

**GRAND RAPIDS  
FIRE DEPARTMENT**

**ORGANIZATIONAL  
AND  
OPERATING  
POLICIES AND PROCEDURES**

APPROVED BY CITY COUNCIL:  
[April 26, January 23, 2023, 2010](#)

[January 10](#)

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### **MISSION STATEMENT**

The Grand Rapids Fire Department is dedicated to serve the City of Grand Rapids and the surrounding protection area in the areas of fire suppression, heavy rescue, and fire prevention and education. It is our goal to always provide the best service possible for the best dollar value to our customers.

**SECTION 100**

**GRAND RAPIDS FIRE DEPARTMENT ORGANIZATIONAL STATEMENT**

The Grand Rapids Fire Department was established to deal with interior structure fire fighting as well as exterior fires. The department also responds to rescue emergencies, special hazardous conditions, and mutual aid.

The department consists of up to 30 members, with the option of 2 trainees, ~~and an Honorary Fire Chaplain~~. Officers include: Chief, First Assistant Chief, Second Assistant Chief, 2 Captains, Fire Prevention and Education Officer, Safety Officer, and Hazardous Materials ~~Officer~~Team Lead. All firefighters are paid on an hourly basis for fire fighting, training and maintenance work.

Meetings and training are scheduled three nights monthly. The second Tuesday of every month is for business brought before the department and internal affairs. The third and fourth Tuesday's of each month are used for training and all aspects of the fire service. All members are required ~~to attend 50% of all fires, drills, and meetings within a six-month period, and are required~~ to attend at least one (1) ~~mandatory~~ training session and one business meeting per quarter during the year. Guidelines for training are established to coincide with N.F.P.A. and or O.S.H.A. recommendations. All members are encouraged to attend state and sectional fire schools for advanced training in specific areas.

**Requirements for Service Credit**

Service credit is determined on an annual basis. Firefighters earn service credit by attending 50% or more of dispatched fire calls, drills including

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hazmat, and meetings during a calendar year. Missed activities occurring during the regular work hours of a Firefighter's primary job are not included in the percentage calculation. A fire fighter who retires with a partial year shall be at or above 50% at time of retirement to member in good standing.

The Fire Chief will monitor attendance with the following benchmarks and outcomes:

July 1 – Firefighters with an attendance percentage less than 50% will receive a verbal warning and reminder of the service credit requirements.

End of the year – Firefighters with an attendance percentage less than 50% will receive a written warning and lose a year of service credit.

Firefighters who lose a year of service credit are placed on probation and must have an attendance percentage of 50% or greater on July 1 and the end of the year to avoid termination.

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New members are not allowed to do any interior fire fighting until sufficient training has enabled them to qualify for hazardous duties. New members are under a one-year probation and are trained under the supervision of the fire captains and officers.

## SECTION 101

### QUALIFICATIONS FOR EMPLOYMENT

#### New Members

All persons seeking to join the Grand Rapids Fire Department, as of the latest revision date of this policy, must live within a ~~six-eight (68)~~ minute travel time to a Grand Rapids fire station if employment is offered to them. And complete a pre-employment screening to include physical, physiological evaluation and criminal background check, as ordered by the City of Grand Rapids.

Candidates may apply and test for the eligibility list even though they live outside of the ~~six-eight (68)~~ minute travel time. The applicant must reside within the travel time by the date of employment, or he/she will be bumped down the eligibility list and the next qualified candidate shall be selected for employment.

### Calculation of Travel Time

The travel time of a member will be calculated as:

Continuous time from the parking area of the members' dwelling unit to the parking area of a Grand Rapids fire station, traveling at the maximum speed limit allowable. Travel time shall be measured by the Chiefs or Captains (or his/her subordinate) using a non-emergency vehicle, with the applicant having the option to ride along.

Travel time shall consist of three (3) separate trips, driven on any weekday (Monday-Friday) at 9:00 a.m., 4:00 p.m., and 9:00 p.m. Should any of these trips fall within the six-eight (68) minute time line; the applicant will qualify for the travel time allowable.

No person shall be eligible to remain a member of the City of Grand Rapids Fire Department unless the person resides at a location requiring not more than six-eight (68) minutes travel time, as described above, from the person's residence to the Grand Rapids Fire Hall.

All new members of the department shall meet the travel time required by the Grand Rapids Fire Department, and shall not be less than Eighteen (18) years of age, and able bodied.

At least eighty-five percent (85%) of members shall be actual residents of the ~~six-eight (68)~~ minute travel time. Not more than fifteen percent (15%), rounded to the nearest whole number of members may be outside the ~~six-eight (68)~~ minute travel time and shall live within a ten (10) minute travel time of the Grand Rapids Fire Hall. New firefighters shall not be allowed to live within 8-10 minutes of travel time until all training and probation period has been completed.

All firefighters must receive approval from the Chief to move outside the ~~six eight (68)~~ minute travel time.

~~Since the Grand Rapids Fire Department responds to two stations this is critical to provide the correct response to both stations.~~

~~It is the intent of the Grand Rapids Fire Department to have a maximum of ten (10) firefighters assigned to the Southside.~~

~~Seniority will take precedent in any move outside the established travel time.~~

Employment on the department shall automatically terminate not more than ninety (90) days after an employee's residence moves outside the ~~(68)~~ minute response and or 10 minute response time and/or does not meet the percentage qualifications. However, an employee may be granted a leave of absence for not more than six months, provided further that not more than (4) members may be on leave of absence at the same time.

Applicants for reinstatement to employment in the department must meet the same qualifications as new applicants for membership.

Accepted applicants shall serve a six-month probationary period. Upon completion of probationary period the Fire Chief will review performance and report probationary status to appropriate city personnel.

Any employee or officers of the Fire Department who shall be absent from more than fifty percent (50%) of the fire rosters during a six-month period is subject to disciplinary action, and it shall be the duty of the 2<sup>nd</sup> Asst. Chief to inform the Fire Chief of such absenteeism. Fire rosters shall mean signing of the fire report during or after returning from the alarm, one mandatory training session and business meeting per quarter, Haz-Mat drills, Haz-mat calls and attendance of monthly meetings.

## SECTION 102

### EMPLOYEE TRAINING REQUIREMENTS

The Grand Rapids Fire Department conducts two drills per month. From time to time, one of these drills may be used for maintenance.

~~0-5 year members are expected to attend 70% of the drills.~~

All employees are required to attend one (1) ~~mandatory~~ drill and one (1) business meeting per quarter.

All training sessions are based on NFPA and/or OSHA requirements and follow the general firefighting curriculum approved through any of the Fire Training Programs of the Minnesota State Colleges and Universities.

~~The Grand Rapids Fire Department maintains an up-to-date library of training material. Each employee is encouraged to use this library at anytime.~~

All new firefighters will complete a MnSCU sponsored or other qualified ~~NFPA 1001~~ Firefighter 1&2 course within the first eighteen months of acceptance of the fire department. All firefighters must attempt to attend all training sessions conducted in-house by the Grand Rapids Fire Department.

All new firefighters will successfully complete a Minnesota State Fire Certification Board or other IFSAC (International Fire Service Accreditation Congress) approved Firefighter 1 level of certification within three (3) years of acceptance of the fire department.

~~Any firefighter having less than fifteen (15) years of service as of January 1, 2009, will be required to acquire an IFSAC or MSFCB Firefighter 1 Certification within the next two (2) years of service.~~

All fire personnel will be required to attend annual refresher classes on hazardous materials, blood borne pathogens, airborne pathogens and confined space awareness.

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Firefighters are encouraged to attend state fire schools, sectional schools and any other schools that would benefit them and the fire department.

All new firefighters must complete, or at least be enrolled in, Haz-Mat Technician Level training within the first 36 months of entry date. Firefighters are expected to attend regularly scheduled Haz-Mat trainings to be eligible to respond to State Haz-Mat incidents



| All new firefighters will obtain First Responder First Aid training or equivalent level within their first year

| Any outside training for first aid must be approved by the one of the Captains or chief officers for reimbursement.

## SECTION 103

### STANDBY REQUIREMENTS

Certain holidays and weekends present a staffing problem for the Grand Rapids Fire Department. These times require a standby crew in case of an emergency. This is done on a rotation basis at the following times:

1. Opening weekend of fishing
2. Memorial Day weekend
3. Fourth of July
4. Labor Day weekend
5. The first weekend of deer season

Each standby crew will consist of at least five firefighters. If fire conditions warrant an expanded crew, the chief or other officers can do this. At least one of the five firefighters will be a pump operator and one will be an officer.

Standby rosters are posted each January. Members are responsible for finding a replacement of equal or higher rank if they are unable to cover their schedule time. Each firefighter must sign in each day by noon at the fire hall on their standby weekends.

When on call on a standby weekend, the firefighter must be able to respond within ~~six-eight~~ [\(68\)](#) minutes to the fire hall.

Standby hours are from 6:00 p.m. to 6:00 p.m. For Memorial Day weekend standby is from 6:00 p.m. Friday evening to 6:00 p.m. Monday evening, which would be a three-day weekend. When the 4<sup>th</sup> of July falls on a Friday, thru Monday this will also become a three day weekend, either starting Thursday at 6:00 p.m. to 6:00 p.m. on Sunday or starting at 6:00 p.m. Friday to 6:00 p.m. Monday. A two-day weekend would be from 6:00 p.m. Friday to 6:00 p.m. Sunday. [Sign in shall be by 6:00 p.m. of the first standby day and before 12:00 p.m. for each consecutive day.](#)

On standby weekends all members will report to the Main Fire Station.

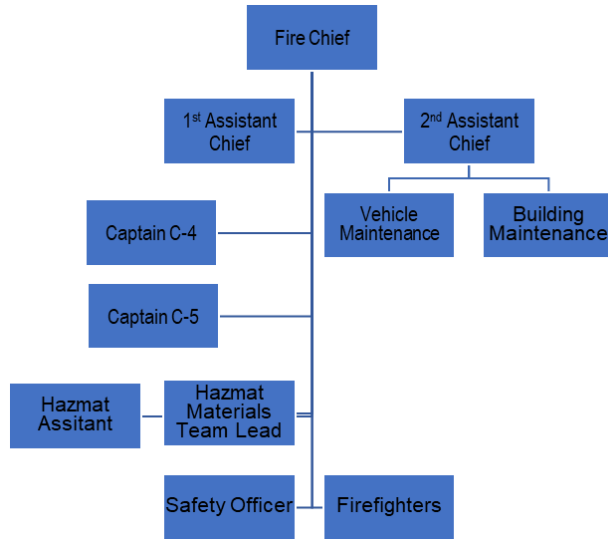
Consumption of alcohol, or illegal drugs by standby crew on required standby weekends is prohibited.

Disciplinary action will be taken for not adhering to standby requirements.

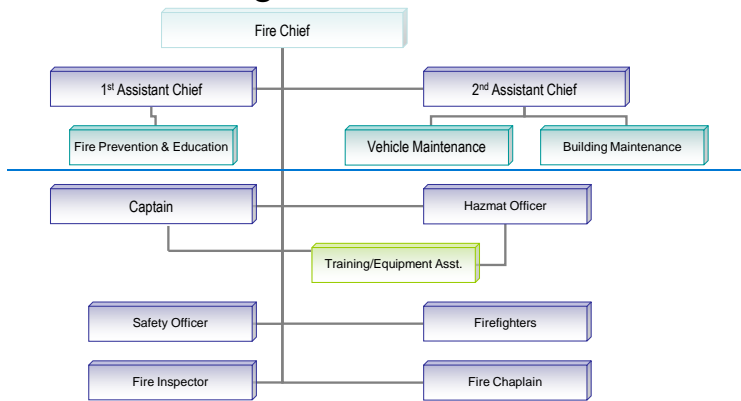
Disciplinary action will be taken for missed standby.

**SECTION 104**

**OFFICER AND NON-OFFICER POSITIONS**



**Grand Rapids Fire Department  
Organization Chart**



The Grand Rapids Fire Department Officer core shall consist of the following officers:

<u>Line Officers</u>	<u>Call Code</u>
Fire Chief	C-1
1 <sup>st</sup> Assistant Chief	C-2
2 <sup>nd</sup> Assistant Chief	C-3
Captain	C-4
<del>Safety Officer</del> <u>Captain</u>	_____
_____C-5	
<u>Non-Line Officers</u>	<u>Call Code</u>
* <del>Fire Prevention &amp; Education</del> <u>Safety</u>	_____
_____C-6	
Hazardous Materials <del>Officer</del> <u>Team Lead</u>	_____C-7

Other Positions

Maintenance Position

Janitorial Position

Firefighter

Fire Chaplain

Hazmat Assistant

\*Safety Officer, ~~Fire Prevention & Education Officer~~, and Hazmat ~~Officer~~ Materials Team Lead may qualify for Line Officer based on minimum qualifications listed in -their position descriptions and approval from the Fire Chief.

Applications shall be accepted for each position upon the vacancy of that position. All applicants will be considered based on the job descriptions of minimum desire qualifications and essential and peripheral job duties and requirements.

## **SECTION 105**

### **GENERAL EMPLOYEE MEETING SCHEDULE**

There shall be three regularly scheduled meetings of the Fire Department each month. The second Tuesday shall be the business meeting. The third and fourth Tuesdays shall be training. [Drills dates and time can be changed by fire chief as needed.](#)

All members are required to attend at least one business meeting per quarter.

Special meetings of the fire department shall be called by the Chief or his or her designee at the request of three officers.

The annual meeting will be held the second Tuesday of January, at which time the officers will give their annual reports. In conjunction with this meeting the Grand Rapids Fire Department Relief Association will hold its annual meeting and elect officers for the coming year. Notice will be sent to the members' last known address or in their inter department mail at least thirty (30) days prior to this meeting.

Other functions such as regional, state and sectional fire schools, other special schools and meetings may be attended by members. From time to time certain functions may require attendance of all members or selected members of the Fire Department.

## SECTION 106

### CONDUCT OF FIREFIGHTERS

Members of the Fire Department shall conduct themselves in a creditable manner as listed below at all fires, meetings, at conventions or any other gathering when representing the Fire Department:

#### Chain of Command

- Firefighter must use the “Chain of Command” at all times
- “Chain of Command” means any matter that needs the attention or action by the Chief will be brought to the reporting person’s most immediate supervisor
- Any issues or concerns that affect the Firefighter’s performance shall be immediately brought to the attention of the Firefighter’s most immediate supervisor
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#### 106.1 – Social Media Policy

##### PURPOSE

To manage audio, photographs and electronic images taken by GRFD employees. To guarantee professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.

##### PROCEDURE

A. Under no circumstances will employees be allowed to use a voice recorder, personal camera, video recorder, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while at any incident unless directed to do so by the Fire Chief or Incident Commander.

B. All scene photography/video and audio shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of Grand Rapids Fire Department personnel in charge of the scene, using approved department equipment.

C. All audio and photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.

D. Any on-scene recordings and images or any other images taken by an employee in the course and scope of their employment are the sole property of the Grand Rapids Fire Department, and are under the control of the Fire Chief; this includes any recordings and images taken inadvertently with a member’s personally owned camera, cell phone camera, or any other digital imaging device.

E. No recordings or images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner without approval from the Fire Chief. This prohibition includes the posting of any Grand Rapids Fire Department audio or photographs on personal Web sites such as, but not restricted to: Face Book, MySpace, YouTube, other public safety agency Websites, or e-mailing to friends, relatives or colleagues.

F. Any fire department member who has taken any media (audio, visual, etc.) at any incident must report the taking of such media to the Incident Commander immediately following the return of personnel to quarters, or as soon as practical thereafter. All digital images belonging to the Grand Rapids Fire Department will be downloaded as soon as possible, and will be cataloged and stored in a secure database and/or area with controlled access. After being downloaded, images will be erased from phones, cameras, or any other media device.

G. The use of unauthorized helmet cameras is strictly prohibited.

H. Personal use of department cameras is strictly prohibited.

This includes, but is not limited to, written, auditory and/or visual messages communicated via or on Department resources or via personal devices, such as cell phones, PDAs, etc., and/or social media (Twitter, Facebook, MySpace, YouTube, etc.). Any written, auditory and/or visual messages communicated by a member that are relative to the Grand Rapids Fire Department in any capacity are the *sole property* of the Grand Rapids Fire Department.

J. Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action.



## **SECTION 107**

### **RESPIRATORY PROTECTION PLAN AND PROGRAM**

All members of the Grand Rapids Fire Department are required to be knowledgeable and to understand SCBA's. We utilize MSA units of the pressure demand type. Individuals will attend training at least on a quarterly basis.

First year members are not able to make entries into burning buildings until they have had proper training.

SCBA's are to be cleaned properly after each use and inspected on a monthly basis. An inspection sheet will be kept on file. Individuals are assigned their own masks. Any SCBA found to be malfunctioning or visibly impaired should be pulled from service until repaired. SCBA's in service can be found in storage racks on each truck or in cases where applicable.

No person shall be allowed to have facial hair, which will impair the sealing of the face piece. Individuals are required to meet physical standards before being allowed to use SCBA's. Each year firefighters are to successfully pass a respiratory fit test for SCBA use.

Please refer to page 6-125 of the City of Grand Rapids Employee Handbook for further information regarding the Respiratory Protection Program.

**SECTION 108**

**AIRBORNE PATHOGENS PROGRAM DIRECTIVE**

**Please refer to page 6-129 in the City of Grand Rapids Employee Handbook for information relating to the Airborn Pathogen Program.**



## **SECTION 109**

### **PHYSICAL MEDICAL REQUIREMENTS**

The City of Grand Rapids has established a program of pre-employment and regular medical examinations for the employees whose regular work may require unusual and strenuous physical activity.

It is designed to protect both employee and employer through early detection and treatment of conditions that could be aggravated by the physical requirements of the job.

The employee's personal physician may do the medical examination. If there is any controversy over the results of the medical examination and/or recommendation, the City may request another examination by a physician of its choice.

The City Council shall appoint a committee consisting, at least, of the City Administrator or Human Resources Director, City Attorney, a physician not involved in the case, and employee representative, to make a recommendation to the City Council regarding the future employability of this person.

The Fire Department requires an entrance exam to be completed within the first year of membership on the department. At a minimum, the Fire Department shall conduct medical evaluations annually in accordance to OSHA 1910.134 for its members. Beginning at age thirty-five (35), members shall be given a stress test conducted every five years (or earlier as required by a medical physician) until the time of their exit exam. Each firefighter will be required to have an exit exam, which includes a PSA test. All exams are not to exceed the "Report of Medical Examination." The Fire Department will not pay for any extended testing unless the physician conducting the exam requires further testing. Any further tests requested by you will be at your expense.

## **SECTION 110**

### **HEPATITIS B IMMUNIZATION PROGRAM**

**PURPOSE:** To establish guidelines for employee screening for Hepatitis B immunity and vaccine administration.

**POLICY:**

- I. Employees who perform tasks requiring exposure to blood and other potentially infectious materials per exposure determination will be offered the Hepatitis B Vaccine free of cost.
- II. Following a review of the disease and vaccine information, the employee will sign a consent to receive the vaccine. (See “information on Hepatitis B and the Vaccine”.)
- III. If an employee declines immunization, he/she will sign a statement to that effect. If the employee chooses to be immunized in the future, this procedure will be followed.
- IV. Three IM dose of vaccine will be given – the initial dose, at one month and at six months. The vaccine will be administered deep intramuscular in the deltoid muscle.
- V. Approximately 1-2 months after completion of the 3-dose series, an antibody titer will be determined. Should a less than adequate titer ( $< \text{or } = 10\text{MIU/ml}$ ) be detected, an additional series of 3 injections will be administered followed by repeat antibody testing as before.
- VI. Information attesting to the employees’ antibody status (positive or negative) will be documented in the employee’s medical record.
- VII. Should an exposure ever occur the post-exposure algorithm will be followed.

## **INFORMATION ON HEPATITIS B AND THE VACCINE**

### **THE DISEASE**

Hepatitis B is a viral infection that affects the liver. The incubation period ranges from 40 to 180 days. The course of acute hepatitis can be mild and completely without outward symptoms, or it can be severe, prolonged and possibly fatal. Health care workers can be exposed to Hepatitis B from contaminated needle punctures or blood spills on broken skin or mucous membranes. Other body fluids, such as bloody urine, bloody wound drainage, or semen, may also be infectious. The greatest threat to health care workers is the nearly one million Hepatitis B carriers in the country, 80 to 90 percent of whom are not identified.

### **RECOMBINANT HEPATITIS B VACCINE**

The vaccine is for protection against Hepatitis B. The vaccine is recommended for those with frequent exposure to the above sources. Three doses of vaccine are required: The initial dose, a second dose a month later and a third dose five months later. A booster dose may be needed at a later time for continued protection. Documentation of exposure incidents must continue even after the vaccine is completed.

Hepatitis B vaccine will not prevent hepatitis caused by other agents, such as Hepatitis A virus, non-A, non-B Hepatitis virus or by other viruses known to infect the liver. Although information available to date indicates that the vaccine is highly effective in protecting against Hepatitis B, it has not proven totally effective in preventing Hepatitis B among all persons vaccinated (those who are immune-suppressed or those with presence of any serious active infection). Hepatitis B vaccine is prepared from recombinant yeast cultures and is free of association with human blood or blood products.

Follow-up studies indicate that the most common side effect is injection site soreness. Less common local reactions are redness, swelling and warmth, which usually subside within 48 hours. Low-grade fever occurs occasionally. Other complaints include malaise, fatigue, headache, nausea, dizziness and joint pain. These symptoms are infrequent and limited to the first few days following the vaccine. Rash has been reported rarely.

### **PRECAUTIONS**

Recombinant Hepatitis B Vaccine is contraindicated for individuals who are hypersensitive to yeast or any component of the vaccine. Any serious active infection prior to receipt of the vaccine is reason to delay the vaccine.

Employees with a history of cardiopulmonary disease are at risk from a possible febrile or systemic reaction and must consult their private physicians prior to receipt of the vaccine and have an authorization from their private physician for administration of the vaccine.



**SECTION 111**

**FIT TEST PROGRAM**

See Appendix A of the City's Personnel Policy Manual:  
Workplace Safety Policy, **page 6-126, Fit Test**



**SECTION 112**

**GRAND RAPIDS FIRE DEPARTMENT RELIEF ASSOCIATION  
BYLAWS**

**EXHIBIT I**

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CONSTITUTION  
OF  
GRAND RAPIDS FIRE DEPARTMENT RELIEF ASSOCIATION

ARTICLE I

This association is named and shall be known as the “Grand Rapids Fire Department Relief Association” and its general object and purpose shall be to create, establish and maintain a fund for the relief and support of sick, injured or disabled members of the Association and their families; such fund to be provided by donations, assessments of its members and other proper means.

ARTICLE II

The property and monies of the Association shall be kept in the “Special Fund”, which shall consist of all monies now due or hereafter become due, such as fees, dues, donations and monies raised through the efforts of the members of the Association and interest on all monies loaned from such fund and the same way may be expended for any purpose authorized and permitted by these articles and By-laws which shall be adopted and in conformity thereto.

ARTICLE III

Section 1. — All persons becoming regular members of the Fire Department shall become members of this Association on the date of acceptance into the department.

Section 2. — Resignation or removal from the Grand Rapids Fire Department or moving from the vicinity of Grand Rapids to take up residence elsewhere shall terminate the membership of the member so resigning, expelled or moving; provided, however, that any member who has served at least the minimum number of years required for vesting of pension rights may remain as a member of the Grand Rapids Fire Department Relief Association and be placed on the early vested pension roll, subject to such regulations as may from time to time be imposed.

ARTICLE IV

Section 1. — The government and management of the business and affairs of the Association is vested in a Board of Directors. The said board shall consist of six members, to be elected annually by the members of such Firemen’s Relief Association from its own members at their annual meeting in January of each year

in the City of Grand Rapids, Minnesota, also the following ex-officio members, via: the President or Mayor and Financial Director or Clerk of the City of Grand Rapids, Minnesota and Chief of the fire department of said city. Such directors to be elected each for a term of one year and shall hold office until the successor shall be elected and qualified. A member of the board of directors may be removed for cause upon a two-thirds vote of those present and voting.

Section 2. — The board of directors of the Association shall have power from time to time to make such By-laws for the government of the Association and the management of its affairs, as the said board may deem proper; but not By-laws that shall be inconsistent to any provisions of this Constitution. No such By-laws shall be adopted except upon a vote of at least two-thirds of the members of the board.

Section 3. — The officers of the Association shall consist of a President, Vice President, Secretary and Treasurer, all of whom shall be elected annually by the board of directors of said Association from among their own members, at their annual meeting in January of each year in the city of Grand Rapids, Minnesota and shall hold office until the successor is elected and qualified. The duties of the officers shall be prescribed by the By-laws.

Section 4. — It shall be the duty of the board of directors to prepare modes and plans for the safe and profitable investment of all funds of the Association, in accordance to their investment policy and whenever loans or investments are made, to investigate and pass upon the securities offered and to attend to the drawing and execution of the necessary papers. The board shall order an audit of the books and accounts of the secretary and the treasurer as required by law and shall submit a written report of the condition of the Association to the members at the annual meeting.

Section 5. — The investment of the funds of the Association shall be in the exclusive control of the board of directors, in conformance with state statutes.

Section 6. — The members of the board shall act as trustees with Fiduciary obligation to the members of the Association, to the city of Grand Rapids and to the state of Minnesota.

#### ARTICLE V

Section 1. — Any member of the Association upon retiring from active duty with the fire department and upon receiving his pension from the Relief Association shall become an Honorary Life Member of the Association without further remuneration of benefits available. Any member resigning from the fire department may be awarded Honorary Life Membership by vote of fire department members.

#### ARTICLE VI

Section 1. — This constitution may be amended at any regular or special meeting of the members of the Grand Rapids Relief Association by a two-thirds vote of the members of the board. One month's notice shall be given in writing of such proposed amendment, before a vote can be taken thereon.

#### EXHIBIT I

#### BY LAWS

#### OF

#### GRAND RAPIDS FIRE DEPARTMENT RELIEF ASSOCIATION

#### ARTICLE I

#### DUTIES OF OFFICERS

Section 1. — Duties of the President. The duties of the president of said Association shall be to preside at all meetings of the board of directors, appoint all committees, sign all orders on the treasurer of the Association and perform such other duties as usually pertain to such office.

Section 2. Duties of the Vice President. The vice president, in the absence or disability to act of the president, shall perform and discharge the duties of the president. In case of the absence of both the president and vice president, the board of directors shall elect a president pro tem, who shall discharge and perform such duties.

Section 3. Duties of the Secretary. The secretary shall keep a correct record of all meetings and proceedings of the board of directors; he shall immediately pay over to the treasurer of the Association all monies that may come into his hands belonging to the Association, keep a correct roll of all members of the Association, the date of joining, resignation, discharge, assessments made and paid, relief furnished and to whom furnished, and the nature and amount thereof and keep a complete record of all investments made and redeemed. He shall make a report to the board, at each annual meeting, of the membership and financial condition of the Association. His books shall at any time be subject to inspection by any member of

~~the board and public examiner; he shall draw and sign all orders on the treasurer, perform and discharge such other duties as usually pertain to such office. He shall give a surety bond in such sum as the board of directors may direct, such bond to be paid for by the Association and filed with the treasurer of the Association.~~

~~Section 4. — Duties of the Treasurer. The treasurer shall keep a true and correct record and account of all monies by him received for said Association and pay them out only on the order of the board of directors. He shall make and submit his report at each annual meeting of the board of directors. He shall deposit all monies of the Association in the name of the Association in such bank or banks as the board of directors may direct or designate or invest same in the name of the Association in such manner as the board of directors shall direct.~~

~~The treasurer shall be the custodian of and responsible for the safekeeping of all funds and securities belonging to the Association, collect the interest and premiums on all securities when due, he shall provide the secretary with memorandum of all monies collected and deposited belonging to the Association monthly at least three days previous to the regular meeting of the board of directors, giving date and amount of such deposits and from what source collected. He shall give a surety bond to the Association with sufficient sureties to be approved by the board, in such sum as the board shall require, conditioned that he will faithfully discharge and perform all the duties of this office, during his continuance therein and safely keep and pay over to his successor in office or such other person or persons as the board may direct, all monies or securities that may come into his hands by virtue of his said office, such bond to be paid for by the Association and filed with the president.~~

## ARTICLE II EXECUTIVE COMMITTEE

~~Section 1. — The president shall, at the annual meeting in January of each year, appoint a committee of three members of the board. It shall be duty of this executive committee to devise modes and plans for the safe and profitable investments of the unappropriated funds of the Association and whenever investments or loans are made, to investigate and pass upon the securities offered and attend to the drawing and executing of the necessary papers, subject, however, to the provision that all acts of the executive committee shall be subject to the approval of the board of directors. They shall order an audit of the books and accounts of the secretary and treasurer annually and a written report shall be submitted of the same to the board of the Association, at its annual meeting in January of each year.~~

## ARTICLE III

## MEETINGS

Section 1. — The regular quarterly meetings of the board of directors shall be held on the second Tuesday of each quarter and the annual meetings on the regular monthly meeting of January of each year; and special meetings may be held at such times as the president or a majority of the members of the board may deem necessary. Provided, however, that in case an alarm of fire should be sounded during any meeting of the board, such meeting shall stand adjourned until such time as the president shall reconvene it.

Section 2. — Any reconvened meeting held as provided in Section 1 of this article shall be deemed an adjourned meeting.

Section 3. — A majority of the members of the board shall constitute a quorum and may transact business at any meeting of the board, except such business as is otherwise especially provided for.

Section 4. — All meetings shall be conducted according to Robert's Rules of Order, as revised.

Section 5. — The order of business shall be:

1. Call to order
2. Reading of the minutes of previous meeting
3. Treasurer's report
4. Report of committees
5. Applications for relief
6. Applications for membership
7. Balloting for members
8. Unfinished business
9. New business
10. Election of officers
11. Miscellaneous business
12. Adjournment

## ARTICLE IV FUNDS

Section 1. — All property and monies of the Association shall be kept in a fund as established in the Constitution of the Grand Rapids Fire Department Relief Association.

Section 2. — No disbursement of funds of this Association shall be made except by checks drawn by the Treasurer. Except when issued for pensions and other fixed charges, the exact amount of which has previously determined and authorized by

the board of directors, no check shall be issued until the claim to which it relates has been approved by the board of directors.

Section 3. — All monies belonging to this Association shall be deposited to the credit of this Association in such banks, trust companies, savings and loan associations or other depositories as the board of trustees may designate.

#### ARTICLE V APPLICATION FOR BENEFITS

Section 1. — Only members in good standing shall be entitled to have or receive any benefits from the funds of this Association.

Section 2. — All applications for disability, death or pension benefits shall be made in writing on forms furnished by the secretary.

Section 3. — Applications for Disability Benefits. All applications for disability benefits shall be referred to a disability committee consisting of three members of the board to be appointed by the president, which committee shall examine into and report upon such application to the board before the board acts upon the same. In case any question shall arise in regard to any application for disability benefits the president shall appoint a special investigating committee, who shall make an investigation of the facts and report the same to the board. Such committee shall consist of three members of the board.

Section 4. — Report of Disability. Any member of the Association contracting sickness or injury resulting in inability to perform the duties of a firefighter shall within 30 days notify the secretary of the Association within 30 days after the date for which disability benefits is asked. No applications for disability benefits will be allowed to exceed 30 days previous to the date on which the secretary was notified of such sickness or injury.

Section 5. — Time for Disability Benefits. No application shall be allowed for disability benefits for a period of less than seven days disability or for a period longer than 104 weeks, commencing from the time of first illness or injury as herein provided.

#### ARTICLE VI DISABILITY BENEFITS

Section 1. — Permanent Disability. If a member of this Association shall become totally and permanently disabled, to the extent that a physician or surgeon acceptable to the board of directors shall certify that such disability will permanently prevent said member from performing his duties in the Grand Rapids Fire Department, then the Association shall pay to such member the sum of \$ \_\_\_\_\_ for each year of active service with the Grand Rapids Fire Department prior to the

onset of the disability. A member who receives such a disability pension payment shall have the amount paid deducted from any vested pension accrual and, if the member should subsequently recover and return to active duty in the Grand Rapids Fire Department, for any accrued service pension credit.

ARTICLE VII  
DEATH BENEFITS

Section 1. — Upon the death of any member of this Association who is in good standing at the time of his death, the Association shall pay to the member's designated beneficiary, and if none then to the member's surviving spouse, and if none then to the member's estate, the sum of \$ \_\_\_\_\_ for each year of active service in the Grand Rapids Fire Department.

ARTICLE VIII  
PENSION BENEFITS

Section 1. — The association shall pay to each member who shall have served as an active firefighter in the Grand Rapids Fire Department for a period of 20 years or more the sum of \$ \_\_\_\_\_ per year for each full year of active service, as a retirement benefit. The retirement benefit shall be payable upon the member ceasing active service in the Grand Rapids Fire Department, but not earlier than the member's 50<sup>th</sup> birthday.

Section 2. — A member of the Association who shall have served in the Grand Rapids Fire Department for at least 20 years, but has not reached the age of 50 years, may retire from said department and be placed on the deferred pension roll. When the member reaches the age of 50 years, upon application therefore the member shall be paid the sum of \$ \_\_\_\_\_ for each full year of active service. During the time the member is on the deferred pension roll, the Association shall add to the amount payable to such member interest, compounded annually, at the rate of 5% per year. \*Fully vested members will be eligible to receive the final year on a pro-rated basis.

Section 3. — If a member shall have served for more than 10 years but less than 20 years, as an active member of the Grand Rapids Fire Department, the member may retire from said fire department and be placed on the early vested pension roll. When the member reaches the age of 50 years and provided that at that time the member has been a member of the Association for at least 10 years, the member shall upon application therefore, be paid a retirement pension benefit in the following manner:

- A. — For active duty of more than 10 years, but less than 11 years, 60% of the amount per full year of active service which would have been earned, had the member served for 20 years or more;



- B. For active duty of more than 11 years, but less than 20 years, 4% of the amount per full year of active service which would have been earned, had the member served for 20 years or more, shall be added for each additional year of service between 11 and 20 years;
- C. Any member on the early vested pension roll will not be eligible to receive interest on the member's accrued assets.

Section 4. — No less than 90 days before becoming eligible to receive a lump sum pension, a member of this Association must make in writing a request for pension benefits. This association has the right to distribute said lump sum up to 60 days prior to the member's 50<sup>th</sup> birthday or up to 60 days after the member's 50<sup>th</sup> birthday.

#### ARTICLE IX AMENDMENT

Section 1. — The By laws of this Association may be amended at any regular or special meeting of the Association by a favorable vote of two thirds of the members present and voting, provided that a quorum is present; and provided further that notice of any proposed amendment or amendments shall be given by reading the same at a regular or special meeting not more than 31 days next preceding the date upon which such amendment or amendments are to be acted upon, and that a notice be mailed to each member at his last known address not less than 10 days prior to such meeting; and provided further, that is such amendment or amendments shall change the amount of benefits of pensions, approval of the City Council of Grand Rapids must be obtained before such change may take effect.

### Section 113

#### **Alcohol Use Policy for the Grand Rapids Fire Department**

The Grand Rapids Fire Department, in accordance with the City of Grand Rapids' Drug and Alcohol Policy, maintains a strict policy regarding the use of alcohol while participating in Fire Department functions including:

1. The response to fire and other emergency incidents;
2. Participation in Fire Department training activities; and
3. Participation in other activities where the firefighter is serving as a representative of the Grand Rapids Fire Department, such as sponsored events as section schools/seminars, conventions and/or meetings.

To secure compliance with the above policy a firefighter who has consumed alcoholic beverages during the four hours prior to being called to an emergency shall upon arriving at the fire hall, in response to that emergency call, immediately notify the fire officer in charge if any of the following conditions exist:

1. That the firefighter has consumed alcohol during the preceding four hours
2. That the firefighter was using any prescription or nonprescription medication that contains alcohol and is labeled with a warning regarding drowsiness, driving, or operation of machinery;

A firefighter who fails to comply with these requirements is subject to disciplinary action.

When a Fire Officer/ Senior Fire Fighter is notified of either condition 1 or 2 above, it will be necessary for a qualified operator to administer a preliminary breath test prior to that firefighter participating in a fire call response. He/she shall document the identity of the person being tested, the date and time of the test, and the test result. The operator shall sign this form, and he/she shall ask the person being tested to also sign. If the subject being tested should refuse to sign, that refusal shall also be documented.

If the firefighter disagrees with this result administered by the preliminary breath test, and if it is practical, the firefighter shall be administered an Intoxilyzer 5000 test at the Itasca County Jail to determine the level of intoxication. This test is solely used to determine the alcohol concentration of the tested firefighter, and whether or not he/she

may respond to a call for service, and the results of the test will not be used for any other purpose by the Grand Rapids Fire Department.

**This policy states:**

The Grand Rapids Fire Department has a Zero Tolerance policy regarding the operation of any Fire Department motor vehicles. Zero Tolerance is defined and enforced by stating that any Fire Department member, who has consumed any amount of alcohol in the four hours prior to the emergency call and gives a sample breath that shows any indication of the presence of alcohol, will be precluded from the operation of Fire Department motor vehicles.

The standard for allowing a firefighter to participate in an emergency call, other than being allowed to operate Fire Department motor vehicles, is .039 or less.

If the alcohol concentration indicates a level of .04 or higher but less than **.060**, the firefighter will not be allowed to participate in the emergency call. However, the firefighter will be allowed to remain at the Fire Hall and perform his/her regular duty within that building and get credit for doing so.

If the alcohol concentration indicates a level of **.060** or higher, the firefighter will not be allowed to participate in the emergency call, nor get credit for responding. A ride home will be provided to the firefighter as soon as possible, in no case will a firefighter be able to drive home from the fire activity.

A firefighter who has consumed any alcohol in the preceding four hour period, or is using prescription or nonprescription medication that contains alcohol will be administered a preliminary breath test as soon as practical by a qualified operator to determine whether (or not) the firefighter will be allowed to participate in the emergency call. If a qualified operator is not present during the call, or for any reason cannot test the firefighter in question, that firefighter must remain at the Grand Rapids Fire Hall and not attend the call.

Any firefighter who, in an emergency response setting, during training, activity, or either officially or unofficially observes any indications that another firefighter is under the influence of alcohol or drugs, shall immediately report those observations to the fire officer in charge. Such indications include the odor of alcohol on the breath, slurred speech, unsteady gait, or disorientation. A firefighter who observes such indications and fails to report them as required is subject to disciplinary action.

If the fire officer in charge has reasonable suspicion that a firefighter may be under the influence of alcohol and/or drugs during an emergency response, the fire officer shall ensure the firefighter is relieved of duty and kept in a safe area where a preliminary breath test can be administered to determine whether or not alcohol is present.

Grounds for reasonable suspicion of being under the influence of alcohol and/or drugs include, but are not limited to, odor of alcohol on one's breath, slurred speech, unsteady gait, and disorientation.

The fire officer in command may require that the individual immediately submit to a preliminary breath test. The individual's refusal to submit to such a test is immediate grounds for disciplinary action. The fire officer or senior officer shall document the time and date, observed behavior, witnesses, what was done, and the substance of any conversation conducted with the firefighter. Documentation should immediately be forwarded to the fire chief.

If the Grand Rapids Fire Department should need to invoke mutual aid from any other fire department, and any member of the Grand Rapids Fire Department believes any firefighter from another jurisdiction is under the influence of alcohol and/or drugs, that firefighter shall be removed from duty and placed in a safe setting as not to endanger that firefighter, any other firefighters, or any member of the public.

**EFFECTIVE DATE.** This Alcohol Use Policy shall be in full force and affect after its passage and after a signed acknowledgement of policy change has been received and on file for all members of the Grand Rapids Fire Department.

ADOPTED AND PASSED by the City Council of the City of Grand Rapids on the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Dale Adams, Mayor

ATTEST:

\_\_\_\_\_  
Tom Pagel, City Administrator

**GRAND RAPIDS**  
**FIRE DEPARTMENT**

**APPENDIX**  
**TO**  
**CITY POLICY MANUAL**

# **APPENDIX**

## **GENERAL OVERVIEW**

### **STATEMENT OF GUIDELINES – GRAND RAPIDS FIRE DEPARTMENT**

**100 GENERAL DEPARTMENTAL INFORMATION**

**200 GENERAL ADMINISTRATION**

**300 HAZARDOUS MATERIALS**

**400 OCCUPATIONAL SAFETY AND HEALTH**

**500 MAINTENANCE**

**600 EMERGENCY OPERATIONS**

**700 COMMUNICATIONS**

**800 FIRE PREVENTION**

**STATEMENT OF GUIDELINES AND PROCEDURES**

This manual was developed as a guide with specific and general information for the Grand Rapids Fire Department. Copies will be given to all new Fire Department members and will be available for reference from the 2<sup>nd</sup> Asst. Chief or Chief at all times. This manual will be updated from time to time as the needs or guidelines change. Each member of the Grand Rapids Fire Department is required to have knowledge of the information in this outline.

## **100 GENERAL DEPARTMENTAL INFORMATION**

### **101 UNIFORM GUIDELINES**

All members of the Grand Rapids Fire Department will have one complete uniform. This uniform consists of a long sleeve white shirt with patches, pins, and badge displayed as listed below, dark navy pants, dark blue tie with fire axe tie clasp, blue socks, black shoes or boots, and jacket. (The Grand Rapids Fire Department provides shirt, tie, pants, and jacket.)

The fire department will also furnish patches, badges, pins and a fire axe tie clasp. Members who leave with less than ten (10) years of service, or are terminated, shall be required to return all issued department clothing.

When in uniform, it is expected that each person will conduct themselves in a manner that will not degrade the fire service, the Grand Rapids Fire Department or the City of Grand Rapids.

Uniforms will be required for funerals of active and retired members.

Department shirt patches, pins, and badge placement is as follows:

1. GRFD PATCH ON RIGHT AND LEFT SHOULDER SLEEVE.
2. AMERICAN FLAG OVER RIGHT POCKET.
3. NAME TAG UNDER FLAG ABOVE RIGHT POCKET.
4. GRFD PINS/BUGLES ON RIGHT AND LEFT LAPELS.
5. GRFD BADGE ON LEFT SIDE OVER POCKET.
6. TIE CLASP (FIRE AXE) ON TIE.



**102 CONTROL OF APPARATUS/EQUIPMENT/FIRE HALL**

No person, persons, firm, company, or corporation, shall in any manner, have any control over, or interfere with, take, use, or have, for any object or purpose, any of the fire apparatus, equipment, and/or fire hall except the officers and members of the Fire Department, and persons specifically authorized by the City Council. No member of the Fire Department or City Officer shall loan or allow use of said fire apparatus, equipment, and/or fire hall, except by the order of the City Council and the consent of the Fire Chief.

**102.1 RATE SCHEDULE FOR FIRE DEPARTMENT APPARATUS**

For those instances where the fire department is eligible to receive reimbursement for the use of apparatus and/or personnel, the following rate schedule shall be applied, unless an executed contract between the City of Grand Rapids and the responsible party exists prior to the event occurring:

- Type 1 Engine (~~#11621~~, #115, #111, ~~#114~~): \_\_\_\_\_ \$300.00 per hour
- Type 4 Engine (#113): \_\_\_\_\_ \$150.00 per hour
- ~~Type 6 Engine (#117): \_\_\_\_\_ \$100.00 per hour~~
- Type 2 Water Tender (#111): \_\_\_\_\_ \$175.00 per hour
- ~~Type 3 Water Tender (#112): \_\_\_\_\_ \$150.00 per hour~~
- Aerial Device (Tower #119): \_\_\_\_\_ \$350.00 per hour
- ~~Rescue Vehicle (#114): \_\_\_\_\_ \$175.00 per hour~~
- Support Vehicles (#118, ~~Hazmat 2#117~~): \_\_\_\_\_ \$100.00 per hour

Personnel: Current hourly rate as approved by city council

### **103 USE OF FIRE HALL AND EQUIPMENT**

Members may be allowed to use tools in the fire hall and tools may be checked out, if approved by an officer or maintenance staff.

Members are allowed to use one bay at the fire hall as long as they are returned to their original condition and kept clean.

Equipment that is carried on the fire apparatus will not be checked out or removed from the fire hall.

Audio-visual equipment and books may be checked out with permission from an officer. This does not include TV's, VCR's, or computer equipment.

The use of the fire hall and tools is a privilege and should not be abused.

## 104 PERSONAL VEHICLES

The Grand Rapids Fire Department has an excellent working relationship with the Grand Rapids Police Department, Sheriff's Department, and the State Patrol. It is expected that at all times a firefighter will use good judgment while responding to a fire call. We realize, of course, that there are various types of emergencies from a simple grass fire to a fire involving life safety, which may dictate your response.

It is important to remember that your private vehicle is not an emergency vehicle and you must obey traffic laws. If you abuse these privileges, you will be ticketed.

~~Parking for fire calls and meetings has been designated in the following locations:~~

- ~~1. Two (2) stalls directly in front of the fire hall.~~
- ~~2. Four stalls on 1<sup>st</sup> Street east of the fire hall.~~
- ~~3. Twelve stalls behind the fire hall.~~

~~Double parking will be allowed if no other space is available. Parking for non-emergency use should be limited to the parking lot to the rear of the fire hall.~~

Minnesota has issued a special license plate for firefighters. These may be purchased from the Department of Motor Vehicle Registration Office, and with appropriate signatures from the Fire Chief. These plates will transfer to new vehicles. Specialized firefighter license plates must be returned to the DMV upon date of retirement or termination of employment from the Grand Rapids Fire Department. The Fire Chief shall notify the Department of Motor Vehicle Registration Office upon retirement or discontinuation of employment of firefighters who have been issued firefighter license plates.

~~The Grand Rapids Fire Department requires a vehicle identification sticker for parking in designated areas. These can be obtained from the 2nd Assistant Chief.~~

~~No parking of personal vehicles shall be allowed between stalls or in front of doors of the fire hall(s) at any time.~~

#### **105 DONATION GUIDELINE**

The Grand Rapids Fire Department does not donate to any outside organizations. Any other donations will be considered only if a motion is made from the floor at a regularly scheduled business meeting.

In the case of retirement, weddings, hospitalizations, illnesses or funerals of members and their immediate family, the department will give flowers or an appropriate gift not to exceed sixty dollars (~~\$60~~100.00). This is a separate fund established by donations approved from each firefighter.

**106 — TELEPHONE USE**

~~The telephone and fax machine located in the offices should be used for fire department business only. The fire hall number is 326 2832 and is unlisted, the fax machine number is 326 7655.~~

**200 GENERAL ADMINISTRATION**

**201 GENERAL CONTROL OF DEPARTMENT**

The department and every member thereof shall be, at all times, under the control and subject to the orders of the City Council. The Council hereby reserves the power to suspend or remove any member of the department, including any or all officers, whenever it shall deem it necessary for the welfare of the city to do so.

**202 ASSISTANCE IN TIME OF FIRE**

In the case of fire, or when said department is engaged in the extinguishment of fires, or the saving of life or property, the Chief is hereby authorized and given full authority to call upon any or all able-bodied citizens of the public to assist in such extinguishment of fire or saving of life and property, and when such residents are so engaged they shall be subject to the orders of the Chief. Such help shall receive compensation equal to that of member fire fighters.

## 203 GENERAL EMPLOYEE PAYROLL GUIDELINES

### Regular Pay:

1. All fires, drills, business meetings, rescues, mutual aid.
2. If a truck leaves the ~~north or south~~ hall an incident number will be assigned and all responding members will be paid.
3. If a truck does not leave the ~~north or south~~ hall, or we are cancelled immediately, there is no incident number assigned and no pay to members will be issued.

**Introductory Firefighter-** An employee hired by the City of Grand Rapids as a firefighter or firefighter trainee; can be placed as an Introductory firefighter at the rate of pay established by the council for a period of one year. The employee will work on the training requirements and general operations of the Fire Department during this introductory time period. Upon successful completion of this time period; the employee can be moved up to Intermediate firefighter. The Fire Chief has the discretion to increase the introductory period within reason, or move the employee to Intermediate firefighter at a time they deem appropriate.

3- **Intermediate Firefighter-** A firefighter or firefighter trainee that has successfully completed the Introductory Firefighter can be moved up to the Intermediate firefighter at the rate of pay established by the council for a period of one year. The employee will continue to work on training and advanced operations at all emergency scenes. Upon successful completion of this time period; the employee can be moved up to the current full pay of Firefighter established by the city council. The Fire Chief has the discretion to increase the intermediate period within reason, or move the employee to full pay Firefighter at a time they deem appropriate.

### School, Training, F.D. Business:

1. You will receive classroom hour pay at our regular rate.
2. In addition, you will receive attendance credit for fire calls when on fire department business, providing you return within a reasonable time frame. Examples given:

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- A. Sectional schools: leave Friday p.m. and return Sunday p.m.
- B. Saturday meeting, return Saturday p.m.
- C. Exception will be allowed if the meeting ends at 5:00 p.m. or later and you are 100 miles away or more.
- D. Weather problems.

Standby Weekends:

- 1. 8 hours per day at regular rate, plus fire calls.
- ~~2.~~ 4 hours per day at regular rate, plus fire calls for half day standbys

Other duties:

- 1. Special meetings
- 2. Assignment per officers
- 3. Tours

Other duties – No payroll or by the discretion of the Chief:

- 1. Open House
- 2. Parades
- 3. Conventions
- 4. Stock car races

Please use the City of Grand Rapids Travel Expense Report for all meetings and schools. Any and all receipts for expenses incurred must accompany the Travel Expense Report. Reports can be obtained from the Captain. The Chief Officers must authorize any expense report and then forward to the Finance Dept. for processing.

**300 HAZARDOUS MATERIAL GUIDELINES**

**301 SUGGESTED OPERATING GUIDELINES FOR HAZARDOUS MATERIALS RESPONSE**

IS THERE A HAZARD?

INPUT FORM:

- a. Preplanning
- b. Placards
- c. Labels
- d. NFPA 704 System
- e. Physical characteristics

IDENTIFY THE PRODUCT.

INPUT FORM:



- a. Shipping papers
- b. Involved Personnel
- c. Preplanning
- d. Markings
- e. Labels

DETERMINE HAZARDS PRESENT.

INPUT FORM:

- a. Chemtrec
- b. Technical Resources
- c. Right to Know Laws
- d. Manufacturer
- e. Shipper
- f. Carrier

WHAT ARE THE OBJECTIVES?

RESCUE:

- a. Protective Equipment
- b. EMS Requirements
- c. Heavy Rescue Equipment
- d. Medical Transportation Available
- e. Is Proper Material Available to Handle Decontamination?

ALTERNATIVES:

INPUT FORM:

- a. Type of Incident
- b. Physical Properties
- c. Hazards
- d. Terrain
- e. Life Hazards

CONTROLLING THE INCIDENT:

- a. Can leak be plugged?
- b. Can the area be diked?
- c. Can the product be covered?
- d. Can it be diluted?
- e. Can it be transported?
- f. Can foam be applied?
- g. Can cooling water be applied to point of flame impingement?

EXTINGUISHMENT:

- a. Controlled burn?
- b. Proper extinguishing agents available
- c. Extinguish flammable liquid not gas

REVISIONS:

- a. Select best alternatives
- b. Continually review objectives
- c. Revise as necessary

**EXPOSURE PROTECTION:**

- a. What and where are they?
- b. How can they be protected?
- c. What are the risks?

**EVACUATION:**

- a. What should be evacuated?
- b. Who will evacuate?
- c. Where will evacuees go?
- d. How will they get there?
- e. Who will care for them?

**WATER SUPPLY:**

- a. Is sufficient supply available?
- b. Can it be relayed or trucked?
- c. Is a back-up supply needed?

**CONTAINMENT AND CONTROL:**

- a. Is diking necessary?
- b. Where will vapors travel?
- c. Are they flammable or toxic?
- d. Are they water reactive?
- e. Hazardous to health?
- f. Unstable?
- g. Is protective clothing available?
- h. Equipment available?
- i. Resources available?

**DECONTAMINATION:**

- a. Is it necessary?
- b. Establish hot, warm, cold zone?
- c. Is wash water available?

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d. Complete mitigation of incident?

S.O.G.'S FOR CLANDESTINE DRUG LABS

- Consult with law enforcement prior to any mitigation attempts

MONITOR FOR (AT LEAST) THE FOLLOWING:

- Lower explosive limits
- Ammonia ppm
- Hydrogen Chloride/Hydrochloric acid Phosgene – in Nazi method  
–Phosphine – in cold method –
- Presence of chemicals Presence of hazardous materials (PID monitor)

DEALING WITH ANHYDROUS AMMONIA

- Full turn-out gear and SCBA (even when handling 20# cylinders)
- Remove cylinder(s) from scene (downwind)
- Bleed valve (stand up-wind) with a minimum of turn-outs, SCBA, and Butyl rubber gloves
- Use fog spray to knock down and neutralize anhydrous ammonia- (copius amounts of water – 600 to 1ratio)
- Gross decon (minimum) for level “A” personnel handling chemicals.

**400 OCCUPATIONAL SAFETY AND HEALTH**

**401 PROTECTIVE EQUIPMENT NOTIFICATION AND PROTOCOL**

The Grand Rapids Fire Department shall inform the firefighters about special hazards to which they may be exposed.

The Grand Rapids Fire Department must develop and make available for inspection by firefighters written procedures that describe the action that is to be taken in situations involving the special hazards and shall include these procedures in the training and education programs. A special section of this manual refers to special hazards.

Protective Clothing

The Grand Rapids Fire Department shall provide and assure the use of protective clothing for the head, body and extremities consisting of at least the following components:

Foot and leg protection  
Hand protection  
Body protection  
Eye, face and head protection

The requirements in each of these areas are quite detailed, but in general, the provision of a fire helmet, bunker coat, full-length boots or bunker pants and gloves will meet the requirements of the standard.

#### Respiratory Protection Devices

Approved self-contained breathing apparatus with full face piece or with approved helmet or hood configuration, shall be provided and worn by firefighters when working inside buildings or confined spaces where toxic products of combustion oxygen deficiency may be present. Such apparatus will also be worn during emergency situations involving toxic substances. Each firefighter will be responsible for the care of their own mask.

Self-contained breathing apparatus shall have a minimum service life rating of 30 minutes. The Grand Rapids Fire Department shall assure that the self-contained breathing apparatus ordered or purchased after July 1, 1981 for use by firefighters performing interior structural fire fighting operations are in accordance with OSHA and NFPA standards, of the pressure-demand or other positive-pressure, self-contained breathing apparatus shall be worn by firefighters performing interior structural fire fighting.

#### SCBA Usage and Responsibilities

1. SCBA and protective hood are to be worn at all times when doing interior structural fire fighting and involving toxic related hazards.
2. Before anyone uses breathing apparatus, they are to be knowledgeable on operation.
3. Breathing apparatus is to be cleaned and put back in operational condition after use.
4. Breathing apparatus shall not be taken off at the fire scene and left in dirt or snow conditions. They shall be properly stored.
5. Any problems with apparatus should be reported. Each unit is numbered on the back plate of the harness.

6. When alarm on unit sounds; do not continue to work. Leave area immediately. No one is to enter a hazardous area alone or remain in alone.; Each must accompany another person. When one runs low on air,he or she shall exit the hazardous area accompanied by another firefighter.
7. Never lose a lifeline to the outside. Hold onto the hose at all times.
8. Air bottles are to be filled to capacity –2216 PSI.
9. When opening air cylinder before use, audible alarm must sound. If not, it may not be used.
10. Anything, which comes between your skin and the contacting rubber of the protective mask, is not allowed as per policy established (OSHA).
11. Each member will be required to have a fit test each year as required by OSHA 1910.134. This will be paid for by the department.

**500 MAINTENANCE**

**501 APPARATUS AND EQUIPMENT**

Each member will be assigned to a piece of fire apparatus for maintenance. This will be on a rotating basis, which is coordinated by the Second Assistant Chief.

Each crew will follow a maintenance schedule when working on apparatus.

Apparatus should be started at least monthly and run until normal engine temperature is reached.

After each run, the crew shall make sure that their assigned equipment is ready to respond. This includes water, fuel, all equipment in place and apparatus are either in park or first gear, depending on the transmission, and parking brake set.

Air packs, P.A.S.S. devices, small engines and ladders will be inspected on a monthly basis. This will be done after the business meeting, which is held the second Tuesday of the month.

One maintenance person supervised by the 2<sup>nd</sup> Asst. Chief will be in charge of all apparatus, small equipment, building and grounds maintenance.

One maintenance person supervised by the 2<sup>nd</sup> Asst. Chief will be in charge of janitorial duties of the buildings.

**600 EMERGENCY OPERATIONS**

**601 STANDARD OPERATING GUIDELINES FOR FIRE APPARATUS RESPONSE**

Drivers and/or operators of fire apparatus must have required training and approval of officer(s) before being allowed to operate any fire department apparatus. Each operator must complete an approved emergency vehicle operations driving course; pump operators must complete basic and an equivalent advanced pump operations course before they are eligible to drive pumping apparatus.

The fire department recognizes a zero tolerance for apparatus operations while being impaired. Operators of any fire department apparatus shall not be under the influence of alcohol, illegal drugs, or other prescribed medication that will interfere with the safe operation of a vehicle. Failure to comply with the city's policy on vehicle usage will result in disciplinary action.

Upon returning to quarters, it is the driver/operator's responsibility to ensure that the apparatus is replenished and ready to be put back in-service; this includes signing-off on the Run List Check Sheet for items such as: fuel, water, all fire fighting equipment, and cleanliness of the vehicle. The Run Sheet Check List shall be attached to the Incident Report. Any mechanical issues or physical damage shall be reported immediately to the vehicle maintenance staff and the Fire Chief or person in-charge of the incident.

If a line officer is not present at the fire scene, the senior ranking firefighter of the first arriving apparatus will be in command of the incident.

The driver / operator of any apparatus should know the directions to the scene prior to responding from the fire hall.

## The normal apparatus roll-out response shall be as follows:

1. Structure fires outside hydrant areas: ~~#11421, 116~~, #111, ~~#115~~ #114, #112, ~~Suburban 117~~ w/ air trailer ~~followed by #113~~.
2. Structure fires inside hydrant areas: ~~#114-21116~~, #119, ~~#116114~~, #115, ~~#111, Suburban-117~~w/ air trailer.
3. Commercial / Industrial fires: ~~#11421116~~, ~~#116115~~, #119, #114, ~~#111115~~, #112, ~~#114, Suburban #117~~ w/ air trailer.
4. Grass fires: ~~#114116 (or #115)115~~, #111, #113, ~~#112, #21~~ #117. If additional personnel are needed, ~~#116114114~~ will respond upon request of an officer.
5. Rescues: #114, ~~#115116 (or #115)~~, ~~#11921~~, ~~#111~~, #113, ~~#111~~. For rescue calls requested by mutual aid departments: ~~#114-119~~ and #118, other apparatus as requested by Officer in-charge.
6. Car fires inside hydrant areas: ~~#11421116 (or #115)~~, ~~#116115114~~, ~~#111114~~, ~~#119~~, #113.
7. Car fires outside hydrant areas: ~~#11421116~~ (or #115), #111, ~~#114~~, #113.
8. ~~Aircraft emergencies at the airport: Rescue 2, #114116, #111, #116114, #115, #119, #112, Hazmat 2 w/ air trailer.~~
9. ~~8.~~ #118 will normally respond to all calls with an officer. In the absence of an officer in #118 or on an apparatus, an officer will respond in ~~Hazmat 2 or~~ #117.
10. ~~9.~~ Mutual Aid calls: Only apparatus as requested by other agencies and #118 (or ~~Hazmat 2 or~~ #117 w/ officer). ~~Hazmat-117 2~~ w/ air trailer (if air trailer is requested).

There may be deviations made from this response guideline by the person in-charge of the incident if necessary.



**602 STANDARD OPERATING GUIDELINES FOR POSITIONING OF APPARATUS ON FIRE GROUND**

Structural Fires – Engineers/Officers shall determine the safest and most effective location to position the apparatus so that all aspects of fire extinguishments can be achieved without endangering personnel and equipment.

Operating IN or NEAR moving traffic – (highways, streets, driveway, etc.).

Engineers/Officers shall determine the positioning of apparatus and other emergency vehicles at a vehicle related incident on any street, road, or highway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, ambulance service personnel, law enforcement officials, tow service operators and the motoring public from the hazards of working in or near moving traffic.

602.1

**Backing of Fire Department Apparatus:**

Because of safety concerns when backing a fire apparatus, and the inability of the driver to view all activities occurring behind the apparatus, the following procedures shall be used while backing any fire apparatus.

- a. The driver shall activate emergency lights prior to and during the backing of any apparatus.
- b. No fire department apparatus shall be backed up for any reason without the help of a safety person ("spotter").
- c. The safety person ("spotter") shall make sure there are no problems or obstructions that could interfere with safe backing of the apparatus.
- d. The safety person ("spotter") shall remain in full view of the driver, through the side mirrors, until the apparatus is positioned in the desired location.
- e. The driver shall immediately stop movement of the apparatus if the safety person ("spotter") is not in visual contact.
- f. Both the driver and safety person ("spotter") shall be responsible for safety and the conditions of all property while backing the apparatus.
- g. If conditions exist that make use of spotters impossible, all drivers, before attempting to back up any fire department vehicle, shall make a circle of safety to see that; no person or persons are directly behind the vehicle or in its intended path of travel; all equipment is secured and that all compartment doors are securely closed; any physical obstructions are moved out of the way. The emergency vehicle driver should also note all potential obstructions in the intended path of travel.
- h. Once the vehicle has been backed into position and parked, the driver shall exit the vehicle and perform a walk-around to check for proper placement and assure that there are no safety or property concerns.
- i. Any accident or property damage involving a department apparatus should be reported immediately to the Fire Chief or Fire Officer in-charge by the driver and "spotter".
- j. In the event of a personal injury or significant property damage accident, department members involved shall immediately notify law enforcement officials and the Fire Chief or Fire Officer in-charge. The involved apparatus should not be moved unless at the request of a law enforcement officer or for the safety of the employees or public.

## 602.2

### S.O.G.'s for Highway Safety Incident Management

#### I. Overview

This procedure identifies parking practices for Grand Rapids Fire Department apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment created by moving traffic.

It shall be the policy of the Grand Rapids Fire Department to position apparatus and other emergency vehicles at a vehicle-related incident on any street, road, or highway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, law enforcement officers, other emergency service personnel and the motoring public from the hazards of working in or near moving traffic.

#### II. Safety Benchmarks

All emergency personnel are at a great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that the Grand Rapids Fire Department shall take to protect all crewmembers and emergency service personnel at the incident scene including:

1. Never trust approaching traffic.
2. Avoid turning your back to approaching traffic.
3. Establish an initial "block" with the first arriving apparatus.
4. Always wear Class III high visibility reflective vests during operations.
5. Always wear structural firefighting helmet.
6. Wear full protective clothing plus the highway safety vest at all vehicle related emergencies between the hours of dusk and dawn or whenever lighting levels are reduced due to inclement weather conditions.
7. Turn off all sources of vision impairment to approaching motorists at nighttime incidents, including headlights and spotlights.
8. Use fire apparatus and law enforcement vehicles (if possible) to initially redirect the flow of moving traffic.
9. Establish advance warning and adequate transition area traffic control measures upstream of incident to reduce travel speeds of approaching motorists.
10. Use traffic cones and/or illuminated traffic cones where appropriate for sustained highway incident traffic control and direction.
11. Establish a fire department member (as needed) to the "Flagger" function to monitor approaching traffic and activate an emergency signal if the

actions of a motorist do not conform to the established traffic control measures in place at the highway scene.

### **III. Apparatus and Emergency Vehicle Benchmarks**

Listed below are the benchmarks for Safe Parking of **apparatus and emergency vehicles** when operating in or near moving traffic.

1. Always position first-arriving apparatus to protect the scene, patients, and emergency personnel. The goal is to effectively block all exposed sides of the work zone, prioritizing from the most critical or highest traffic volume flow to the least critical traffic direction.
  - a. Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction.
  - b. Angle apparatus on the roadway with a “block to the left” or “block to the right” to create a physical barrier between the crash scene and approaching traffic.
  - c. Allow apparatus placement to slow approaching motorists and redirect them around the scene.
  - d. Use fire apparatus to block at least one additional traffic lane more than already obstructed by the crashed vehicle(s).
  - e. When practical, position apparatus in such a manner to protect the pump operator position from being exposed to approaching traffic.
2. Positioning of larger apparatus must create a safe parking area for EMS units and other emergency vehicles. Operating personnel, equipment and patients should be kept within the “shadow” created by the blocking apparatus at all times.
3. When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, patient triage and treatment areas, extrication work areas, personnel and tool staging areas, and the ambulance loading zone.
4. Crew members in apparatus must exit and enter their units with extreme caution, remaining alert to moving traffic at all times.
5. Protective clothing, Class III safety vest, and helmet must always be donned prior to exiting the vehicle.
6. Traffic cones shall be deployed from the rear of the blocking apparatus toward approaching traffic to increase the advance warning provided for approaching motorists.

7. Personnel should place cones and retrieve cones while facing oncoming traffic. Cones shall be placed at acceptable intervals upstream of the blocking vehicle to allow adequate advance warning to drivers.

#### **IV. Incident Command Benchmarks**

The Incident Commander and/or the initial arriving company officer must complete critical benchmarks to assure that a safe and protected work environment for emergency personnel is established and maintained, including;

1. Assure that first-arriving apparatus establishes an initial block to create an initial safe work environment.
2. Assign a parking location for ambulances, as well as later arriving apparatus.
3. Assure that all ambulances on-scene are placed within the protected work area (shadow) of the larger apparatus.
4. Assure that all patient loading into Med Units is done from within the protected work zone.
5. The Incident Commander and/or the initial company officer must operate as the Scene Safety Officer until this assignment has been delegated.
6. Command shall stage unneeded emergency vehicles off the roadway or return these units to service whenever possible.

#### **V. Emergency Crew Personnel Benchmarks**

Listed below are benchmarks for safe actions of individual when operating in or near moving vehicle traffic.

1. Always maintain an acute awareness of the high risk of working in or near moving traffic. Response personnel should be aware that motorists who are approaching or have entered the scene may be confused or inattentive; therefore, all responders must be able to react accordingly.
2. Never trust moving traffic from any direction!
3. Always look before you move!
4. Always keep an eye on moving traffic!
5. Avoid turning your back on moving traffic!

6. Always look before opening doors and stepping out of apparatus into any moving traffic areas!
7. Always be alert to the proximity of moving traffic while walking around fire apparatus!

**603 STANDARD OPERATING GUIDELINES FOR ACCOUNTABILITY PROGRAM**

Each member will be assigned ~~two~~<sup>three</sup> nametags to be attached to the bottom back of their helmets.

Firefighters will be responsible to report any missing tag or tags to the Safety Officer immediately. Firefighters are responsible for the safe working order of their P.A.S.S. (**Personal Alert Safety System**) device.

Upon responding to any fire call, it is the firefighters responsibility to remove one tag from their helmet and place it on the designated vehicle placard.

Prior to exiting on scene, each firefighter shall remove their lanyard from their P.A.S.S. (**Personal Alert Safety System**) device. The lanyards shall be placed on the ring by the operator. P.A.S.S. devices can only be **deactivated** when in staging.

Upon arriving on scene, the driver of each fire apparatus is responsible to make sure vehicle placards are brought to the staging officer in a responsible period of time.

Initial firefighters may enter the hot zone without going through staging as long as it is obvious that manpower is needed or instructed by an officer.

Responding firefighters after the initial response shall report to staging upon arrival.

Firefighters entering any collapse zone, building or hazardous area are responsible for removing their second tag and handing it to designated personnel at entry points (i.e. officer, fan operator, safety officer) before entry is made.

Once a firefighter leaves any building, collapse zone or hazardous area, they must retrieve their entry tag immediately. Firefighters leaving the hot zone will report immediately to the staging officer.

The driver of ~~2<sup>nd</sup> Rescue 114~~<sup>responding engine</sup> will assume the staging officer position at all fire scenes unless directed otherwise. Although Rescue 114 will normally be the staging vehicle and area, staging may be moved upon an officer's request.

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#### **604 MUTUAL AID**

The Grand Rapids Fire Department is a member of the Itasca County Fire Chiefs Association and Itasca County Fire Chiefs Mutual Aid Association. This agreement includes all sixteen fire departments in Itasca County. In addition, we provide mutual aid to Hill City and Jacobson fire departments in Aitkin County, and Floodwood Fire Department in St. Louis County.

Mutual Aid agreements may be made by the Grand Rapids City Council with other agencies for emergency services provided by the fire department.



## 605 RADIO PROCEDURES

Radios are located in all fire apparatus, the fire station, and with each ~~line~~ officer/firefighter. Apparatus radios should be operated by a firefighter other than the driver when responding to a fire call. When speaking into radio, speak clearly and precisely. Do not use to excess. Radio use should pertain to fire department business only.

There are several extra ~~hand-held~~ handheld radios located in ~~other~~ apparatuses should a firefighter forget their radio. Radio must be returned to that truck upon completion of the call.

## 700 COMMUNICATION

### 701 FIRE DEPARTMENT ACTIVITIES

**The Grand Rapids Fire Department is involved throughout the year in various activities that are determined by the membership to coincide with the values of the department. These activities may or may not be pre-scheduled or reoccurrences. Examples of these activities include but are not limited to:**

Firefighters Annual Banquet – normally held in the spring of each year. All active and retired firefighters are invited, city council members, law enforcement personnel, EMS personnel and other agencies that the department may work with. Other guests may be invited at the request of the chief. Committee members will review all invitations before they are mailed.

Adult Picnic – normally held in the summer. This picnic is for active fire department personnel and their spouses or guest and retired firefighters.

Appreciation Night – normally held in February. This is limited to active members and their spouse or guest.

Venison Feed – normally held on the first Wednesday of December. All active and retired firefighters are invited, along with city officials, law enforcement, EMS and DNR personnel and others at the discretion of the committee.

Committee chairpersons are encouraged to keep updated information regarding their event in a file folder that can be accessed by department personnel for future use.

## 702 PARADE UNIT REPRESENTATION

The Grand Rapids Fire Department maintains a parade unit, Engine #1, which was an original engine of the Grand Rapids Fire Department. We also have a refurbished hose pull cart to be used in parades.

The intent of the Grand Rapids Fire Department is to show the evolution of the fire service. For local parades we will use the hose cart, Engine #1 and a new engine.

We have also developed period uniforms to be worn by the parade participants. They include: long underwear shirts and blue pants with suspenders for the hose cart, double-breasted uniform jackets and box type hats for Engine #1, and your current uniform or acceptable fire department apparel for the newer vehicles.

Engine #1 is available for other parades, fire musters, etc. The fire department will pay the standard government rate per mile to anyone who pulls the trailer with their own vehicle to an event. Room and board will be paid for trips that are deemed to be overnight events.

**It is the responsibility of all members of the department to help in the maintenance and preparation of the parade units. .**

It is important to remember that you represent the Grand Rapids Fire Department and the City of Grand Rapids when involved in these activities. Please act accordingly.

~~Each year a rotating list of firefighters will be assigned to the three (3) area parades: Deer River parade, Grand Rapids parade and Bovey parade.~~

## 800 FIRE PREVENTION

The Grand Rapids Fire Department shall remain proactive in fire prevention and education measures by providing prompt and courteous service to the citizens of the communities that request our services.

### A. Requests for Public Education/Fire Hall Tours:

All requests for public education shall be arranged through the ~~Fire Prevention & Education Officer~~Chief or Officers. Once arrangements have been made, a Request for Public Education Form shall be posted in the radio room. ~~The Fire Prevention & Education Officer~~Captains will provide age appropriate teaching materials and any other items needed for public education events. All Grand Rapids Fire Fighters are encouraged to help with Public Education events. Any GRFD member submitting a request for public education may be required to assist ~~Fire Prevention & Education Officer~~the Captains in the instructing of the group(s).

### B. Sparky the Fire Dog:

Sparky the Fire Dog costume is available to use for any Fire Prevention & Education public request. Use of the Sparky the Fire Dog costume requires the user to read and understand the operator's manual. Grand Rapids Fire Department members are encouraged to operate the Sparky the Fire Dog Costume. No children under the age of 16 are permitted to operate the Sparky the Fire Dog Costume.

### ~~C. Fire Safety House:~~

~~All requests for use of the Fire Safety House will be arranged through the Fire Prevention & Education Officer. Any fees associated with the use of the Fire Safety House are explained in the Fire Safety House Request Form. Other information about the Fire Safety House Request Form can be found on the Grand Rapids Fire Safety House Policy and Request Form.~~

### ~~D.~~ Requests for Smoke Detectors and CO Alarms:

Any request from the public for information regarding Smoke Alarms and CO Detectors should be arranged through ~~Fire Prevention & Education~~a Chief Officer. Each Smoke Alarm and/or Co Detector given to the public will be logged in the receipt book maintained by the ~~Fire Prevention & Education Officer~~Chief Officers.