

# **Town of Apple Valley Fire Department**

## **STANDARD OPERATING GUIDEBOOK**

The following rules and guidelines have been formatted to achieve stability in the operation of our department. These guidelines will standardize our operations and adherence to the rules of conduct will build credibility in our performance.

As our department grows, new guidelines will be published and added to this manual as deemed necessary.

The Town of Apple Valley has adopted this manual and its contents as our department rules and operating guidelines. All members are expected to become familiar and adhere to them.

Our mission: Apple Valley Fire Department is committed to protecting lives, property, and our environment. We accomplish this through education, Teamwork, communication, and respect for each other as well as those we serve.

### **OUR NUMBER ONE PRIORITY IS**

### **SAFETY.**

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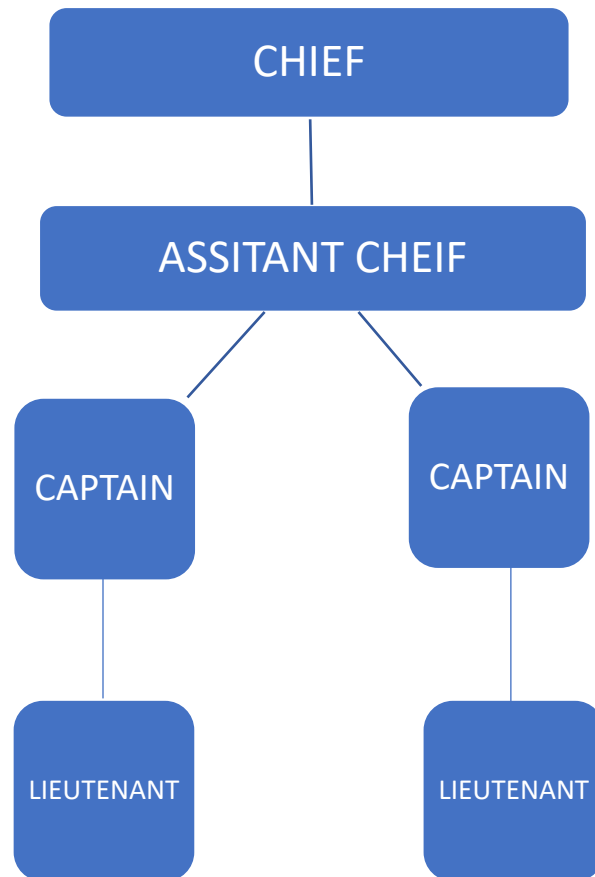
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# **SECTION 1**

## **GENERAL RULES OF CONDUCT**

1. No alcoholic beverage or controlled drugs will be put on display or consumed on property or equipment owned or used by the Department.
2. No person will perform a duty or function (i.e. drill, emergency call, or repair of property owned by, or used on behalf of the Department) while under the influence of alcohol or drugs.
3. All personnel, while performing a duty or function of the Department (i.e. drill, emergency call, etc.) will follow of orders of Department Officers according to the chain of command. See section 15.
4. Abusive language and conduct shall not be used while performing a duty or function of the Department. The Fire Department will not tolerate harassment of any kind.
5. Do not become argumentative with others because of a grievance you may have. Follow chain of command with your grievance.
6. While Apple Valley Fire Department is an exclusively volunteer department, it is imperative it set attendance goals. A minimum attendance of 12 drill nights per year is required; however, all volunteers must keep up their quarterly training requirements. If a volunteer has a justified hardship, these requirements may be temporarily waived, at the chief's discretion.
7. When wearing clothing, (i.e. jackets, badges, etc.) that identify you with this Department, inside or outside of the district, your conduct shall not reflect discredit to the department. All Department issue PPE shall be used for Department business only.
8. All personnel are responsible for protective gear, pagers, radios, etc. issued to them.
9. All personnel will strive to keep the buildings, vehicles, and equipment in a clean and orderly manner. No facilities or equipment will be modified in any way without the chief's permission.
10. When responding to the station for an emergency call in your personal vehicle, you shall observe the speed limit and the rules of the road.
11. The probationary period for new members will be six months or the length of time needed to achieve a proficient skill level of department procedures and equipment. This proficiency level will be established by the Chief, Assistant Chief and training officer. A mentor will be assigned to guide the recruit by the Chief. New responders shall be residents of the town. Recruits may live outside the town if membership reaches a low level or approved by the Chief. Responders must be 18 to respond. Under 18 can participate in training and department functions.
13. Horseplay will not be tolerated on training grounds, Appley Valley property or on scene.

## CHAIN OF COMMAND



## **PERSONEL AND VEHICLE NUMBERING SYSTEM**

1. All designations will begin with the number 19.
2. 19-601 thru 19-606 numbers will be assigned to officers.
  - 19-601 - Chief
  - 19-602 - Assistant Chief
  - 19-603 - Captain
  - 19-604 - Captain
  - 19-60\_
3. 191- numbers will be assigned to fire and emergency vehicles.
  - E191 – Engine
  - R191 – Rescue
  - B191 – Brush
  - T191 – Tender

## **SAFETY OFFICER**

**Purpose:** The purpose of this policy is to outline the role of the Fire Department Safety Officer.

**Scope:** This policy applies to the Safety Officer and to all Department members as they relate to the Safety Officer.

**Authority:** The Fire Department Safety Officer, through the Fire Chief shall have the authority to identify and recommend correction of safety and health hazards.

1. The duties and responsibilities of the Fire Department Safety Officer shall include, but aren't limited to:

- a. Plan and coordinate safety activities
- b. Work closely with the safety committee.
- c. Ensure accidents are investigated.
- d. Devise corrective measures to prevent accidents.

2. Realizing safety training and recordkeeping are management's responsibility, the Fire Department Safety Officer shall ensure the following requirements are being met:

- a. Ensure Safety training for all members
- b. Ensure safety directives are complied with.
- c. Ensure that records are kept, but not limited to the following:
  - 1. Accidents
  - 2. Injuries
  - 3. Inspections
  - 4. Exposures
  - 5. Medical monitoring
  - 6. Safety meetings
  - 7. Apparatus
  - 8. Equipment
  - 9. Protective clothing
  - 10. Other Fire Department safety activities

3. The Fire Department Safety Officer, through the Fire Chief, shall have the authority and responsibility to identify and recommend correction of safety and health hazards.

4. The Fire Department Safety Officer shall maintain a liaison with Staff Officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.

## **NEW RECRUIT REQUIREMENTS BEFORE RESPONDING**

1. No recruit shall begin responding until they are deemed qualified by the Chief.
2. Recruits shall have, as a minimum, valid First Aid and CPR cards.
3. Recruits shall complete NIMS 100, 200 and 700 as required by FEMA. (Website <http://Training.FEMA.gov.is>)
4. Recruits are encouraged to obtain Fire Fighter-1, Fire Fighter 2, and EMT status within two years.
5. Recruits should express any questions or concerns through the chain of command.
6. Recruits are aware that this is a volunteer Fire Department and all Members are at will.
7. When the recruit is familiar with all tools and apparatus, the Captain will be notified. He will test the recruit and pass his recommendation on to the Chief if the recruit is ready to respond.
8. All recruits shall be subject to background checks.
9. A driving abstract will be obtained prior to acceptance

## **PROCEDURES FOR ANSWERING CALLS**

1. All firefighters will report to the hall. (Exception: coming onto the scene while responding to the hall)
2. First person to arrive at the hall turns on the fan, pulls out truck, and notifies Dispatch that they are “standing by for a crew”.
3. The apparatus will respond when a crew and necessary turnouts are aboard.
  - a. Fire – full turnouts.
  - b. Aid calls – bunkers, jumpsuits, or identifiable jackets.
  - c. Freeway calls – full bunkers with safety vest (when not involved in fire suppression), helmet and gloves in possession.
4. Responding personnel will put I.D. accountability tag on the passport clip to be retained at the apparatus or forwarded to command when requested.
5. The person in the passenger seat will operate the radio, lights, and siren.
6. The radio operator will notify Dispatch that “vehicle number 19xx is responding with a crew of \_\_\_\_ people to \_\_\_\_ address or location.
7. The person in the passenger seat is the “officer in charge” when a command officer is not present.
8. If all equipment has responded when you arrive at the hall, report by radio to the command officer or vehicle the number of people in standby. If you are requested at the scene, lock the hall or leave someone on standby. Wait to be relieved of standby duty by the officer in charge.
9. Personnel responding to the alarm scene in personal vehicles after receiving authorization to do so shall:
  - a. Park vehicles at the scene in such a manner as not to interfere with activities at the scene or other arriving equipment.
  - b. Use a minimum number of vehicles.
  - c. Report directly to the Command Officer

## **RADIO PROCEDURE ON TONE OUT**

Responding vehicles will have a unified procedure when responding from the fire halls.

1. Responding units will notify Dispatch "Vehicle \_191 is responding with \_\_\_\_ # of people, responding to \_\_\_\_\_," using the assigned channel.
2. When the first unit arrives the radio operator will notify Dispatch "\_191 has arrived at \_\_\_\_ location, and give scene size up/short report to dispatch and incoming units.
3. Establish command
4. Keep radio transmission and radio use as minimal as needed.
5. The Officer in charge of the scene will transmit to Dispatch when all Apple Valley units are in service and complete.
6. If individual units are released by the officer on scene, the radio operator of that vehicle will notify Dispatch of the vehicle status condition.

## **DRIVING PROCEDURES FOR DEPARTMENT VEHICLES**

The Fire Department has a legal and moral obligation to ensure that any driver of Department vehicles is well trained, in good physical condition, has a proper safe driving attitude, and is capable of operating the apparatus with a high degree of skill and common sense. These factors show that not everybody will qualify as a Fire Department driver. Many people who do not qualify as a driver excel in other Fire Department duties and should not feel discouraged because they are not a Fire Department driver.

1. All drivers must possess a valid Utah State Drivers License. A copy of your state driving record is required before you can drive any Fire Department vehicles. If there are any changes in your driving record while in the Fire Department you are required to inform the Chief. A driver's abstract will be obtained for all personnel every three years. A copy of the drivers abstract will be kept on file by the Chief. Driving records will be reviewed by the Chief to determine driving eligibility.

2. All drivers shall participate in:

a. Fire Service Drivers Training Course – EVOC.

b. Annual driver training is required.

3. Probationary volunteers and personnel between the ages of 18 and 21 are prohibited from driving any vehicle unless a Department Officer or Training Officer is present. Probationary period completion does not automatically qualify a person to drive department vehicles. Skill, ability, and drivers training will be used as criteria for driver eligibility. This eligibility will be determined by the Chief with input from the Training Officer.

4. Volunteers under 21 years of age are completely prohibited from driving any department vehicle under emergency conditions.

5. A standard operation guideline during all emergency conditions will be; if you are a less experienced driver you must relinquish the driver's seat to a senior firefighter with more experience in driving Fire Department Vehicles.

6. Fire Department drivers shall not have a past history of heart attacks, strokes, fainting, seizures, or any other medical condition that may hinder your driving ability.

All of the above guidelines are strictly that. The Chief along with his officers can put anyone on a probationary period from driving because of changes in their driving record or the use of bad judgment in their driving skills.

## **RESPONSE SPEED**

To ensure a safe response to emergencies, all vehicles shall be operated within the speed limit and all rules of the road. All vehicles responding shall use caution and shall keep safety in mind. Driving conditions such as road, weather, light, and traffic may dictate a further reduction in speed. When

driving to an emergency call, the vehicle shall display all visual and audible warning equipment unless the situation warrants otherwise.

### **BACKING EMERGENCY VEHICLES**

Vehicles shall be “backed up” using a guide person. When backing an apparatus in any situation a minimum of one person shall be stationed at the rear, in a position to communicate with the driver and act as a guide. The guide shall be positioned at the left rear or right rear of the apparatus, as conditions dictate. If communications between the driver and the guide are lost, the driver shall bring the apparatus to an immediate halt. The apparatus shall remain stopped until communication between the driver and guide resume. The driver shall get out of the apparatus and check the area prior to backing if no guide person is available. Backing shall be done slowly. Drivers and guides shall use the standard signals for maneuvering apparatus. Use of emergency lights when backing is recommended.

### **PARKING AT EMERGENCY SCENES**

All apparatus at emergencies shall be parked in such a manner as to promote crew safety and whenever possible permit a free flow of traffic, including Fire Department traffic. When parking, make considerations for preserving evidence at the scene. When apparatus is at an emergency scene and not legally parked, red emergency lights shall be left on. Traffic cones or flares shall be set when the situation warrants.

### **OTHER RESPONSIBILITIES**

No person other than a member of this Fire Department shall be permitted to ride on fire apparatus, except when authorized to do so by the Chief or officer. The driver and crew assume full responsibility for the safe operation and care of the vehicle they are responding with. This responsibility exists from the time they leave the station until the apparatus has been returned to the station and properly secured. It shall be the drivers or officers responsibility to notify a department officer and maintenance officer of any needed maintenance or repair upon securing the vehicle. All personnel shall always stay with the vehicle on scene unless ordered away by an officer.

### **ARRIVAL AT SCENE AND RETURN**

1. Radio operator will notify Dispatch upon arrival "Vehicle \_191 has arrived. We have a \_\_\_\_\_ (give a brief size up if possible) and establish command".
2. The firefighter responsible for vehicle security and pump operation will always stay with the vehicle unless relieved by an officer.
3. All responding firefighters will report to command to await orders.
4. When returning to quarters the officer will notify Dispatch all Apple Valley units are "in service and complete". Only vehicles returning at that time will be named. If your vehicle is on standby at the scene after the others have returned the radio operator of that vehicle will notify Dispatch that they are available on scene.
5. The officer in charge is responsible for filling out the run report and all equipment is ready for service.
6. All personnel will report to the hall, to restock, replenish and prepare trucks for service, after the completion of a call unless excused at the scene by the officer in charge.
7. All vehicles shall be kept at least three quarters full of fuel.
8. PPE shall be cleaned and stowed appropriately.

## **MEDICAL RESPONSE**

### **HIGHWAY MEDICAL**

1. E191 will respond first. Stop behind the incident in a position of scene safety unless fire suppression or extrication is known to be needed. Set up lights, cones, flares as needed. R191 should respond with officer on duty if available.
2. B191 will respond second. Wait for a crew if not dispatched as fire.
3. All PPE shall be worn.

### **STAGING DIRECTIVE**

In the case of a drug overdose, shooting, attempted suicide, domestic violence, or any other potentially dangerous situation, follow Dispatch staging directive

- a. Officer will designate staging area.
- b. No personnel will advance until the scene is secured by law enforcement.
- c. The officer in charge shall be the only liaison to the appropriate authorities and the press.
- d. All PPE shall be worn.

### **MOTOR VEHICLE ACCIDENT**

1. Position first vehicle for scene protection and appropriate fire suppression.
2. Second vehicle arriving provides traffic control.
3. Safety vests will be donned by all personnel not assigned to extinguish fire.
4. The officer in charge shall be the only liaison to the appropriate authorities and the press.
5. All PPE shall be worn

## **EMERGENCY FIRE RESPONSE STRUCTURE FIRES**

1. Respond with all firefighting equipment until notified sufficient equipment is responding.
2. The highest ranking officer or most senior firefighter will assume responsibility until relieved by a superior officer. The officer in charge will coordinate all activities at the scene.
3. Order of Response – structure fires:
  - E191
  - T191
  - B191Call for additional resources as needed.
4. Use discretion on manpower levels. The officer in charge may cancel equipment not needed or request a different response order than listed above.
5. When responding to daytime fires, if there is a shortage of firefighters, use good judgment (make sure the necessary trucks are brought). All firefighters will report to the hall.
6. All appropriate PPE/SCBA will be worn by all personnel when in a hazardous environment.
7. Interior Firefighting/Search and Rescue – No firefighter shall enter a burning structure without first successfully completing all required training as determined by the Chief.

### **HIGHWAY FIRE SCENES**

1. First unit on scene will park in a manner to provide scene safety and an appropriate position for fire suppression. E191 will be positioned to protect pump operator. Preconnect from protected side of engine to be used for fire suppression.

The remaining trucks will park at the officer's discretion.

2. Order of Response – Freeway fires:

E191

B191

3. All appropriate PPE including safety vests will be worn by both officers and firefighters. Safety vests shall be removed when fighting fires.

### **SELF-CONTAINED BREATHING APPARATUS (SCBA)**

**Purpose:** The purpose of this procedure is to document the training, use, restoration, inspection and repair requirements for Self-Contained Breathing apparatus (SCBA).

**Scope:** This procedure applies department wide. This procedure shall apply to each type and manufacture of respirator equipment available for use in the department.

**Minimum Training:** No member shall wear SCBA in any emergency condition without having first successfully completed the fire department's initial course of instruction and performance evaluation. There are also annual training and quarterly training requirements. All training shall be documented by the Fire Department Training Officer and shall be kept as part of each member's permanent file.

**Annual Training:** All members who wear SCBA shall be familiar with the department's mandatory use requirements as outlined in this procedure. They shall also be familiar with the step-by step procedure for donning the respirator and checking it for proper function using three donning methods: coat or sling; seated or jumpseat; over the head. All members shall also be trained in: recognized hazards that may be encountered; understanding the components of the SCBA; understanding the safety features and limitations of the SCBA; donning and doffing THE SCBA. All members shall also be trained in accordance with the manufacturer's instructions on emergency procedures such as use of the regulator bypass valve, corrective action for facepiece and breathing tube damage, breathing directly from the regulator, or other emergency escape functions or equipment. All members shall be familiar with the proper cleaning, sanitizing and storing of SCBA including the facepiece.

All members shall be capable of performing the pre-donning SCBA inspection. All members shall know the correct procedure for placing SCBA out of service. All members shall be given an opportunity to demonstrate their ability to use SCBA in simulated conditions (smoke house, etc.) on an annual basis.

An annual written test shall be administered to each qualified member. Testing will include: knowledge of SCBA equipment operation; safety; policies and procedures; facepiece fit testing; and a medical questionnaire.

**Quarterly Training:** All members who wear SCBA shall demonstrate their ability to don SCBA using any method, and check it for proper function, and the proper cleaning, sanitizing and storing of SCBA including the facepiece. Annual training shall also cover the quarterly training requirements.

**Facepiece Seal Integrity:** No firefighter shall wear SCBA if they have beards or facial hair that may interfere with the seal of the face piece. If eyeglasses are worn, the frames shall not pass through the seal area of the facepiece.

**Mandated Use of SCBA:** SCBA shall be used by members when operating in areas where:

1. The atmosphere is hazardous or oxygen deficient.
2. The atmosphere is suspected of being hazardous or oxygen deficient.
3. The atmosphere may rapidly become hazardous or oxygen deficient.

Some of the more frequent incidents where SCBA is required are:

1. Structure fires
2. Vehicle fires
3. Dumpster fires
4. Gas or chemical leaks
5. Situations where the Incident Commander, Company Officer or firefighter feel that a particular hazard exists to the respiratory system of personnel.

Members shall don SCBA reroute to an incident where it may be required. For example, members of the Engine Company responding to an MVA with fire, or any company responding to Alarm System shall don SCBA.

**SCBA Use in Structures:** Members shall operate in teams of two or more, whenever possible. They shall maintain contact with each other through visual, audible, physical, safety rope, or electronic means. Members in teams shall remain in close proximity to each other in order to provide assistance to one another if required. Firefighters shall place the Personal Alert Safety System to the "ON" position prior to entering the hazardous area.

**Restoring SCBA:** After every use of SCBA, the wearer shall be responsible for sanitizing the mask and restoring the backpack unit. When restoring the backpack unit, all straps are to be extended to their furthestmost point. All cylinders with pressure gauges reading 4000 PSI or less shall be removed from service for refilling. Cylinders requiring refilling shall be replaced at the emergency scene whenever practical.

**Removing SCBA from Service:** Whenever an SCBA unit or component malfunctions, or is suspected of malfunctioning, it shall be removed from service and placed on the workbench. The appropriate repair request shall be attached to the unit indicating the specific problem.

**Inspection and Maintenance of SCBA:** All members are responsible for inspection of their breathing apparatus before donning and after each use. Every SCBA in the department will be inspected weekly as follows:

1. The tank gauge will be examined and the unit "topped off" as necessary.

2. The regulator gauge will be checked against the tank gauge for accuracy.
3. The audible alarm device will be tested.
4. Both by-pass and mainline valves will be checked for proper operation.
5. The backpack and waist straps will be examined for damage and replaced as necessary.
6. The mask will be inspected for obvious damage or wear.
7. The entire unit will be made ready for service.

Every SCBA in the department will be taken out of service for annual service in accordance with the manufacturers recommendations. Only personnel qualified by the manufacturer shall be permitted to make repairs.

**SCBA Hydrostatic Testing:** SCBA cylinders shall be hydrostatically tested in accordance with the manufacturer's recommendations and applicably governmental regulations.

**SCBA Records:** The Fire Department Maintenance Officer shall maintain records of all annual inspections, service, repairs, and cylinder hydrostatic testing on each unit in the department's inventory. Records for weekly maintenance inspections shall be tracked through the weekly apparatus checklist(s).

## **RAPID INTERVENTION TEAMS**

**Purpose:** The purpose of this procedure is to outline the Apple Valley Fire Department's guideline for establishing Rapid Intervention Teams at structural fire incidents.

**Scope:** This procedure applies to all members.

**Policy:** The Apple Valley Fire Department shall provide for the rescue of members at all structural fires, this rescue capability changes depending upon the stage of the incident. During the initial stage of an incident, at least two members shall stand-by outside the building. "When additional companies have arrived and have been assigned a dedicated R.I. T. Team of at least two members shall stand by outside the building.

**Rapid Intervention Assignments:** During the initial stage, the standby firefighter shall maintain an awareness of the status of the inside crew; shall remain in communication with the inside crew; and shall wear full protective clothing with SCBA donned and in the standby mode. The standby firefighter assignment shall be filled as follows:

1. For a Three Person Engine Company and No Command Officer: No entry is permitted unless exceptional circumstances indicate that immediate action is necessary to prevent or mitigate the loss of life or serious injury to firefighters or civilians.
2. For a Three Person Engine Company with a Command Officer: The Command Officer and the pump operator shall be the standby firefighters in SCBA, operating under the 2-in/2-out rule.
3. For a Four Person Engine Company or Greater: The pump operator and one firefighter shall be assigned to standby in SCBA.
4. All personnel in standby mode shall be in SCBA.

After the initial stage, the Incident Commander shall assemble a Rapid Intervention Team (RIT) of at least two fully equipped members at the command post as soon as practical. The RIT shall be given the highest priority commensurate with the situation. The IC may determine that some tasks must be completed prior to assembling the RIT. These tasks shall be limited to those which must be completed to save civilian lives, or to reduce the possibility of firefighter injuries by improving interior conditions. Some tasks for the IC to consider completing are:

1. Protecting exposures
2. Rescue trapped occupants or complete a primary search for occupants
3. Confinement of fire using interior hand lines
4. Vertical or horizontal ventilation
5. Deployment of a second line to backup the primary line for fire control.

**Company Officer Responsibility:** Company officers shall evaluate the number of members needed to accomplish assignments given by the IC. Members who are not required to accomplish or support the

assignment shall be directed to the command post. Members directed to the command post shall assemble into a manpower pool at the Staging Area for future assignments.

**Rapid Intervention Team Responsibility:** The RIT shall remain intact as a unit, ready to initiate immediate action. The RIT should monitor the accountability system to become familiar with unit assignments and their locations. The RIT should determine the location and availability of ladders, saws, hydraulic tools, etc. for possible deployment. The RIT should monitor the fireground frequency for any indication of members in distress. The RIT should review pre-plans or other documents. The RIT should determine the access/egress points and hazards. The RIT shall be equipped with full protective equipment, including SCBA donned and in the standby mode.

RIT will do a 360 of the building.

Softening of the building should be considered to provide for additional access/egress routes. All softening shall be coordinated with command as to not affect fire-control tactics and cause structural integrity issues.

Tools and equipment consistent with that carried by an engine company shall be selected. The RIT shall also consider life safety rope, hand lights, forcible entry tools, and medical equipment.

## **HAZARDOUS MATERIALS**

Apple Valley shall respond to all hazardous material incidents within its jurisdiction and when called upon under mutual aid agreements. If we are first to arrive we will assess from a safe distance and will always work within our level of training. Once we have assessed we will contact Dispatch to give a report and request resources.

### **PERSONAL USE OF EQUIPMENT**

NO FIRE DEPARTMENT EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT, SUPPLIES, OR BUILDINGS WILL BE USED FOR PERSONAL USE (NON-DEPARTMENTAL USE) unless approved by the Chief.

### **VEHICLE MAINTENANCE AND REPAIR**

1. Maintenance and repair work on any vehicle must have prior consent from the officer in charge of maintenance and repair.
2. All maintenance and repair work will be recorded in the book for that vehicle upon completion of work.
3. Parts and lubrication will be purchased by the Assistant Chief, Maintenance Officer or through their authorization.
4. Upon completion of work done, the work area shall be left clean and all equipment put back in its proper place.
5. Down time should be kept to a minimum.

## **Community Service**

Purpose: The purpose of this policy is to describe the procedure for Community Service volunteers for Apple Valley Fire Department.

Policy: All members of Apple Valley Fire Department, including volunteer firefighters, employees, and town employees shall be aware and bound to the rules of this SOG.

1. All community service volunteers must be approved by the Chief or Assistant Chief.
2. The Chief or Assistant Chief can assign an individual to oversee the designated community service related job.
3. The Individual that is asked to oversee the Community Service person or persons will remain on site to make sure work is preformed properly.
4. After completion of work, designated person will inform Chief or Assistant Chief that work has been completed.
5. The Chief or Assistant Chief will inspect work to confirm job completion.
6. Only the Chief or Assistant Chief will sign a job completion form from the Community service program