designate Captains to help oversee these operations.

STATION MAINTENANCE

A Station consists of all buildings, furniture, utilities, landscape and other related property owned by the TCFD. Each Station shall establish maintenance checklists that will be used to ensure preventative maintenance is being carried out at all three Stations.

All Stations shall be kept clean as required by Department rules.

The Fire Chief of each Station may designate Captains to help oversee these operations.

TURN-OUT GEAR, SCBA AND PASS DEVICE MAINTENANCE

Each Station shall establish maintenance checklists that will be used to ensure preventative maintenance is being carried out on all Department vehicles.

At a minimum, each vehicle shall be inspected once per quarter (in a calendar year). However, each Station may establish more frequent inspections.

The Fire Chief of each Station may designate Captains to help oversee these operations.

TESTING OF PUMPERS, FIRE HOSES AND FIRE HYDRANTS

ISO requires all fire departments to conduct tests of their pumpers and fire hoses, as well as the fire hydrants that supply water for firefighting purposes. To receive maximum credit for each of these categories the tests must be performed and results recorded. This shall include the following:

- visual inspections conducted and recorded annually,
- flow tests conducted and recorded annually.

The TCFD will test all pumpers and fire hoses in accordance with ISO guidelines. All Department personnel may be called upon to help in conducting these tests. All information recorded will be kept on file for inspection by ISO in the event that our Department is re-evaluated.

TCFD personnel will also assist water-system providers in performing annual flow and pressure tests on fire hydrants within the TCFD jurisdiction. The results of these tests will be on file at each applicable Station. Should any defects be found on any hydrant, the applicable Station Fire Chief, or Designated Officer, will inform the water-system provider so repairs can be completed.

RADIO DISCIPLINE AND PROCEDURES

The TCFD shall follow regulations set forth by the National Incident Management System that govern communication. This includes using clear-plain language when talking on the radio. The use of 10-codes shall be discouraged as due in part by NIMS, COMPONENT II: COMMUNICATIONS AND INFORMATION MANAGEMENT, Article C (Organization and Operations, Section 2 (Communications Standards and Formats), part b (Common Terminology, Plain Language (Clear Text), Compatibility).

When speaking into a mic or radio, users will position the mic/radio no further than 10 inches from mouth where possible. Ideally, users shall hold the mic/radio so that the antenna faces up, and so that your voice travels **across** the mic – and not directly **into** the mic as illustrated in **Figure 3** below.



Figure 3

It is important that all responders understand who is in command (i.e. the Incident Commander). If command is transferred for any reason, such transfer of command shall be announced over the primary radio channel (i.e. – the dispatch channel), and shall also be announced over all other related operational channels such as fire-ground channels and mutual aid channels. Examples include, but are not limited to the following:

- “Attention all units, unit 123 is transferring command to unit 456 effective immediately.”
- “Attention all units, unit 456 is assuming command effective immediately.”

Once the Incident Command System is established, all arriving units must report under Incident Commander. Examples of reporting include, but are not limited to the following:

- “Tri-Community Engine #55 is on scene; under command.”
- “Unit 123 is on scene; under command.”

All units on scene must report to the Incident Commander before leaving a scene. The Incident Commander must approve your leave. Such reporting can be done in person. Once approved, units must announce their status over the applicable radio channels. Examples of announcements include, but are not limited to the following:

- “Unit 123 is released from command; en-route back to station.”
- “Tanker 77 is released from command; en-route to take on water.”
- “All Station 7 units are released from command; en-route to Station.”

All radio traffic must be relayed in terms of the Department – and not any particular Station. Examples include, but are not limited to the following:

- “Tri-Community Fire to Jackson County 911, we are back in service.”
- “Tri-Community to 911, we are complete and available.”
- “Tri-Community to Cartersville, which truck do you have en-route?”
- “Tri-Community to Rosalie, we’ll need you to run a 2 ½ inch line to side C upon arrival.”

All radio operators should remain calm and refrain from uncivil, unkind, angry, sarcastic, or derogatory remarks. This rule should especially apply under the more trying and exasperating conditions of heavy radio traffic. If subjected to such treatment by others, the operator should avoid replying and should proceed to handle the business at hand.

The purpose of a public safety communication system is to rapidly and accurately handle official dispatches and information between mobile units and their stations. All communications, regardless of their nature, shall be restricted to the minimum practical transmissions. For this reason, all communication should be brief, clear and to the point. Ideally, radio communications should last no longer than 10 seconds. There are multiple reasons for this:

- Short communications will ensure firefighters have a means to radio “mayday” if necessary.
- Short communications will allow the receiving party to take action more quickly.
- Short communications allow other people to relay information across the same radio frequency more efficiently.

The TCFD receives all dispatching from the Scottsboro Police dispatch center. The TCFD does not have a dedicated phone line.

Upon arriving at an incident, all responders shall go to the “Alabama Fire” channel as the initial fire ground channel. The Incident Commander shall designate other channels if necessary. The Incident Commander shall make every attempt to ensure all operational channels are available for his/her use.

Under rules and regulations of the Federal Communications, it is unlawful:

- To transmit superfluous signals, messages, or communications.
- To use profane, indecent, or obscene language.

- To willfully damage or to permit radio equipment to be damaged.
- To play music through transmitter.
- To cause unlawful or malicious interference with another radio communication.
- To intercept and use or publish the contents of any radio message without the express permission of the proper authorities in your department.
- To make unnecessary or unidentified transmission.
- To transmit without first making sure the intended transmission will not cause harmful interference.
- To make any adjustments, repairs, or alterations to your radio transmitter. It is required by law that only a professional radio technician may make adjustments and repairs.
- To transmit a call signal, letter, or numeral that has not been assigned to you, your station or vehicle.

OFFICIAL LOGO

There are four official logos of the TCFD: one for each station and one that does not list a town. For purposes of Class A Uniforms, website design, business cards and patch creations, the TCFD shall use any of the designs shown in **Figure 4** below.



Figure 4

Aside from Class A Uniforms, website design, business cards and patch creations, members may use other reasonable designs to represent our Department. An example includes, but is not limited to, the standard Maltese Cross that is typically pressed onto regular t-shirts.

PUBLIC RELATIONS

Good public relations means making favorable impression on anyone having contact with the TCFD. Good public relations are established by positive behavior, actions, attitude, and appearance. Essentially, if the general public see us behaving professionally and dressed neatly, then they will immediately place more confidence and trust in our abilities. However, if they see us behaving immaturely or dressed poorly, they will immediately lose confidence and trust.

The key to good public relations is using common sense. You need to act and dress in a manner that conveys a positive image to the general public.

We know ourselves better than anyone in the general public. However, all members need to remember that our Department was created as a public service organization to help the public.

There is no doubt that certain situations warrant blunt interactions with the public; however, such interaction must be justified.

Good public relations can be established by:

1. Treating the public with courtesy and consideration.
2. Taking the time to explain why certain actions must be taken that may not be clear to a person who has not had fire training or first aid training.
3. Taking care to avoid unnecessary damage while fighting fires and leave the fire scene secure.
4. Avoiding loud or profane talk at all times when on the scene of an emergency.
5. Not visiting the fire halls or responding to an emergency while off duty if you have been drinking.
6. Keeping the fire station and grounds neat and attractive.
7. Discussing Fire Department problems with the Fire Chief and not the public.

The Fire Chief may appoint a designated Officer to help look for proactive ways to reach out to the public. This may include, but not be limited to, assisting in fire drills, fire-safety education seminars, conducting inspections upon request and other related activities.

PUBLIC INFORMATION AND MEDIA RELATIONS

The responsibility of keeping the media informed during emergency operations, whether fire, rescue, natural disaster, or medical shall be the duty of the Incident Commander on the scene unless a designated Officer has been appointed.

Members of the media shall be treated with courtesy and consideration by all members of the TCFD. They are there to do a job just as we are. Take the time necessary to explain the general scope of our operations. However, questions from the media about cause and origin of fires of a suspicious nature should be directed to the Incident Commander. No information regarding specifics of any incident shall be mentioned, reported, disclosed, and the like, on any form of Social Media or through any media outlet.

The following guidelines give the proper method for releasing information to the media for specific types of incidents:

In the case of minor fires of obvious accidental origin, the Incident Commander responding shall give the media the basic information. This information should be ALL that is necessary to inform the public in this type of response.

All questions concerning two-alarm or multi-alarm fires of a large or suspicious nature shall be directed to the Incident Commander and/or Fire Chief. Only such questions as alarm times, response time, extent of the fire and stage of operations may be answered by other members. Any questions that might have legal implications or require an expert opinion shall be directed to the Incident Commander, Fire Chief and/or Jackson County, Alabama, Fire Association President. Every effort shall be made to keep the media updated at regular intervals during emergency operations provided it does not interfere with the operational efficiency of the mitigation.

Questions involving the cause and origin of major fires or serious fires of a suspicious nature should be answered only by the Incident Commander, Fire Chief and/or Jackson County, Alabama, Fire Association President. At no time should any firefighter speculate on the cause of a major incident. Speculation and supposition breed rumors, and the media deals in factual information, not rumors. In the case of emergency responses that are at the request of other agencies, such as E.M.S., police, or mutual aid with another department, the responsibility of keeping the media informed shall be that of the requesting agency. The Department shall only answer questions concerning the operations.

The purpose and objective of these rules is to release information to the media in a timely and accurate manner. In many emergency responses it will take hours or even days to get the information the media requests. The TCFD does not have the proper resources to conduct thorough, comprehensive and detailed research. These elements shall be left with other agencies such as police, and the Jackson County Emergency Management Association. Wherever possible, the media shall always be given our consideration and cooperation.

COMPLIANCE OF HIPAA REGULATIONS

General Understanding

HIPAA is the federal Health Insurance Portability and Accountability Act of 1996. One of the primary goals of the law is to protect the confidentiality and security of healthcare information. This includes keeping all interactions with patients, and reports used to record interactions, confidential.

The TCFD is required by federal law to comply with the regulations set forth in the HIPAA act. Failure to comply may result in disciplinary action outlined in the ***Disciplinary Guidelines*** section of this manual.

Violations of this act can impose penalties of nearly \$5,000 to first responders directly.

Patient Interaction

Upon approaching a conscious and alert patient, first responders shall ask for permission to evaluate and/or render first aid care. This rule does not apply to patients that are unresponsive, unconscious, or otherwise incapable of relaying cognitive interaction.

If other people are nearby, such family, friends or bystanders, first responders shall also ask the patient if they can speak freely.

The Ryan White CARE act prevents first responders from discriminating against patients with HIV. The rules outlined in this act are stringent, so first responders must be careful not to violate these regulations. In simple terms, first responders are not allowed to relay information to anyone if they gain knowledge that a patient has HIV. This includes relaying such information to fellow first responders. Instead, first responders can ask the patient to share such information to the other first responders.

Fire and Medical Records

Fire Records

A Fire Report shall be completed when paged to any type of fire call whether true or false in nature.

Fire Chiefs may choose to decline requests for a copy of Fire Reports. However, if a report is given, it shall be the policy of the TCFD that fire records only be given to the owners of the property to which the fire was involved. Requestors must show valid proof of ID to obtain fire records.

Property owners may allow others to obtain fire records. To do so, property owners must complete the document titled "**Fire Record Release Form**" located in the **Fire Chief Handbook**. The designated individual(s) must show proof of ID when picking up the fire record.

An exception to this rule is when medical information is written on the fire report. If such a scenario occurs, members must follow the rules listed below in the **Medical Records** section.

Medical Records

A Medical Report shall be completed when paged to any type of first aid or medical call whether true or false in nature. If a patient chooses not to receive care and/or be transported by an ambulance, the Incident Commander shall ensure the patient signs an acknowledgement agreeing they do not want care and/or transportation. An acknowledgement is not necessary if a higher-qualified medical team obtains the signature.

Medical records are strictly regulated by the HIPAA act as outlined above. Extra diligence must be taken into consideration when providing medical records.

It shall be the policy of the TCFD that medical records only be given to individuals in which medical care was rendered. Requestors must show valid proof of ID to obtain fire records.

Patients may allow others to obtain medical records. To do so, patients must complete the document titled "**Medical Information Release Form (or HIPAA Release Form)**" located in the **Fire Chief Handbook**. The designated individual(s) must show proof of ID when picking up the medical record.

In all cases in which medical records are requested, and in order to protect the TCFD, a copies of any authorized individual's IDs must be securely filed. If the patient is a minor (under the age of 14 per Alabama state law), a legal guardian may request a copy of the report provided that proof of ID is shown, copied and securely filed.

Miscellaneous Records

There are instances in which a fire or medical report is not applicable. Examples include, but are not limited to, trees in the road, setting up and LZ, and conducting general traffic control. A Miscellaneous Alarm Report shall be completed when paged to any type of miscellaneous call whether true or false in nature.

FORMS AND MATERIALS

Fire Chief Handbook and Other Forms

The TCFD shall maintain and use different forms to aid in various day-to-day operations. Each Station is responsible for retaining copies of these forms for future use. In addition, each Station is responsible for using and filing forms as needed.

In order to remain consistency across all three Stations, all Stations shall use the same formats for each form. Stations are not permitted to change the format of these forms unless agreed upon by all three Stations. If all three Stations agree to change the format, then all three Stations must simultaneously dispose of any copies of the old forms – and – they must simultaneously add the new forms to Station inventories. Alternatively, the Chairman/Chairwoman may decide to change any formats.

All three Fire Chiefs shall have a copy of all applicable forms within their **Fire Chief Handbook**. These copies can be used to make additional copies. In addition, Stations may save the copies on a computer for future purposes. However, a blank hard copy must be included in the **Fire Chief Handbook** at all times.

It is important that TCFD forms/records be filed and reported to all applicable agencies. Additionally, it is important that internal forms be accounted for at the department level to ensure members are meeting TCFD requirements. As such, all original documents below shall be turned in to the Chairman/Chairwoman on a quarterly basis as applicable. Each Station may retain copies if they wish; however, all copies must be properly stored in locked rooms.

- All run reports
- Applications
- Burn Waivers Forms
- Water Services Waiver Forms
- Disciplinary Action Memorandums that reach the Board level
- Fire Record Release Forms
- Medical Information Release Forms
- Property Removal Forms
- All Training documents (certification, sign-in sheets, letters, etc.)
- Warning of Offense and Correction Action forms that reach the Board level
- RCFP Fire Reports
- Pre-Fire Plans
- Acknowledgment of Rules and Regulations
- Fund Raiser Sign-In Sheets

Below are blank forms that can be found in the ***Fire Chief Handbook***:

- Application for New Member
- Bill to Insurance Carrier
- Burn Waiver Form
- Disciplinary Action Memorandum
- Fire Record Release Form
- General Letter
- Medical Information Release Form (i.e. – HIPAA Release Form)
- Property Removal Form
- Training Sign in Sheet
- Warning of Offense and Corrective Action
- Water Services Waiver Form

Below are other documents (that are usually filled-out) that can be found in the ***Fire Chief Handbook***:

- Active Roster
- Emergency Contacts
- Personnel Information
- Vehicle Insurance

Application for New Member

Potential members may request an application from the assigned Fire Chief for the jurisdiction in which the resident resides. The Fire Chief also reserves the right to decline an application. The applicant must complete the application in its entirety and deliver the application back to the Fire Chief. Fire Chiefs can agree to move members around as much as necessary.

If the application has been turned in to any member other than the Fire Chief, that member must deliver the application to his or her Fire Chief directly. The Fire Chief will take the application to the Board Members for final approval. Joining the TCFD will require majority vote from the Board Members.

Bill to Insurance Carrier

This form shall be used to bill insurance companies for expenses incurred during accidents. TCFD does not have policies that dictate billing procedures; therefore, this form is not required for incidents. If a Station chooses to bill an insurance carrier, the billing process shall be completely administered by that Station.

Burn Waiver Form

This form releases the TCFD from all obligations to conduct fire suppression services or any other fire related services on stated properties. The form, if signed, confirms that the owner does not have insurance or liens against the property.

The form also allows the CTCFD members to utilize the burn as a training opportunity. As such, the form releases the property owner from any liability as a result of any training exercises.

Disciplinary Action Memorandum

This form shall be used as outlined in the ***Disciplinary Action*** section of this manual. This form should only be used if disciplinary action is taken against a member. Warnings, oral discussions and interviews do not require the use of this form unless disciplinary action is taken. Examples of disciplinary action include, but are not limited to, suspension, removal from Department, extra work duties and limited ability to operate certain equipment/apparatus.

If used, this form must be filed as outlined in the ***Disciplinary Action*** section of this manual.

Fire Record Release Form

This form is discussed in the ***Compliance of HIPAA Regulations*** section of this manual.

General Letter

This is the official letter format of the TCFD. The letter includes a header, date, name and address of recipient, body section, closure, signature section, and name title Station and contact information of the writer.

Medical Information Release Form (i.e. – HIPAA Release Form)

This form is discussed in the ***Compliance of HIPAA Regulations*** section of this manual.

Property Removal Form

This form shall be used if any regular property that is owned the TCFD needs to be permanently removed from the TCFD's premises. Items include, but are not limited to, furniture, equipment, tools and other related items.

This does not include land or vehicles as those should be addressed through other venues. Nor does this form include any property that is borrowed, on loan, or any rented property. Lastly, common items that are expected to be disposed should not be included on this form. For example, disposable gloves and water bottles should not be included on this form. This is to ensure accountability for all property that leaves the TCFD's premises.

Training Sign in Sheet

This form shall be used when conducting training. The form records brief information about the training, members involved, and hours learned.

Warning of Offense and Corrective Action

This form shall be used when **Step Two** (under the **Disciplinary Guidelines** section) for minor violations is invoked. This form shall serve as an official note to the accused member that has been served a written warning and that corrective action is necessary. This is NOT to be used for disciplinary action.

Water Services Waiver Form

This form shall be used when rendering water services to the general public. Examples include, but are not limited to, filling up swimming pools and clearing out commercial gutters/drainage.

Active Roster

This is the roster showing all active members within each Station. The roster provides names and unit numbers.

Emergency Contacts

This list shows the names of all active members within a Station and provides emergency contact information in the event a member is inflicted during an incident.

The list provides primary and secondary names and phone numbers of emergency contacts.

Personnel Information

This list contains information regarding the active members for each applicable Station. This information is used in the event a worker's compensation claim needs to be filed. Information includes names, date of birth and driver's license number.

Vehicle Insurance

This document contains our vehicle insurance information.

Designation of Beneficiary

This document allows members to designate beneficiaries for various forms of compensation as a result of death while acting on behalf of the TCFD.

RCFP Fire Report

The Alabama Forestry Commission utilizes this form for all types of fires. At this time, the TCFD does not require these forms be filled out. However, the Alabama Forestry Commission asks that we complete these forms and return to our local forestry representative.

Pre-Fire Plans

Reference the Pre-Fire Plans section of this manual.

Apparatus Sign-Off Form

This form shall be used by the Fire Chief to keep record of who can operate/drive apparatus within their assigned Station.

Acknowledgement of Rules and Regulations

This form shall be used for new members. New members must receive a copy of all departmental and Station bylaws/SOPs. Upon receipt of these documents, the new member shall sign and date this form to ensure they received and understand our rules and regulations. A copy of this form must be kept on file.

Fund Raiser Sign-In Sheet

This form shall be used to keep track of the members that attend fund raisers. A copy of this record shall be kept on file.

FIRE DEPARTMENT TAGS

Currently, the State of Alabama allows volunteer fire-fighters to obtain firefighter tags for their personally owned vehicles. To procure a tag, the Fire Chiefs must complete and submit a letter to the Jackson County Revenue Commission Office confirming your membership to the fire department. TCFD may also work with the Alabama Forestry Commission to place individuals on a list for the fire tag via their online website.

Any person that obtained membership prior to the adoption of these SOPs shall be exempt unless the applicable Fire Chief regulates otherwise.

It should be noted that new members on probation shall not be recommended by any member of the TCFD for fire tags until their 3-month (90 day) probation is fully satisfied.

FINANCES

The TCFD is not for profit. We do not offer any services, products or likewise, for the purpose of procuring monetary benefits for its members and/or stakeholders. However, services may be rendered to the general public for purposes of fulfilling the mission statement. All proceeds must be placed into the general accounts for future use of the TCFD mission statement.

We are heavily donation driven; thus relying on community support for financial upkeep. This requires coordinating fund raiser activities throughout the year in order to procure enough money to operate the Department.

In many instances, the Stations of the TCFD may coordinate with the Jackson County Commission Office to schedule roadblocks in order to raise money. If this is the case, the Station Assistant Fire Chief shall contact the Jackson County Commission Office to obtain approval to conduct the roadblock. If approved, a permit number will be given. The Assistant Fire Chief must complete the form titled ***Jackson County Commission Roadblock Fundraiser Permit Form***. A copy of this form can be found in the ***Fire Chief Handbook***. The Fire Chief is responsible for ensuring fund raiser activities are scheduled throughout the year. However, the Fire Chief may appoint a Designated Officer to help fulfill this obligation.

Due to the public nature of our organization, all types of financial records must be available upon request to any member or non-member of the TCFD. Additionally, all finance transactions must be reviewed and approved through parliamentary procedure during regular business meetings for each Station.

Financial transactions shall not directly benefit any member of the TCFD. Members may offer goods and services to the TCFD; however, such goods and services shall warrant fair market value.

Each Station shall reserve a minimum of \$1,000.00 cash amongst its accounts. Station Fire Chiefs shall report to all Board Members anytime finances for the applicable Station drop below \$1,000.00. Spending must be reduced to core-operational spending only. Additionally, restrictions shall be immediately implemented so that all unnecessary electric and water usage (at that Station) is prohibited if not immediately responding to, or returning from, an incident. All restrictions are placed on hold until the incident is over. Restrictions shall be immediately lifted once the \$1000.00 reserve is met. Core-operational spending includes outstanding notes, all utility bills, all fuel bills, all maintenance required to sustain an operational fleet of apparatus and equipment, and resources needed to operate all office administration.

The TCFD shall abide by the guidelines outlined in the document titled **PURCHASING & PROCUREMENT POLICY** located in the **Fire Chief Handbook**.

Please also see rules for financial activities under the Department bylaws.

AMENDMENTS

This manual was initially drafted in August of 2015 to start the process of documenting our Standard Operating Procedures. The dynamics of the Fire Service Industry is ever-changing, and SOPs need to be flexible enough to accommodate such high-paced environments. With this in mind, it is important to allow changes, revisions and amendments as often as necessary.

As mentioned in the scope (under the **Rules and Regulations** section), such changes can only be adopted with a majority vote from the TCFD Board Members.

The following actions need to be taken if any changes, revisions and/or amendments are voted in:

- The table below: this will show the details about the changes
- Edition number of this manual: Be sure to file and save a copy of the older version
- Publish new edition on website
- Publish and distribute one copy to each Fire Chief: Notify each Fire Chief the new SOP has been implemented. The Fire Chief is responsible for ensuring all members are aware of the new SOP(s). Members cannot be held accountable for any amendments unless they are reasonably made available.

Date of amendment	Name of person amending document	Name of section being amended (use Table of Contents)	Brief description of amendment
08/22/2015	Joshua Aragaki	All sections	First publication of this manual approved by the TCFD Board Members.
07/01/2016	Joshua Aragaki	DEFINITIONS, RULES AND REGULATIONS, UNIFORMS, DUTY REQUIREMENTS, POSITION ACCOUNTABILITIES, TRAINING, EMERGENCY RESPONSE, PHYSICAL ABILITY TEST, FIRE DEPARTMENT TAGS, FINANCES, Entire Document	Added and clarified definitions, Clarified the scope and enforcement, Added rules on jewelry, body piercings and tattoos, Added guidelines for voting, Clarity around roles, Added specifics to training requirements, Added "guideline" component, Clarified medical leaves, Changed fire tag requirements, Added purchasing and procurement policy, Corrected grammatical errors and added

			minimal (non-substantial) changes throughout the document
10/07/2016	Joshua Aragaki	POSITION ACCOUNTABILITIES, FORMS AND MATERIALS	Added information on appointed positions at the station level, Revised supervision and clarified information on Chairman/Chairwoman, Treasurer, Secretary, Training Officer and Public Relations Officer, added exempt member and honorary member, Added information to turn in documents quarterly
01/13/2018	Joshua Aragaki	POSITION ACCOUNTABILITIES	Added President and Vice President positions
07/13/2018	Joshua Aragaki	TRAINING	Removed Firefighter 160 requirement