

AGENDA

**CITY OF EMILY
Emily, MN 56447**

July 23, 2024

COUNCIL WORKSHOP

4:30 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PLEASE TURN OFF ALL CELLPHONES FOR THE DURATION OF THE MEETING.

Development of combined Fire & Rescue Department, including Ordinance, Personnel Policy, and Standard Operating Procedures

ADJOURN

**ORDINANCE NO 2024-04
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

**AN ORDINANCE TO REVISE THE
CODE OF ORDINANCES FOR THE CITY OF EMILY
WITH THE ESTABLISHMENT OF A FIRE & RESCUE DEPARTMENT**

1. Repeal: Emily City Code, Chapter 33 Public Safety, Section Fire Department, Subsections 33.20 through 33.31, and Section Volunteer First Response Unit, Subsections 33.45 through 33.53, adopted on January 9, 2019 are hereby repealed.

2. Fire & Rescue Department. The City shall provide a Fire & Rescue Department for the benefit of its citizens, whose mission is to respond to fire, rescue, medical, hazardous material and other emergencies, to investigate the cause of fires, and to prevent fires and promote safety in the community. The department shall service the City of Emily and such surrounding areas as may contract with the City of Emily for services of the department.
 - (1) The Fire & Rescue Department shall be administered by a Fire & Rescue Chief.
 - (2) The Fire & Rescue Chief shall have subordinate officers to assist in management of Fire & Rescue Department duties and functions. The Fire & Rescue Department chain of command shall be defined in the Fire & Rescue Department Standard Operating Procedures (SOPs). The Fire & Rescue Chief and the City Council shall develop administrative policies for determining qualified personnel which shall be submitted to the City Council for approval. The Fire & Rescue Chief shall recommend to the City Council appointment to Fire & Rescue Department officer positions.
 - (3) The Fire & Rescue Department shall have sufficient staff to respond to fires and other emergencies that may occur within the City. The Fire & Rescue Chief shall annually recommend to the City Council for consideration and approval by the City Council a staffing plan for the Fire & Rescue Department. The size and composition of the department shall be established by resolution of the City Council and may be changed from time to time by subsequent resolution and specified in the City's Personnel Policy. The compensation shall be included in the Wage Schedule Policy.

3. Fire & Rescue Chief. The Fire & Rescue Chief shall be appointed by the City Council taking into consideration recommendation of the members of the department. The Chief shall be responsible to the City Council for general policymaking and administrative control, budgeting, staffing, directing, evaluating, reporting, planning, and coordinating all activities of the Fire & Rescue Department, including, but not limited to, fire protection, emergency rescue, emergency medical services, fire prevention and safety educational services, training and safety of personnel, and fire station facilities, vehicles, and equipment assigned to the Fire & Rescue Department. Specific duties of the Fire & Rescue Chief shall be prescribed in a job description prepared and adopted by the City Council.
 - a. For Periods of absence from the City of up to sixty (60) days, the Fire & Rescue Chief shall appoint an Acting Chief. For periods of absence longer than sixty (60) days, the City Council shall approve the appointment of an Acting Chief.

4. Fire & Rescue Department SOPs. The Fire & Rescue Chief shall recommend to the City Council a set of Standard Operating Procedures (SOPs) for operation and administration of the Fire & Rescue Department for consideration and approval by the City Council. The SOPs detail the organization and administration of the Fire Department and establish procedures for efficiently and effectively handling operations while maintaining sufficient flexibility to allow for deviation from the procedures when necessary.
5. Authority at Emergency Scenes.
 - a. An emergency scene is under the authority of the first arriving emergency personnel, which includes Emergency Medical Services personnel/First Responders, until the arrival of the fire or law enforcement officials having jurisdiction.
 - b. The Fire & Rescue Chief, or any Fire & Rescue officer or personnel in charge at the scene of a fire or other emergency involving the protection of life or property, shall have the authority to direct such operation as may be necessary to limit or mitigate the threat of injury to persons, or damage to property or the environment, extinguish or control any fire, perform any rescue operation, investigate the existence of suspected or reported fires, gas leaks or other hazardous conditions or situations or of taking any other action necessary in the reasonable performance of duty. In exercise of such power, the Fire & Rescue Chief or any other Fire & Rescue officer or personnel is authorized to prohibit any person, vehicle, vessel, aircraft, or thing from approaching the scene and is authorized to remove or cause to be removed, towed, or kept away from the scene any person, vehicle, vessel, aircraft, or thing which may impede or interfere with the operations of the Fire & Rescue Department. Any person violating this Section shall be guilty of an offense punishable as a misdemeanor.
 - c. The Fire & Rescue Chief, or any Fire & Rescue officer or personnel in charge at the scene of an emergency, is authorized to place ropes, guards, barricades, or other obstructions across any street, highway, alley, place or private property in the vicinity of such operation so as to prevent accidents or interference with the lawful efforts of the Fire & Rescue Department to manage and/or control the situation.
6. Investigation of Emergency Incidents. The Fire & Rescue Chief shall investigate or cause to be investigated the cause, origin, and circumstances of fires occurring within the City pursuant to Minnesota Statutes Chapter 299F.
7. Mutual Aid. The Fire & Rescue Chief or his/her designee is authorized to respond to requests for mutual aid assistance in the form of Fire & Rescue Department resources from any political subdivision, agencies of the State of Minnesota, and Federal agencies, pursuant to Minnesota Statutes Chapter 12, provided the emergency response needs of the City are not compromised, and the City Council or its designee is notified when Fire & Rescue Department personnel and/or resources shall be committed to the mutual aid response in excess of twelve (12) hours.
8. Fire & Rescue Department Relief Association. There is an Emily Firemen's Relief Association, whose function is to manage service pension benefits for Fire & Rescue personnel, authorized under Minnesota Statutes, and to provide other services to Fire & Rescue

personnel of the Emily Fire & Rescue Department as deemed appropriate by members of the Association.

- a. The affairs of the Relief Association are governed by its Bylaws. The Bylaws provide rules for matters such as membership, meetings, election and duties of officers and trustees, investments, eligibility for benefits, and benefit amounts.
- b. Any proposed change to the Association's Bylaws or Articles of Incorporation which will affect the benefits paid from the Association's Fund shall not be effective until ratified by the City Council.

9. Fire & Rescue Service Definitions.

- a. "Service" means any deployment of Fire & Rescue personnel and/or equipment to extinguish a fire or perform any preventative measure in an effort to protect equipment, life, or property in an area of or threatened by fire. It also includes the deployment of Fire & Rescue personnel and/or equipment to provide fire suppression, rescue, extrication, and any other services related to fire and rescue as may occur.
- b. "Service fee" means the charge imposed by the City for receiving Fire & Rescue service.
- c. "Motor vehicle" means any self-propelled vehicle designed and manufactured to operate primarily upon public roads and highways, including semi trailers.

10. Service Fees. The City Council may, by resolution, establish fees for fire protection service and/or emergency response which are not otherwise specified by contract. Said fees may be established at a fixed rate for certain specific types of incidents or for actual costs incurred by the Fire & Rescue Department in responding to the incident. The Fire & Rescue Chief shall make a recommendation annually to the City Council for approval the fee to be charged for each service fee noted in this Section and such fees shall be specified in the City's Fee Schedule Ordinance.

- a. Chemical/Hazardous Materials Spills. Fees incurred by the City for response to chemical spills on roadways, and at fixed private facilities within the City, or in other cities that personnel and equipment from the City may be requested to respond, will be charged to the owner of the chemical, the owner of the vehicle in which the chemical is being shipped, and/or to the owner of the facility where the spill occurred.
 - 1) Fees shall include, but shall not be limited to, actual costs for all personnel who respond to the incident for a minimum of one hour and the cost on a per hour basis for each piece of City apparatus and equipment that responds to the incident for a minimum of one hour. Vehicle and equipment costs shall conform to the most recent cost schedules published by the Federal Emergency Management Agency for disaster recovery, or in the event a piece of equipment is not listed on the schedule, it shall be billed at a reasonable rate to be determined by the City using industry standards.
 - 2) In addition, the bill for service shall include any cost of clean-up of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable

equipment, supplies, and/or communication equipment, and administrative costs to be established at ten percent (10%) of the total bill.

- 3) Liens Upon Nonpayment. Each owner of the premises receiving Fire & Rescue Department service for a hazardous materials spill shall be deemed to have agreed to pay for said services and any delinquencies in the payment for the Fire & Rescue Department service to said premises shall be a lien and charged against the premises so served regardless of whether the same be a homestead or not.
- b. Wildland Fires. At the discretion of the Fire & Rescue Chief, fees may be charged to the Minnesota Department of Natural Resources for services provided for incidents under the jurisdiction of the Minnesota Department of Natural Resources.
- c. Arson, Accidents Due to Gross Negligence. Fees for services provided for incidents caused by arson or by gross negligence will be charged to the perpetrator(s) of the incident.
- d. Any party who receives fire service involving a motor vehicle accident or motor vehicle fire will pay for such fire service according to the schedule referenced above. Fire and rescue calls resulting from vehicular accidents on state and county highways, to the extent services are provided to non-resident individuals or non-resident businesses of the Fire & Rescue Department's area of service, will be charged to the non-resident individual or non-resident business.
- e. Impounding Vehicles/Property. The Fire & Rescue Chief or his/her designate is authorized to impound vehicles or property related to a fire and/or hazardous materials release and to be held in a secure location until such time as payment is received for Fire & Rescue Department response to the incident and/or the vehicle or property may be transported without further risk of injury to the public or damage to the environment.

11. Billing and Collection.

- a. A party receiving fire service will be billed directly by the City.
- b. Additionally, if the City is aware of the Insurance Company covering the involved vehicle, the City will send a copy of such billing directly to the Insurance Company.
- c. A party billed for fire service will have 30 days from the time of notice to pay, and if not paid by that time, it will be considered delinquent and an additional charge of 10% will be added to the amount due. Additionally, such party shall be liable for all collection costs incurred by the City including reasonable attorney fees and cost.
- d. If the fire service charge remains unpaid for 30 days after the notice of delinquency is sent, the City Council may also, on or before October 15 of each year, certify the unpaid fire service charge to the county auditor in which the recipient of the services owns real property for collection with property taxes. The county auditor is responsible for remitting to the City all charges collected on behalf of the City. The City must give the property owner notice of its intent to proceed in this manner by September 15 of the year in which it certifies the unpaid charge to the appropriate county auditor.

12. Hardship and Waiver of Fees. When the City determines that imposition of a fee would impose an extreme economic hardship as determined by the City, the City may reduce or waive the fee as deemed appropriate by the City Council. Economic hardship may be established where a party is totally disabled and receiving social security benefits or railroad similar fixed income, retirement or disability benefits, and whose total household income is less than the annual low income level established by the U.S. Department of Housing and Urban Development Low Income Level.

13. Service Charge on Public Entity Property.

(1) All property within the City owned by a public entity which is exempt from property taxation shall pay a service charge for emergency services rendered by the City on the public entity property, including fire, rescue, and medical services.

(2) The amount of such charges shall be:

(a) By agreement; or

(b) As set forth in the City's Fee Schedule Ordinance.

Effective Date: This ordinance becomes effective upon its passage and publication according to law.

Passed by council this _____ day of _____, 2024.

Tracy Jones, Mayor

Attest:

Cari Johnson, City Clerk/Treasurer

PERSONNEL POLICY ADDITION:

FIRE & RESCUE DEPARTMENT PERSONNEL

1. All Fire & Rescue Department personnel are appointed by the Council.
2. The minimum number of members shall be fifteen, and the maximum number of members shall be thirty. At least 67% of the members shall have passed a Firefighter I course and at least 33% of the members shall have passed First Responder training.
3. The following are special positions within the Fire & Rescue Department; Chief, Assistant Chief for Fire Suppression Operations, Assistant Chief for Emergency Medical Services, Safety Officer, one or more Captains, one or more Training Officers, and Secretary. No person shall hold more than one of these positions. This does not include Relief Association positions.
4. The City's Personnel Policy, as approved and amended from time to time by the City Council, shall apply to all Fire & Rescue Department personnel, except as specifically referenced therein. To the extent there is any conflict between the City Personnel Policy and Standard Operating Procedures (SOPs), the City Personnel Policy shall control.
5. A five-member Executive Review Board shall be appointed by the City Council. The membership of this board shall include one City Council liaison, three members of the Fire & Rescue Department, and one Member-at-Large, who is a citizen of the City not holding elected office and not a member of the Fire & Rescue Department. Terms of office for this board shall be as follows: City Council liaison - one year, Member-at-Large - two years, Department members - two years. For the initial appointments to the Board, two Department member terms shall be for one year and one Department member term shall be for two years. The chief shall not be a member of this board. The Executive Review Board shall be responsible for screening new applicants and for recommending new members for appointment by the City Council. This board shall have the duties and administer the standards specified in #8. The City Clerk shall attend meetings of the Board for the purpose of keeping records and acting on decisions of the Board. The City Clerk shall not be a member of the Board.
6. The Executive Review Board shall be responsible for recommending disciplinary action on insubordinate members of the Fire & Rescue Department. The chief and any member of the review board may present cases for review by submitting a written complaint referencing the ordinance or policy violation. Once a case is introduced, it must be reported to the City Council through the office of the City Clerk/Treasurer. Subjects of disciplinary action shall have notice of the written complaint and a right to be heard during consideration thereof.
7. Fire & Rescue Department personnel absent from more than 50% of the business meetings, 50% of the training meetings, or 50% of the calls for a calendar year shall automatically have their membership in the organization reviewed by the Executive Review Board and shall be considered for forfeiture of membership in the department.

8. Fire & Rescue Department Personnel Appointment, Military Leave, and Resignation
All employees of the Fire & Rescue Department shall perform such duties and functions as are prescribed in job descriptions which shall be prepared for each position by the Fire & Rescue Chief in coordination with and approved by the City Council. The Executive Review Board shall notify the City Council of a vacancy on the department for job posting.

- (1) An applicant for a Fire & Rescue Department personnel position must first submit an employment application to the City Clerk. The applicant must meet the following threshold criteria:
 - a) Must be 18 years of age or older.
 - b) Must reside within a 15-minute response time from the Fire & Rescue Hall. (Response time includes following all traffic laws.)
 - c) Must have a valid Minnesota Driver's License.

If the applicant meets the threshold criteria, the application will be submitted to the Executive Review Board. If the applicant is recommended for appointment by the Executive Review Board, the application will be submitted to the City Council.

- (2) After a conditional appointment by the City Council, the City Clerk will conduct preemployment screenings on the applicant, including a background check, physical, and drug and alcohol test. The background check will include, but not necessarily be limited to, a review of the applicant's driving record, criminal record (if any), work history, and business and personal references.
- (3) After successfully completing preemployment screenings applicants must successfully complete a timed physical agility test, witnessed by two officers of the Fire & Rescue Department. This test may differ for firefighters and for first responders, as determined from time to time.
- (4) After the above criteria are completed and successfully passed, the applicant will be notified when to report to the Fire & Rescue Hall. An applicant for firefighter will be issued gear and a pager and must successfully pass a department approved Firefighter I Course within one (1) year of the date of receipt of gear and a pager. An applicant for first responder must successfully pass a First Responder Course before being issued gear and a pager. All equipment must be signed for with identifying numbers when issued.
- (5) The department shall provide training with a signed written agreement stating the individual shall reimburse the City of Emily for the cost of the training if the individual fails to satisfactorily complete training and certification, or is separated from the department with less than (1) year of service after certification.
- (6) A Fire & Rescue Department member's date of hire is defined as the date the applicant's preemployment screenings and physical agility test are complete.
- (7) A newly appointed member of the department shall be designated as a probationary member. The probationary period shall last for one year, and, at the discretion of the Executive Review Board, may be extended for an additional six months.

- (8) Members entering active duty with the Military Service shall be granted leave in accordance with Federal Law. Their position may be filled during their absence. Upon return from active duty the member shall be returned to their position in accordance with applicable Federal Law, providing the member meets the requirements of Section 8, Subsection (2).
 - (9) Any member wishing to resign must submit their resignation in writing to the Secretary. The Secretary will forward the resignation to the Executive Review Board for further recommendation to the City Council.
 - (10) All property and equipment belonging to the department shall be turned in at the time of resignation. The member shall be responsible for the replacement cost of any equipment not returned.
9. Any individual who resigns from the Emily Fire & Rescue Department, within the first year of employment, shall reimburse the City for all training expenses incurred in excess of \$100. Any individual who resigns from the Emily Fire & Rescue Department and who attends training, conferences or seminars or other events for which the city pays for expenses in excess of \$100 shall reimburse the city for any and all expenses in excess of \$100 incurred within the last year. These provisions shall not apply to an individual who is forced to resign for health, is terminated by the City, or retires.
 10. Emily Fire & Rescue Department personnel may take part in public relations activities in the City of Emily and surrounding communities.
 11. All Emily Fire & Rescue Department personnel shall be entitled to benefits as set forth in the Emily Firemen's Relief Association By-Laws.
 12. Department member Oath of Membership – I do solemnly swear that I will faithfully execute my duties as a firefighter or first responder of the Emily Fire & Rescue Department to the best of my ability. I will preserve, maintain, and defend all department ordinances and policies, and will uphold the department motto of unselfish public service; courage; and duty, so help me God.
 13. All regular meetings of the Fire & Rescue Department shall be held in the Fire & Rescue Hall, unless otherwise determined at a regular meeting, on the 4th Tuesday of each month. The annual meeting shall be held on the 4th Tuesday of December. The presence at any meeting of at least 16 members shall constitute a quorum for the transaction of business, unless otherwise specified in these policies. Each active member present shall be entitled to one vote on any matter before the department for consideration.
 14. Children (minors under the age of 18) shall not be allowed in the Fire & Rescue Hall due to safety and liability issues. Members shall not bring children to calls due to safety and liability issues. Upon approval of the Fire & Rescue Chief children may be allowed in the Fire & Rescue Hall when accompanied by a member for special events. Members allowing children in the Fire & Rescue Hall or bringing children to calls shall be reviewed by the Executive Review Board and shall be considered for forfeiture of membership in the department.

15. No department member shall use the department's equipment outside the authorized service area or for personal use.

City of Emily

GENERAL FIRE & RESCUE INFORMATION AND DUTIES

Date Reviewed	Reference: Changes	Approved by

EMILY FIRE & RESCUE DEPARTMENT

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EMILY FIRE & RESCUE DEPARTMENT

101 GENERAL FIRE FIGHTING INFORMATION AND DUTIES

101.1 GENERAL PURPOSE

1. Protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.
2. The firefighters are hired through the established hiring process and recommended to the Emily City Council for final approval. These are on call positions. Firefighters have the responsibility for the preservation of life and property from the hazards of fire or other hazardous environments.
3. In addition, performs tasks, assigned or unassigned, for the good of the organization; promotes team spirit and good fellowship.
4. Every qualified fire fighter is issued a self-contained breathing apparatus (SCBA) face piece and is responsible for the care and maintenance of this personal protective equipment so that it is always ready for immediate use.

101.4 DUTIES AND RESPONSIBILITIES

1. Performs fire fighting activities including laying hose, performing fire combat including containing and extinguishing tasks.
2. Performs emergency aid activities including administering first aid and providing other assistance as required.
3. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris with minimal impact to scene evidence.
4. Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of an officer.
5. Selects, drags, lifts and carries hose and nozzle, depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire.
6. Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure.
7. Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools.
8. Protects property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors, and other means.
9. Wears appropriate protective clothing and equipment, including self-contained breathing apparatus (SCBA).
10. Able to communicate with two-way communications systems.

EMILY FIRE & RESCUE DEPARTMENT

11. All Members of Fire & Rescue will be required to take a CPR class.

101.6 TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard fire fighting equipment, first aid equipment, radio, pager, personal computer, phone.

101.7 PHYSICAL DEMANDS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell.
3. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

101.8 WORK ENVIRONMENT

1. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Work is performed primarily in vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to extreme noise and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, solvents and oils.

101.9 SELECTION GUIDELINES

1. Formal application; review of education and experience; appropriate testing and interviews; oral interview; physical agility; random drug screening; final selection and pre-employment medical examination. (Drug tests be completed by credited medical facility.)
2. The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not

EMILY FIRE & RESCUE DEPARTMENT

exclude them from the position if the work is similar, related or a logical assignment to the position.

3. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

102 DISPATCHER

102.1 GENERAL PURPOSE

1. Performs a variety of clerical, administrative and technical work in receiving and dispatching routine and emergency information.
2. Assists officers in keeping official records.
3. Responds to the Fire Hall and reports to the Fire & Rescue Chief.

102.4 DUTIES AND RESPONSIBILITIES

1. Responds to the Fire Hall on incident calls and immediately determines correct location of and route to the emergency. Monitors and logs telephone and radio traffic during incidents, gathering and transmitting information to keep the Incident Commander fully informed. May be required at the scene for radio communication, traffic control, record keeping, or observation. Uses currently recommended radio techniques and procedures, noting times of actions and transmissions, verbally and in writing.
2. Contacts other agencies as required or ordered by the Incident Commander.
3. Maintains dispatch work area and equipment in clean, working condition.
4. Operates base radio, computer, telephone and office equipment as needed.
5. Enters data into personnel, training, inventory, purchasing, reports, and property owner data base files as needed.
6. Assists in training new Dispatcher members.
7. Serves on various committees.
8. Attends meetings, drills and calls as required by SOP's.
9. Performs tasks, assigned or unassigned, for the good of the organization, to promote team spirit and good fellowship.
10. Ability to handle stressful situations, has good hearing and vision.
11. Ability to effectively communicate verbally and in writing.

EMILY FIRE & RESCUE DEPARTMENT

102.5 DESIRED MINIMUM QUALIFICATIONS

Six months on-the-job training. Responds to all calls possible during probationary period.

102.8 WORK ENVIRONMENT

Usually works indoors in well-heated and lighted area. Occasionally works outdoors in inclement weather. Works unusual hours. Exposed to stress and high carbon monoxide levels during calls. No other physical hazards except at the scene.

103 PROBATIONARY FIRE FIGHTER

103.1 SUPERVISION RECEIVED

Works under the close supervision of the Fire & Rescue officers.

103.2 SUPERVISION EXERCISED

None

103.3 DUTIES AND RESPONSIBILITIES

1. Participates in fire drills, attends classes in fire fighting, emergency medical aid, hazardous materials, and related subjects.
2. Attends regular and assigned training sessions to maintain and upgrade fire fighting and emergency medical skills.
3. Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
4. Maintains fire equipment, apparatus and facilities.
5. Performs minor repairs to departmental equipment.
6. Performs general maintenance work in the upkeep of Fire & Rescue facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
7. Presents programs to the community on safety and fire prevention topics if trained.

EMILY FIRE & RESCUE DEPARTMENT

103.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:

No specific work experience level required.

2. Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of driver safety; working knowledge of first aid.
- B. Ability to successfully learn the operation of the tools and equipment.
- C. Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques.
- D. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- E. Ability to act effectively in emergency and stressful situations.
- F. Ability to follow verbal and written instructions.
- G. Ability to communicate effectively orally and in writing
- H. Ability to establish effective working relationships with employees, other agencies, and the general public.

104 FIRST RESPONDER

104.1 GENERAL PURPOSE

- 1. After first being accepted for active membership in the department, responds to medical calls for which an ambulance has been dispatched.
- 2. Performs only those emergency medical procedures his/her training permits to comfort, stabilize, and resuscitate the patient until the ambulance arrives.

104.2 DUTIES AND RESPONSIBILITIES

- 1. Reports to the Assistant Chief for Emergency Medical Services.
- 2. Responds immediately to the fire hall when a medical call indicates the need for a defibrillator or other equipment carried only in the van. The first two responders will take the van to the scene, reporting by radio that the van is enroute. Additional respondents will go directly to the scene.
- 3. On arrival at the scene, reports the nature of the call and briefly describes the patient's condition.

EMILY FIRE & RESCUE DEPARTMENT

4. Performs necessary emergency medical procedures within the limits of his/her training, prevents further trauma, and briefs the ambulance crew upon their arrival at the scene.
5. Provides comfort and assurance to family and friends at the scene, assures security of the home if the patient is removed by ambulance, directs traffic, etc. as needed, and leaves a good impression of our organization.
6. Provides emergency medical services to members of our department during fire and other emergency calls.
7. Attends departmental meetings and drills, participates in first responder training and CPR classes, and continues medical education as available to enhance his/her own performance. Prepares lesson plans and gives instruction on medical topics as assigned.
8. Serves the department and the community as a firefighter as outlined in the City of Emily Fire & Rescue Firefighter Job Description.
9. Performs tasks, assigned or unassigned, for the good of the organization; promotes team spirit and good fellowship.
10. Follow North Ambulance's protocols.
11. Must have compassion and be able to communicate with children, elderly, ill and injured.
12. Must be able to perform under stress and be able to reassure patients and their families.
13. Must be able to function in a team situation.

104.3 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. First Responder certification and current CPR certification.
 - B. On-the-job training at calls, drills, meetings and seminars.

104.4 TOOLS AND EQUIPMENT USED

1. Emergency medical equipment issued and carried in own vehicle as well as equipment on the rescue van.
2. Stethoscope, bandages, scissors, dressings, air and other splints, compresses, defibrillator, etc.

EMILY FIRE & RESCUE DEPARTMENT

104.5 WORK ENVIRONMENT

Exposed to high stress levels, occasional physical hazards, and exposed to communicable diseases. Work indoors in cramped situations and outdoors in inclement weather and in poor lighting in hazardous locations.

105 ACTIVE FIREFIGHTER

105.1 SUPERVISION RECEIVED

Works under the close supervision of the Fire & Rescue officers.

105.2 SUPERVISION EXERCISED

None.

105.3 DUTIES AND RESPONSIBILITIES

1. Participates in fire drills, attends classes in fire fighting, emergency medical aid, hazardous materials, and related subjects.
2. Attends regular and assigned training sessions to maintain and upgrade fire fighting skills.
3. Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
4. Maintains fire equipment, apparatus and facilities.
5. Performs minor repairs to departmental equipment.
6. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
7. Presents programs to the community on safety and fire prevention topics, if trained.

105.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. No specific work experience level required.
 - B. Continuous training on the NFPA 1001 Fire Fighting Objectives.
 - C. Certified in Firefighter 1.
 - D. First Responder and CPR certification desired

EMILY FIRE & RESCUE DEPARTMENT

2. Necessary Knowledge, Skills and Abilities:
 - A. Working knowledge of driver safety; working knowledge of first aid.
 - B. Ability to successfully learn the operation of the tools and equipment.
 - C. Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques.
 - D. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
 - E. Ability to act effectively in emergency and stressful situations.
 - F. Ability to follow verbal and written instructions.
 - G. Ability to communicate effectively orally and in writing.
 - H. Ability to establish effective working relationships with employees, other agencies, and the general public.

106 CHIEF ENGINEER

106.1 SUPERVISION RECEIVED

Works under the General Supervision of the Chief and Assistant Chiefs.

106.2 SUPERVISION EXERCISED

Supervises truck maintenance.

106.3 DUTIES AND RESPONSIBILITIES

1. Supervises cleaning and maintenance activities of equipment pertaining to apparatus.
2. Participates in the operation of departmental in-service training activities as they apply to apparatus.
3. Accurately prepares and maintains a variety of reports and records of apparatus.
4. Attends conferences and meetings to keep abreast of current trends in the field.

106.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:

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- A. Training in fire department administration and mechanical aptitude.
 - B. Two (2) years prior work experience as an active firefighter.
2. Necessary Knowledge, Skills and Abilities:
- A. Working knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Working knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
 - B. Skill in the operation of tools and equipment.
 - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

107 CAPTAIN

107.1 SUPERVISION RECEIVED

Works under the General Supervision of the Chief and Assistant Chiefs.

107.2 SUPERVISION EXERCISED

Supervises firefighter/EMS personnel and other subordinate positions as assigned.

107.3 DUTIES AND RESPONSIBILITIES

1. Supervises fire fighters in their assigned duties as directed.
2. May need to act as a Safety Officer at the training and fire scene.
3. Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers and methods of salvage and overhaul.
4. Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.
5. Carries out duties in conformance with Federal, State, County laws and City ordinances.

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6. Performs the duties of subordinate personnel as needed and fulfills obligations.
7. Attends conferences and meetings to keep abreast of current trends in the field.
8. Represents the Fire & Rescue Department in a variety of local, county, state and other meetings.
9. Coordinates activities with other supervisors or other City departments and exchanges information with officers in other fire departments.

107.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Specialized training in fire department administration.
 - B. Three (3) years prior work experience as an active-firefighter. First Responder certification desired.
2. Necessary Knowledge, Skills and Abilities:
 - A. Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
 - B. Skill in the operation of tools and equipment.
 - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

108 ASSISTANT CHIEF FOR EMERGENCY MEDICAL SERVICES

108.1 SUPERVISION RECEIVED

Works under the General Guidance and Direction of the Chief.

108.2 SUPERVISION EXERCISED

Supervises all emergency medical personnel, either directly or through subordinate officers.

EMILY FIRE & RESCUE DEPARTMENT

108.3 DUTIES AND RESPONSIBILITIES

1. May act as Chief during temporary absence of the Chief, as assigned.
2. May need to act as Safety Officer on the training and fire scene.
3. Performs the duties of command and subordinate personnel as needed and fulfills obligations.
4. Responds to rescue calls and performs rescue in compliance with the department's SOPs and directives.
5. As a team member assesses and coordinates the resources and personnel to facilitate safety.
6. Assists with Patient Care Protocol revisions.
7. Performs review of inspection forms for equipment and disposable supplies.
8. Shall ensure that assigned apparatus is inspected and properly stocked.
9. Participates in and directs post-incident analysis and debriefings.
10. Performs scheduled inspections and minor maintenance of equipment and facilities.
11. Completes EMS and special incident and other required reports, including documentation entered into department's computerized records management system.
12. Directs and participates in major departmental programs.
13. Shall participate and instruct in the department training program.
14. Carries out duties in conformance with Federal, State, County and City laws and ordinances.
15. Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and emergency medical services.
16. Assists in the planning and implementation of Fire and EMS programs for the City in order to better carry out the policies and goals of the Fire & Rescue Department.
17. Maintains Departmental discipline and the conduct and general behavior of personnel.
18. Prepares and submits periodic reports to the Chief regarding EMS activities.

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19. Assigns personnel and equipment to such duties and uses as the service requires.
20. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
21. Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire & Rescue Department in a variety of local, county, state and other meetings.
22. Develops related Standard Operating Procedures.
23. Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.
24. Other duties as assigned by the Chief.

108.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Specialized training in fire department administration.
 - B. Four (4) years prior work experience as a First Responder.
2. Necessary Knowledge, Skills and Abilities:
 - A. Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
 - B. Skill in the operation of tools and equipment.
 - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

109 ASSISTANT CHIEF FOR FIRE SUPPRESSION OPERATIONS

109.1 SUPERVISION RECEIVED

Works under the General Guidance and Direction of the Chief.

EMILY FIRE & RESCUE DEPARTMENT

109.2 SUPERVISION EXERCISED

Supervises all officers and firefighter personnel, either directly or through subordinate officers.

109.3 DUTIES AND RESPONSIBILITIES

1. May act as Chief during temporary absence of the Chief, as assigned.
2. May need to act as Safety Officer on the training and fire scene.
3. Performs the duties of command and subordinate personnel as needed and fulfills obligations.
4. Responds to calls and performs fire suppression and rescue in compliance with the department's SOPs and directives.
5. Completes incident and other required reports, including documentation entered into department's computerized records management system.
6. As a team member assesses and coordinates the resources and personnel to facilitate safety.
7. Performs review of inspection forms for equipment
8. Directs and participates in major departmental programs.
9. Shall participate and instruct in the department training program.
10. Carries out duties in conformance with Federal, State, County and City laws and ordinances.
11. Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and fire prevention.
12. Assists in the planning and implementation of Fire and EMS programs for the City in order to better carry out the policies and goals of the Fire & Rescue Department.
13. Maintains Departmental discipline and the conduct and general behavior of personnel.
14. Prepares and submits periodic reports to the Chief regarding the Department's activities.
15. Assigns personnel and equipment to such duties and uses as the service requires.
16. Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders,

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ventilation of buildings, rescuing of persons, and placing of salvage covers and methods of salvage and overhaul.

17. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
18. Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire & Rescue Department in a variety of local, county, state and other meetings.
19. Participates in and directs post-incident analysis and debriefings.
20. Develops related Standard Operating Procedures.
21. Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.
22. Other duties as assigned by the Chief.

109.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Specialized training in fire department administration.
 - B. Four (4) years prior work experience as a firefighter.
2. Necessary Knowledge, Skills and Abilities:
 - A. Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
 - B. Skill in the operation of tools and equipment.
 - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

110 FIRE & RESCUE CHIEF

110.1 SUPERVISION RECEIVED

Works under the General Guidance and Direction of the Emily City Council.

EMILY FIRE & RESCUE DEPARTMENT

110.3 SUPERVISION EXERCISED

Supervises all officers and firefighter/EMS personnel, either directly or through subordinate officers.

110.4 DUTIES AND RESPONSIBILITIES

1. Plans, coordinates, supervises and evaluates Fire and EMS operations.
2. Establishes policies and procedures for the Fire & Rescue Department in order to implement directives from the State EMS, OSHA and NFPA standards.
3. Plans and implements Fire and EMS programs to better carry out the policies and goals of the City.
4. Reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
5. Supervises and coordinates the preparation and presentation of an annual budget for the Fire & Rescue Department; directs the implementation of the Department's budget; plans for and reviews specifications for new or replaced equipment.
6. Responds to calls and may direct activities at the scene of major emergencies.
7. Supervises monthly meetings and conducts roll call.
8. Controls the expenditure of departmental appropriations.
9. Maintains departmental discipline and the conduct and general behavior of assigned personnel.
10. Prepares and submits monthly reports to the City Council regarding the Department's activities and prepares a variety of other reports as appropriate, including the annual report of activities.
11. Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
12. Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
13. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.

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14. Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire & Rescue Department in a variety of local, county, state and other meetings.
15. Performs the duties of command and subordinate personnel as needed and fulfills obligations.
16. Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.
17. Serves as a member of various employee committees.

110.5 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Specialized training in fire department administration.
 - B. Five (5) years prior work experience as a fire fighter in a responsible nature in fire fighting and prevention and emergency medical services.
2. Necessary Knowledge, Skills and Abilities:
 - A. Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
 - B. Skill in the operation of tools and equipment.
 - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

EMILY FIRE & RESCUE DEPARTMENT

STANDARD OPERATING PROCEDURES

SOP'S

EMILY FIRE & RESCUE DEPARTMENT

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EMILY FIRE & RESCUE DEPARTMENT

ADMINISTRATIVE GUIDELINES

Under the authority of the *Fire & Rescue Department Ordinance* of the City of Emily, adopted on the ____ day of ____, 2024, providing for a Fire & Rescue Department for the benefit of its citizens and residents of areas contracting with the City of Emily for emergency services and providing for the government thereof, the following rules and regulations for its administration are hereby set forth, and all members are required to familiarize themselves and comply herewith.

STATEMENT

This organization shall be known as the Emily Fire & Rescue Department.

The objectives of the department shall be to protect and preserve life and property against injury and damage caused by fires and other disasters, to render emergency medical assistance when requested, and to prevent fires through education.

GUIDELINES

Purpose - To serve as a guide in response and direction in which to act at each phase of an emergency situation so all Fire & Rescue Department members have a basic determination of response to an emergency.

These procedures have been adopted by the Emily Fire & Rescue Department and shall be followed and acted upon and used as a guide in most situations.

DEFINITIONS

These guidelines may require to be deviated from according to each emergency situation. These guidelines should be deviated from only under direct supervision of the commanding officer.

REVISIONS

Amendment and Dissolution

No amendment shall be made to these procedures unless proposed at a regular meeting in writing. The proposed revision shall then be rewritten and given to all members at the next regular or special meeting. The proposed revision may then be considered by the Department and thereafter voted upon.

An amendment requires majority vote of members present. Upon approval by the Department, the amendment will be presented for approval by the Emily City Council and, if approved, entered into the procedures for distribution to all members.

Validity and Interpretation

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All provisions of these procedures shall be deemed supplementary to any ordinance now or hereafter enacted by the Emily City Council, and any ordinance inconsistent with any provision herein shall govern.

Adoption

Procedures take effect upon approval by the Emily City Council.

AGE AND LIMITATION

Any Emily Fire & Rescue Department member who has had a physical and is found not to be able function as an active fire fighter shall transfer to either a dispatcher status or honorary retirement.

All Emily Fire & Rescue Department members shall have a bi-annual test by Med Compass or equivalent company that does health testing.

All Emily Fire & Rescue Department members who reach the age of 45 shall be required to have a physical examination bi-annually.

All Emily Fire & Rescue Department members who reach the age of 55 shall be required to have a physical examination annually.

HONORARY MEMBERSHIP

An Active or Dispatcher member in good standing, 50 years of age or older with a minimum of 10 years service, may request or be granted Honorary membership by vote of the Executive Review Board. Honorary members have no voting rights and are not eligible to hold office; they are encouraged to attend all Department functions and festivities, may respond to fire/emergency calls, and may be asked to assist by the officer in charge, and will be furnished with a recognized form of Department identification.

MEETINGS

A recorded roll call will be taken.

The Emily Fire & Rescue Department shall have one regular meeting each month to conduct business functions of the Department.

The rules contained in the current edition of Robert's Rules of Order shall govern all meetings in which they are not inconsistent with these SOP's and any special rules of order that the Department may adopt.

A majority of active members of the Department shall constitute a quorum at any meeting.

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SPECIAL MEETING

Special meetings shall be called by the Chief or at the request of five Department members. The request for a special meeting shall state the subject to be considered at the meeting. The gathering of Emily Fire & Rescue Department officers to discuss Fire Department business is not considered a formal meeting.

APPOINTED POSITIONS

Officers shall be appointed as specified in the City of Emily Fire & Rescue Ordinance and the City of Emily Personnel Policy.

DRILLS

The Assistant Chiefs and the Training Officer will conduct a yearly training schedule to maintain a high level of training. The drills are conducted once every month for Fire Services and once every month for Emergency Medical Services. Special drills are conducted as needed.

OPERATIONS

1. It shall be the first duty of all members of the Department to obey all commands of their officers while on duty.
2. It shall be the duty of all members to be present at all meetings when not required to be at their regular occupation, and on every alarm of fire or emergency, to assemble at the engine house or fire/emergency location and assist in getting the apparatus to the fire/emergency location without delay.
3. No member shall appear at a meeting of the Department or on duty in the state of intoxication, be a disgrace to the Department, fail to properly perform duties, or otherwise fail to abide by these SOP's and regulations or rules that may be established there under, under penalty of being disciplined by the Fire & Rescue Executive Review Board.
4. All members of the Department shall become familiar with the handling and working of all articles of equipment pertinent to their duties and with these procedures and shall conduct themselves accordingly.
5. Active members failing to respond to at least 50% of meetings per calendar year will be referred to the Fire & Rescue Executive Review Board for performance review and corrective action.

COMMITTEES

The following is a brief description of the various committee activities and duties for assigning purposes only.

SCBA, EMS, and Trucks Committees will meet and perform the following duties. All other committees will meet at their own designated time set by the chair of that committee.

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1. SCBA.

Is responsible for maintenance of face pieces, regulators, air bottles, pass devices and all related equipment (i.e. cascade system, compressor, etc.), body harness, and the monthly record keeping.

2. Trucks

Maintain apparatus and equipment along with monthly record keeping of all repairs and maintenance.

3. Facilities

Handle any existing building maintenance.

4. EMS

Is responsible to maintain stock of medical supplies at the fire hall and restock the Rescue Unit and order any medical supplies needed. Shall be responsible for supplies, maintenance, battery care and monthly records of maintenance and repairs to the defibrillator(s). Shall fill out any medical grants that become available.

5. Long range

Plan for the future needs of the Fire & Rescue Department and coverage area. Also recommend any apparatus the department will need to ask the City Council to levy.

GENERAL SAFETY RULES AND VIOLATION PROCEDURES

For everyone's protection, it is necessary to have rigid rules concerning safety in order to maintain safe working conditions, and it is important for every employee to practice safe working methods.

Violations of safety rules will be treated in a consistent manner in accordance with the following:

VIOLATIONS PROCEDURE:

1. A verbal warning will be conducted and documented in the employee's personnel file for a first violation other than abuse of chemical substance or a deliberate unsafe act that leads to injury.
2. A written warning will be issued and copied in the employee's personnel file for a second violation other than abuse of chemical substance or a deliberate unsafe act that leads to injury.
3. Any further violation occurring within one year of a suspension will result in termination of employment.

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GENERAL RULES:

1. Do not report to work while under the influence of alcohol, narcotics, or other controlled substances. Possession of alcohol, narcotics, or other controlled substances, while on the job, will subject an employee to immediate suspension and/or discharge.
2. Wear designated personal protective equipment as appropriate. Keep protective equipment in good condition. Sandals, tennis shoes, and open-toed footwear are not permitted.
3. When conditions require, special equipment will be provided for the protection of eyes and ears, and to control exposure to airborne contaminants. Use this equipment as directed.
4. Do not wear jewelry or loose clothing, which can be caught in machinery.
5. Obey all rules and warning signs, such as "No Smoking."
6. Stack and store all materials and equipment in an orderly fashion. Scrap materials and rubbish are accident hazards, dispose of them properly.
7. Maintain all tools and equipment in a hazard-free condition.
8. Be aware of work being performed around you, and the movement of equipment. Watch where you are walking and use designated stairs, walkways, and ladders.
9. Know the current use of and operating procedures for operating equipment. Use the right tool for the job. Report defective tools or machinery to your superior immediately.
10. Improper lifting of heavy objects can be dangerous. Use a smooth motion and avoid jerking and twisting when lifting. If your load is too heavy to lift safely, ask for help.
11. Horseplay and roughhousing is not allowed on City premises.
12. Report any unsafe conditions or equipment to your superior.
13. Report even minor injuries or accidents immediately to your superior.
14. Only authorized personnel will operate equipment, machines and City vehicles.
15. Operate equipment according to standard operating procedures.
16. Give your whole-hearted support to loss prevention and safety activities.

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EMPLOYEE ACKNOWLEDGEMENT

I have read and received a copy of the safety policy, violation procedures, and general safety rules of the city, and will abide by them. I understand that there is a procedure leading to possible work suspension and/or employment termination for violation of the safety rules.

Employee Signature

Date

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SAFETY PROCEDURES FOR PERSONAL PROTECTIVE CLOTHING

This is the Emily Fire & Rescue Department's guidelines for wearing protective clothing. These policies apply to all members, operational or staff.

These guidelines are to reduce unnecessary risk and increase the level of safety for the individual member of the department.

If for any reason the firefighter does not feel adequately trained in the use of SCBA in an offense or defense fire attack, DO NOT WEAR IT.

DEFINITIONS

1. Full Protective Clothing:

Helmet with face shield, Nomex hood, turnout coat, boots with bunker pants, and gloves.

2. Full Protective Clothing & SCBA:

Helmet with face shield, Nomex hood, turnout coat, boots with bunker pants, gloves and SCBA

3. SCBA (Self Contained Breathing Apparatus):

Self Contained Breathing Apparatus is a mechanical device designed to provide the user with uncontaminated breathing air.

PROCEDURES

1. Full protective clothing shall be worn by fire fighting personnel before entering response apparatus before and during response to and all alarms. (Optional for drivers - helmets shall be worn, depending on comfort, no SCBA.) SCBA and turnout coats may be removed during the return trip to stations.

2. Mandatory Hair Length, Facial and Side Burns:

A. All members' hair shall be neat, trimmed, clean and present a groomed appearance. In no case shall the bulk or length of hair interfere with the proper wearing of any authorized fire department apparel. The face shall be normally clean shaven other than neatly trimmed mustache and side burns. Beards and goatees are prohibited as they interfere with the proper positioning of authorized head gear and self contained breathing apparatus.

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B. Medical Waivers:

Waivers may be granted for medical reasons by the chief of the department, based upon a physician's prescription that a member not shave. In case of a waiver being granted for a beard, the beard shall be trimmed and beard hair shall not extend more than one half inch from the skin surface of the face. It is an Officer's right to refuse any member's use of SCBA if there is any facial hair that may interfere with making a good seal between face and face piece.

- C. Firefighters are most often called upon to function in environments that present hazards of inhalation of toxic fumes and other irritant gases. Considerable scientific data has been accumulated to support the contention that facial hair has a detrimental effect on the function of self-contained breathing apparatus. Unnecessary risks are not needed in performance of a firefighter's duties, and those factors that alter risk but are controllable should be controlled.

4. Suit up:

- A. Order given en-route by officer to instruct firefighters to prepare their PPE for an IDLH entry. Company officers may use their discretion to regulate the "suit up" (go on SCBA air) criteria in terms of unusual circumstances such as extremely long responses, out of quarters responses, or when the vehicle is moving at the time they are dispatched. At no time will employees be permitted to "suit up" without being secured by a seat belt while riding in a moving vehicle.
- B. It is the intent of this guideline that no member shall cause a delay in any firefighting operation by not being fully prepared to engage in firefighting activities in a safe manner.
- C. While operating at EMS incidents, all members shall wear whatever protective clothing is required to afford complete personal protection.
- D. When operating forcible entry equipment and tools, full protective clothing shall be worn.
- E. Full protective clothing and SCBA shall be worn at all times when operating on the fire ground operations area or other incidents requiring full protective clothing for personal protection, whether an actual or a potential hazard exists.
- F. The Nomex hood shall be worn when engaged in fire fighting and any other situation where SCBA or injuries to head and face are likely to occur. The removal of SCBA and personal protective equipment will only be allowed after leaving the operations area and entering the designated safe zone. Turnout coats, Nomex hoods during overhaul operations will be at the discretion of command.
- G. The removal of SCBA and personal protective equipment will not be allowed during overhaul operations.
- H. The face shield shall be utilized at any time the need for eye protection seems apparent and the SCBA face piece is not being worn.

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- I. Gloves shall be worn when injuries to the hand are likely to occur.
- J. In specific situations for which no guidelines have been provided, the proper protective clothing to protect against all foreseeable hazards shall be worn.

SELF CONTAINED BREATHING APPARATUS (SCBA)

1. It is the policy of the Emily Fire & Rescue Department that all personnel expected or likely to respond to and function in areas of atmospheric contamination or oxygen deficiency shall be equipped with and trained in the proper use of the self contained breathing apparatus (SCBA).
2. Each crew member shall check his/her SCBA for condition before and after each use, or at any other time it may be necessary to render the equipment in a ready state of condition.
3. Each crew member will be responsible for the proper use and function of his/her SCBA. If an SCBA is found to be functioning improperly, it shall be taken out of service, reported to the SCBA committee, and replaced as soon as possible.
4. No member of this department will operate in a contaminated, or oxygen deficient atmosphere, or one that may rapidly become contaminated or oxygen deficient, without full respiratory protection. This would include having the SCBA on with the face piece donned and breathing unit air. Your protective face piece bag should be left outside of the fire building or area.
5. Resist the tendency to prematurely remove breathing apparatus during routine fire situations. We all must be aware of the respiratory hazards which exist in ordinary as well as extraordinary fire situations. It is generally true that carbon monoxide levels increase during overhaul due to the incomplete combustion of smoldering materials
6. The determination as to removal of breathing apparatus face piece will be made by the officers in routine designation of the safe zone.
7. This guideline is to be followed by all members and officers of this Department regardless of the municipality in which the emergency is located. Authority to deviate from this guideline rests with the incident commander or the company commander who is solely responsible for the result of any deviation.
8. If SCBA are not required the SCBA face piece should remain in the protective bag provided by the Department. If during the course of a fire you are required to use your SCBA, the protective bag for the face piece will be left outside of the fire building. The face piece should be returned to its protective bag whenever not being worn.
9. If your face piece is used during the fire ground operations or at a training operation, it shall be the responsibility of each individual firefighter to insure that his or her face piece and face piece bag are cleaned according to department procedure and ready for use.

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10. Any problems found with the operation of the face piece shall be reported to the SCBA committee or officer to arrange for repair or replacement of face piece. Under no circumstances should a defective face piece be used in any hazards or potentially hazardous environment.

SAFETY PROCEDURES FOR PERSONAL ALERT SAFETY SYSTEM

STANDARD OPERATING GUIDELINES FOR PASS DEVICES

1. All self-contained breathing apparatus (SCBA) units shall be outfitted with a Personal Alert Safety System (PASS) device. The PASS device shall be used whenever the SCBA unit is placed in service.
2. When the SCBA equipment is placed in service, the wearer shall activate the PASS device.
3. It is the responsibility of the wearer to insure that the PASS device is activated at the time the SCBA face piece is donned and the regulator main line valve is opened.
4. The PASS device will automatically sound a loud pulsating distress signal if the firefighter should become disabled and remain motionless for approximately 30 seconds. The PASS device may be manually activated by a firefighter in distress by pushing the button in the front of the pass device. The loud, pulsating distress signal will then sound continuously.
5. When the PASS device is motionless and in the "ACTIVATED" mode, it will sound a pre-distress signal (low volume) prior to the loud pulsating distress signal sounding. If the firefighter is not in distress, simply tapping or shaking the PASS device will cancel the pre-distress signal and automatically reset the PASS device timer.
6. The PASS device shall be checked for proper functioning by the SCBA committee:
 - > During monthly SCBA inspection and maintenance.
 - > Whenever a replacement unit is issued.
 - > After each use.
 - > Following an apparatus operator's report of a unit malfunction.

The following steps will be followed when inspecting a PASS device:

- > Check for any visible damage to PASS device
- > Activate the distress signal manually to test the pass device.
 - > Place the PASS device in the activation mode. A loud chirp signal should sound immediately and a red light will be on in the front of the pass device. Let the PASS device remain motionless, the reduced volume continuous predistress signal should activate automatically in approximately 30 seconds time, then the louder pulsating distress signal should sound after a few seconds.

EMILY FIRE & RESCUE DEPARTMENT

- > Turn the PASS device off by pushing the button on the side of the PASS device.
- > Any malfunctioning PASS device must be tagged as defective and taken out of service.
- > It is the responsibility of each fire member to notify the SCBA committee or another Officer of the Department of the malfunction of the PASS device.
- > All repairs and maintenance of the PASS devices shall be the responsibility of the SCBA committee.

EMILY FIRE & RESCUE DEPARTMENT

MEETING AGENDA GUIDELINE

Date _____ Time _____

Roll Call

Minutes:

Corrections _____

Motion: _____ Seconded: _____ Accept: Y N

Budget Report

Bills & Correspondence:

Officer/Committee Reports:

SCBA _____

Engineers _____

EMS _____

Facilities _____

Training _____

Safety _____

Long Range _____

Old Business:

New Business:

Adjourn:

Motion: _____ Seconded: _____ Accept: Y N

Time _____

EMILY FIRE & RESCUE DEPARTMENT

CONTACTS – PERSONNEL – EQUIPMENT COMPLIMENT

	HOME PHONE	WORK PHONE	PAGER	E-MAIL
City of Emily Emer. Phone				
Chief				
Assistant Chief for Fire Suppression Operations				
Assistant Chief for Emergency Medical Services				

FIRE MARSHAL	PHONE	FAX #

PERSONNEL COMPLIMENT	
Chief	First Responder Trained
Assistant Chiefs	Haz Mat Operational Trained
Captains	Haz Mat Technician Trained
Firefighters	Haz Mat Specialist Trained
	EMT's
	Paramedics
	Divers
Total Personnel:	

Would Respond on Mutual Aid:	
Hydrants:	
Hardsuction Size:	
Daytime Restrictions:	

RADIO CAPABILITIES - CHANNELS AND FREQUENCY					
	Channel #	Frequency #	FL F&R Channel #	Frequency #	Portable Radios
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

EMILY FIRE & RESCUE DEPARTMENT

EMILY FIRE & RESCUE TRAINING DRILL PLAN

Subject _____ Date/Time _____

Instructor(s) _____

Present:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Objectives

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

DRILL PROCEDURES AT THE FOLLOWING STATIONS:

Station #1

Station #2

Station #3

Additional stations or information can be added below or to the back of this sheet.

EMILY FIRE & RESCUE DEPARTMENT

TRAINING ACKNOWLEDGEMENT FORM

In order to verify that the city has supplied each employee with training regarding the Hazard Substances/Employee Right to Know Program, we must request each employee to sign this acknowledgement.

EMPLOYEE ACKNOWLEDGEMENT

I have attended training sponsored by the City regarding the Hazard Substances/Employee Right to Know Program. I know how to locate the Material Safety Data Sheets (MSDS) which apply to my job responsibilities, and I have been instructed about how to read an MSDS. I have also been instructed about safe handling of hazardous substances, about the use of protective clothing, and about the action needed in case of over exposure to the hazardous substances which apply to my job responsibilities.

Signature _____

Date _____

EMILY FIRE & RESCUE DEPARTMENT

FIRST RESPONDERS RESPONSIBILITIES

1. First Responder Unit must respond to all medical calls.
2. There shall not be more than three responders in the immediate area (house, car, etc.) at one time unless requested by the Incident Command or Responder who is in control.
3. Three First Responders on scene
 1. One responder responsible for information on form, medications and radio communication with responding ambulance.
 2. One responder at victim's head responsible for C-spine or oxygen and is in control of the victim.
 3. One responder at victim's body responsible for primary and secondary survey, blood pressure, etc.
4. Two First Responders on scene
 - A. One responder at head of the victim responsible for information, assists other responder, oxygen and control of the victim.
 - B. One responder at victim's body responsible for primary and secondary survey, defibrillator and instructions.
5. Remaining Responders
 - A. Responsible for directions; this includes any long driveways with one responder at each point of intersection.
 - B. To assist ambulance crew with equipment.
 - C. Follow instructions from ambulance crew.
 - D. Guide ambulance crew in backing up and turning around.

EMILY FIRE & RESCUE DEPARTMENT

FIRE INCIDENT GROUND STAFFING AND ASSIGNMENTS

1. **PURPOSE:** To provide guidelines for Emily Fire & Rescue Department personnel operating during the initial stages of a fire incident, to comply with the current edition of TITLE 29, CODE OF FEDERAL REGULATIONS, SECTION 1910.134 (29cfr 1910.134) RESPIRATORY PROTECTION.
2. **POLICY:** All members of the Emily Fire & Rescue Department shall comply with applicable state and federal regulations and operate safely at all fire scenes. Failure to comply will result in disciplinary action.
3. **RESPONSIBILITY:** It is the responsibility of all Incident Commanders to assure compliance with this policy and all applicable state and federal regulations while conducting fire ground operations. It is the responsibility of all personnel operating at the scene of a structure fire to comply with this policy and to wear all personal protective equipment and self-contained breathing apparatus and to be prepared to perform interior fire fighting operations and rescue.
4. **DEFINITIONS:**
 - A. **ATMOSPHERE:** Any atmosphere that poses immediate hazard to life or produces immediate irreversible debilitating effects on health.
 - B. **INCIDENT MANAGEMENT SYSTEM:** A system used to provide structure and coordination to the management of emergency incident operations in order that all objectives are accomplished and to provide for the safety of citizens and department personnel.
 - C. **IMMEDIATELY DANGEROUS to LIFE and HEALTH (IDHL)**
 - D. **INCIPIENT STAGE FIRE:** A fire that is in its initial stage and that can be extinguished by portable extinguisher or small hose streams without the need for personal protective equipment (PPE) or self-contained breathing apparatus (SCBA).
 - E. **INCIDENT COMMANDER (IC):** The firefighter or officer in overall command of an emergency incident and equipped with personal protective equipment and portable radio.
 - F. **ATTACK TEAM:** Two fire personnel wearing PPE and using SCBA and equipped with a hose line and portable radio assigned interior fire fighting duties.
 - G. **STAND-BY TEAM:** Two fire personnel wearing PPE and using SCBA and equipped with a hose line and portable radio who are assigned to remain in reserve performing no other duties. The sole purpose of the stand-by team is rescue of the attack team(s).

EMILY FIRE & RESCUE DEPARTMENT

5. **FIRST ARRIVING APPARATUS:** The driver of the first arriving apparatus shall be the pump operator. During interior attack and rescue operations, this fire fighter shall perform no other duties. The passenger in the first arriving apparatus shall be the Incident Commander (IC). The IC shall conduct a size-up of the incident and shall determine if immediate rescue is necessary. The IC shall also direct incoming apparatus and personnel. Upon arrival of a department officer and briefing of scene operations, command may be passed to the officer. The second passenger in the first arriving apparatus shall perform firefighting duties as directed by the IC.
6. **INTERIOR FIRE ATTACK OR RESCUE:** No interior attack or rescue operations shall begin until the following has been completed: Lay two hose lines, one for the attack team and one for the stand-by team. Establish a water supply. Water supply shall be defined as a drop tank full of water and one additional tanker truck full of water ready to be dumped. Establish an attack team, stand-by team, pump operator, and IC.
7. **NOTIFICATION:** No interior attack or rescue operations may begin without prior notification and agreement of the IC.
8. **FIRE CONTROL:** Once the fire has been extinguished and the IDLH atmosphere in the structure has been removed or the interior operations have ceased, the stand-by team is no longer required.

EMILY FIRE & RESCUE DEPARTMENT

EMS GUIDELINES

EMERGENCY MEDICAL SUPPLIES

This guideline is for maintaining medical/EMS supplies in the van and on hand at the Fire Hall, including defibrillator maintenance and supplies. An EMS committee member with a minimum of first responder status should perform the following.

SUPPLIES

The medical supplies and equipment in the van shall be checked monthly. Chart #9759A must be completed and filed at the fire department for future reference.

After every medical or fire call, medical supplies shall be replenished and the van cleaned of bio hazards.

Any supplies or equipment that is found missing, damaged or outdated must be reported to the chairmen of the EMS committee, which shall report to an officer of the Emily Fire & Rescue Department. The EMS committee is responsible for ordering any supplies needed.

TRAUMA BAG AND OXYGEN

It is the responsibility of the EMS committee to bi-annually inventory the trauma bag of every first responder or EMT. See equipment identification list on form

It is the responsibility of each first responder or EMT to maintain the inventory of the trauma bag and oxygen tank level.

ISSUANCE

The trauma bag and oxygen tank is to be issued by a Emily Fire & Rescue Department officer to a member who is a certified first responder or EMT. The officer shall fill in the information on form 9772 and have the member date and sign.

RETURN

Any EMT or First Responder who has resigned, retired or failed to take the refresher course every two years must promptly return the trauma bag and oxygen tank to the Emily Fire & Rescue Department. Upon return an officer or EMS committee member shall inventory the trauma bag and the officer must date and sign form 9772.

DEFIBRILLATOR MAINTENANCE

The EMS committee is responsible for monthly defibrillator maintenance. A member with a minimum of first responder status must perform maintenance. Form #9759B must be completed, signed and filed at the Emily Fire & Rescue Department. The defibrillator shall be tested monthly using the simulator by a defibrillator certified first responder. Rotate batteries from the charger to the storage pouch, storage pouch to defibrillator unit, defibrillator unit to the charger (order is critical).

EMILY FIRE & RESCUE DEPARTMENT

MEDICAL INVENTORY

GUIDELINE CHART 9759A

Page 1 of 2

Please complete the following as this chart should be filled out in compliance with form 9759. Sign, date and file the day it is completed for that month. Please note any repairs or corrective actions and sign the form.

RESCUE UNIT Medical Inventory	QTY	OK	REPLACE DATE	ACTION TAKEN
Medical Inventory Air splints				
Baby wipes				
Bag resuscitator				
Baggies Little				
Binoculars				
Blood pressure cuff-digital				
Blood stopper				
Body wraps/gauze				
Bum kits				
Camera				
Child collars				
Dressing 8x10				
Face filter mask				
Flares				
Gauze roll				
Gauze roll 3x5				
Germicidal wipes				
Goggles				
Haz bags large				
Haz bags small				
Haz cont needles				
Ice pack				
Injection chloride				
Ked board adult, junior				
Kodak film				
Large collars				
Latex gloves				
Medium collars				
Obstetrical kit				
Oxygen cannulas				
Oxygen kit				
Oxygen mask adult				
Poison antidote kit				
Regular collars				
Responder bag				
Safety vest				
Small collars				
Sodium chloride bottle				
Stethoscope				

EMILY FIRE & RESCUE DEPARTMENT

RESCUE UNIT Medical Inventory	QTY	OK	REPLACE DATE	ACTION TAKEN
Tape				
Tension tube				
Traction splint				
Universal precaution kit				
v-vac vacuum				
v-vac cartridge				
Water sterile				
Wrap				

MEDICAL CABINET Medical Inventory	QTY	OK	REPLACE DATE	ACTION TAKEN
Baggies plastic				
Batteries				
Blood pressure cuff-digital				
Blood stops				
Cannulas 22 in				
Cannulas 26 in				
Dressing combined				
Gauze sponges				
Gloves large				
Gloves medium				
Haz bags				
Ice pack				
Oral airway				
Oxygen mask adult				
Oxygen tube				
Responder baa				
Responder forms				
Stethoscope				
Wrap brown				

Sign _____ Date _____

Form 9759A
Page 2 of 2

EMILY FIRE & RESCUE DEPARTMENT

DEFIBRILLATOR GUIDELINE

CHART 9759B

Please complete the following as this chart should be filled out in compliance with form 9759, signed and dated the day it is completed for that month. Please note any repairs or corrective actions and sign the form.

	OK	REPLACE	ACTION TAKEN
Defibrillator Unit			
Clean, clear of objects, casing intact			
Cables clean, free of cracks, cuts, damaged			
Supplies			
Defibrillator pads - 2 pairs in sealed packages within expiration dates			
Hand towel			
Scissors			
Razor			
Alcohol wipes			
Spare battery			
Memory module and spare			
Battery			
Fully charged battery in storage pouch			
Back up battery in unit			
3rd battery in charger			
Indicators/Display			
Remove tape and module			
Power on, self test OK			
Correct option and time			
Message display functional			
Memory module and recorder message displayed			
Voice prompting functional			
Defibrillator Operation			
Attach to simulator			
Unit detects, charges and delivers shock for VF			
Unit does not shock NSR, asystole			
Replace memory module and tape			

Sign _____ Date _____

EMILY FIRE & RESCUE DEPARTMENT

SCBA INSPECTION, MAINTENANCE AND TESTING GUIDELINES

This guideline is for maintaining, inspecting and testing all SCBA and related equipment. The SCBA committee personnel must perform SCBA maintenance after every use. Check the MSA procedures in the MSA file to address questions regarding the following procedures.

MAINTENANCE OF SCBA

Breathing apparatus is most important to the safety of the individual fire fighter. Proper maintenance of the equipment is essential to insure its proper operation and to maximize fire safety.

The Emily Fire & Rescue Department must maintain self-contained breathing apparatus in operable equipment at all times in accordance with OSHA Std. #191 0.134.

All breathing apparatus removed from an apparatus and worn by a member of the Emily Fire & Rescue Department shall not be returned to the apparatus until new Inspection and Maintenance Charts are followed and completed.

Any units found to have malfunctions shall be removed from service and reported to the SCBA committee or an officer of the Emily Fire & Rescue Department. Any apparatus found damaged or not functioning properly that cannot be repaired by a Emily Fire & Rescue Department SCBA Committee member must be sent by the SCBA committee to a certified MSA Technician.

Facemasks shall be inspected after each use for cleanliness, proper exhaust valve operation, condition of harness straps, lens and low-pressure hose by the owner of the mask.

SCBA TESTING GUIDELINES.

Emily Fire & Rescue Department must provide a verifiable record of inspection of breathing apparatus in accordance with OSHA Std. 1910.134.

Each individual breathing apparatus shall be checked monthly. The inspection and maintenance charts must be completed and filed by a Emily Fire & Rescue Department SCBA committee member.

Inspection findings shall be noted on an inspection sheet provided for each unit and signed by the person inspecting.

Flow testing shall be done by a certified MSA Technician in accordance to the MSA standard per usage, which is approximately every three (3) years.

EMILY FIRE & RESCUE DEPARTMENT

SCBA INSPECTION MAINTENANCE

The following chart consists of recording the information obtained from following the SCBA inspection and maintenance SOP. Any further need of repairs and tests are to be done by a qualified MSA technician. Those repairs are also to be recorded and filed.

	OK	BAD	ACTION TAKEN
1. Regulator Pressure Gauge (Check for damage)			
2. Main Line & By-pass Valves (Functional with unit pressurized)			
3. Harness Straps (Check for wear, cuts, abrasion - Be sure all hardware is in place and is functional)			
4. O-Ring on Hand Tightened Connector (Check for damage)			
5. High Pressure Hose (Check for cuts, severe abrasion)			
6. Waist Belt (Check for wear, cuts, abrasion - Be sure all hardware is in place is functional)			
7. Back Plate (Check for damage or defects)			
8. Cylinder Latch (Check for damage and proper function)			
9. Check Entire System for Air Tightness (Follow procedure in Level 1 Manual)			
10. Pass Device			
11. Comments/Repairs:			

Sign _____ Date _____

EMILY FIRE & RESCUE DEPARTMENT

Emily Fire & Rescue PERSONAL PROTECTIVE EQUIPMENT CHECKLIST/LOG

Name: _____ Date: _____
 Title: _____ Assignment: _____

Item:	Manufacturer:	ASSIGNED EQUIPMENT				Serial Number:	Date of Issue:	Inspection Interval:		
		Manufacture Date	New/ Reassigned:	Make:	Model:					
		Routine or Advanced Inspection				"√" Condition		In Need of (Mark with an "X")		
COAT	PROPER FIT (Refer to Appropriate NFPA Standard)					PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit and coat/trouser overlap (at least 2")									
Routine	Soiling									
Routine	Contamination from hazardous materials or biological agents									
Routine	Rips, tears and cuts									
Routine	Damaged or missing hardware									
Advanced	Thermal damage such as charring, burn holes, or melting in any layer									
Advanced	Damaged or missing reflective trim									
Advanced	Moisture barrier integrity - rips, discoloration, thermal damage									
Advanced	Loss or shifting of liner material									
Advanced	Broken or missing stitches									
Advanced	Material integrity: UV, chemical degradation									
Advanced	Wristlets: elasticity, stretching, cuts, thermal damage									
Advanced	Reflective trim: attached, reflectivity, damage									
Advanced	Label integrity, legibility									
Advanced	Hook and loop functionality									
Advanced	Liner attachment systems									
Advanced	Closure system functionality									
Action Taken:										
		Routine or Advanced Inspection				"√" Condition		In Need of (Mark with an "X")		
PANTS	PROPER FIT (Refer to Appropriate NFPA Standard)					PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit and coat/trouser overlap (at least 2")									
Routine	Soiling									
Routine	Contamination from hazardous materials or biological agents									
Routine	Rips, tears and cuts									
Routine	Damaged or missing hardware									
Routine	Thermal damage such as charring, burn holes, or melting in any layer									
Routine	Damaged or missing reflective trim									
Advanced	Moisture barrier integrity - rips, discoloration, thermal damage									
Advanced	Loss or shifting of liner material									
Advanced	Broken or missing stitches									
Advanced	Material integrity: UV, chemical degradation									
Advanced	Anklets: elasticity, stretching, cuts, thermal damage									
Advanced	Reflective trim: attached, reflectivity, damage									
Advanced	Label integrity, legibility									
Advanced	Hook and loop functionality									
Advanced	Liner attachment systems									
Advanced	Closure system functionality									
Action Taken:										

EMILY FIRE & RESCUE DEPARTMENT

Emily Fire & Rescue Personal Protective Equipment Checklist/Log

Routine or Advanced Inspection		"√" Condition		In Need of (Mark with an "X")		
FOOTWEAR	PROPER FIT (Refer to Appropriate NFPA Standard)	PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit					
Routine	Soiling					
Routine	Rips, tears and cuts or thermal damage					
Routine	Loss of water resistance					
Routine	Closure systems damage					
Routine	Damaged or deformed steel toe, mid-sole and shank					
Advanced	Seam integrity and condition of liner					
Advanced	Heel and excessive tread wear					
Advanced	Closure system damage and functionality					
Advanced	Condition of lining					
Action Taken:						
Routine or Advanced Inspection		"√" Condition		In Need of (Mark with an "X")		
GLOVES	PROPER FIT (Refer to Appropriate NFPA Standard)	PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit					
Routine	Soiling					
Routine	Contamination from hazardous materials or biological agents					
Routine	Rips, tears and cuts or thermal damage					
Routine	Inverted liner					
Routine	Shrinkage					
Routine	Loss of elasticity and flexibility					
Action Taken:						
Routine or Advanced Inspection		"√" Condition		In Need of (Mark with an "X")		
HELMET	PROPER FIT (Refer to Appropriate NFPA Standard)	PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit					
Routine	Soiling					
Routine	Damage to shell: cracks, dents and abrasions					
Routine	Damage to liner: rips, tears or thermal damage					
Routine	Suspension system					
Routine	Damaged or missing components to face-shield or goggle system					
Advanced	Damaged or missing reflective trim					
Advanced	Face-shield/goggle functionality					
Advanced	Damage to impact cap					
Action Taken:						
Routine or Advanced Inspection		"√" Condition		In Need of (Mark with an "X")		
HOOD	PROPER FIT (Refer to Appropriate NFPA Standard)	PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit					
Routine	Soiling					
Routine	Contamination from hazardous materials or biological agents					
Routine	Rips, tears, cuts or thermal damage					
Routine	Loss of face opening adjustment/shrinkage					
	Seam integrity					
	Elasticity					
Action Taken:						
Routine or Advanced Inspection		"√" Condition		In Need of (Mark with an "X")		
FACE PIECE & TUBE	PROPER FIT (Refer to Appropriate NFPA Standard)	PASS	FAIL	CLEAN	REPLACE	REPAIR
Routine	Evaluation of fit and seal					
Routine	Soiling					
Routine	Damaged or missing components to face-shield or breathing tube					
Routine	Connection functionality					
Routine	Rips, tears, cuts or thermal damage					
Action Taken:						
Comments:						
Inspected by:			Signature:		Date:	

EMILY FIRE & RESCUE DEPARTMENT

INCIDENT RESPONSE FOR MUTUAL AID CALLS

1. ALL FIREFIGHTERS WILL
 - A. RESPOND TO FIRE STATION
 - B. PUT ON TURNOUT GEAR BEFORE LEAVING FIRE STATION
 - C. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Emily Tanker, Pumper, Van is enroute to fire)
 - D. USE SEATBELTS IN ALL FIRE TRUCKS
 - E. TURN ON EMERGENCY LIGHTS AND SIREN
 - F. PERSONNEL FOR MUTUAL AID SHOULD BE ACTIVE FIREFIGHTERS,
PROBATIONARY FIREFIGHTERS ON STANDBY
2. MUTUAL AID WITH NO SPECIFIC EQUIPMENT REQUEST
 - A. TANKER
 - B. 3 FIREFIGHTERS
 - C. 2 SCBA
 - D. ALL ADDITIONAL FIREFIGHTERS STANDBY AT STATION
3. MUTUAL AID WITH SPECIFIC EQUIPMENT REQUEST
 - A. EQUIPMENT AND MANPOWER AS REQUESTED AS LONG AS IT DOES NOT
LEAVE OUR COVERAGE AREA UNPROTECTED. ALL ADDITIONAL PERSONNEL
STANDBY AT STATION.
 - B. IF PUMPER IS REQUESTED, USE PUMPER 2. UNDER CERTAIN
CIRCUMSTANCES PUMPER I MAY BE USED. THIS DECISION WILL BE MADE
BY THE OFFICER IN CHARGE.
 - C. UNDER CERTAIN CIRCUMSTANCES, MAY REQUEST STANDBY OF ANOTHER
DEPARTMENT FOR COVERAGE OF OUR AREA. STANDBY MAY BE AT THEIR
STATION, OUR STATION, OR BOTH.
4. FIREFIGHTERS ARRIVING AT SCENE
 - A. ANNOUNCE THAT THEY HAVE ARRIVED ON SCENE
 - B. REPORT TO REQUESTING DEPARTMENT INCIDENT COMMAND

EMILY FIRE & RESCUE DEPARTMENT

- C. IF ADDITIONAL PERSONNEL WILL NOT BE NEEDED, CONTACT EMILY BASE AND RELEASE ALL STANDBY PERSONNEL

INCIDENT RESPONSE FOR VEHICLE ACCIDENT

1. ALL FIREFIGHTERS WILL
 - A. RESPOND TO FIRE STATION
 - B. PUT ON TURNOUT GEAR BEFORE LEAVING FIRE STATION
(turnout gear not required with Rescue 1)
2. PERSONNEL IN FIRE TRUCKS LEAVING FIRE STATION WILL
 - A. RESPOND WITH TRUCKS IN THE FOLLOWING SEQUENCE

FIRST: RESCUE #1 and 2 Firefighters

SECOND: PUMPER #1 and 2 Firefighters

THIRD: EQUIPMENT VAN and 2 Firefighters
(all others go directly to scene)
 - B. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Emily Pumper #1, Tanker, Van is enroute to fire)
 - C. USE SEATBELTS IN ALL FIRE TRUCKS
 - D. TURN ON EMERGENCY LIGHTS AND SIREN
3. FIREFIGHTERS ARRIVING AT SCENE
 - A. MUST HAVE TURNOUT GEAR ON BEFORE APPROACHING SCENE
 - B. FIRST ACTIVE FIREFIGHTER ON THE SCENE WILL ASSUME COMMAND AND WILL CONTINUE UNTIL COMMAND IS PASSED TO A RANKING OFFICER OR A MORE QUALIFIED FIREFIGHTER
 - C. ALL ARRIVING FIREFIGHTERS WILL REPORT TO INCIDENT COMMAND FOR ASSIGNMENT
4. FIREFIGHTERS ARRIVING AT SCENE IN TRUCKS WILL
 - A. CALL EMILY BASE AND ACKNOWLEDGE THAT THEY HAVE ARRIVED ON SCENE
 - B. FIRST ARRIVING TRUCK WILL GIVE A SCENE ASSESSMENT
 - C. POSITION TRUCK FOR BEST SAFETY

EMILY FIRE & RESCUE DEPARTMENT

INCIDENT RESPONSE FOR VEHICLE FIRES

1. ALL FIREFIGHTERS WILL
 - A. RESPOND TO FIRE STATION
 - B. PUT ON TURNOUT GEAR BEFORE LEAVING FIRE STATION
2. PERSONNEL IN FIRE TRUCKS LEAVING FIRE STATION WILL
 - A. RESPOND WITH TRUCKS IN THE FOLLOWING SEQUENCE
FIRST: PUMPER #1 and 2 Firefighters
SECOND: RESCUE #1 and 2 Firefighters
THIRD: TANKER and 1 Firefighter
FOURTH: BRUSH TRUCK and 1 Firefighter
 - B. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Emily Pumper #1, Tanker, Van is enroute to fire)
 - C. USE SEATBELTS IN ALL FIRE TRUCKS
 - D. TURN ON EMERGENCY LIGHTS AND SIREN
3. FIREFIGHTERS ARRIVING AT SCENE
 - A. MUST HAVE TURNOUT GEAR AND SCBA ON BEFORE APPROACHING SCENE
 - B. FIRST ACTIVE FIREFIGHTER ON THE SCENE WILL ASSUME COMMAND AND WILL CONTINUE UNTIL COMMAND IS PASSED TO A RANKING OFFICER OR A MORE QUALIFIED FIREFIGHTER
 - C. ALL ARRIVING FIREFIGHTERS WILL REPORT TO INCIDENT COMMAND FOR ASSIGNMENT
4. FIREFIGHTERS ARRIVING AT SCENE IN TRUCKS WILL
 - A. CALL EMILY BASE AND ACKNOWLEDGE THAT THEY HAVE ARRIVED ON SCENE
 - B. FIRST ARRIVING TRUCK WILL GIVE A SCENE ASSESSMENT
 - C. POSITION TRUCK FOR BEST SAFETY AND ACCESS FOR TANKER

EMILY FIRE & RESCUE DEPARTMENT

INCIDENT RESPONSE FOR GRASS FIRE THREATENING STRUCTURE

1. ALL FIREFIGHTERS WILL
 - A. RESPOND TO FIRE STATION
 - B. PUT ON TURNOUT GEAR BEFORE LEAVING FIRE STATION
(turnout gear not required with grass rigs)
2. PERSONNEL IN FIRE TRUCKS LEAVING FIRE STATION WILL
 - A. RESPOND WITH TRUCKS IN THE FOLLOWING SEQUENCE

FIRST: PUMPER #1 and 3 Firefighters

SECOND: 550 TRUCK and 2 Firefighters

THIRD: TANKER and 1 Firefighter

FOURTH: PUMPER #2 and 3 Firefighters

FIFTH: EQUIPMENT VAN and 2 Firefighters

SIXTH: RESCUE UNIT
 - B. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Emily Pumper #1, Tanker, Van is enroute to fire)
 - C. USE SEATBELTS IN ALL FIRE TRUCKS
 - D. TURN ON EMERGENCY LIGHTS AND SIREN
3. FIREFIGHTERS ARRIVING AT SCENE
 - A. MUST HAVE TURNOUT GEAR ON BEFORE APPROACHING SCENE
 - B. FIRST ACTIVE FIREFIGHTER ON THE SCENE WILL ASSUME COMMAND AND WILL CONTINUE UNTIL COMMAND IS PASSED TO A RANKING OFFICER OR A MORE QUALIFIED FIREFIGHTER
 - C. ALL ARRIVING FIREFIGHTERS WILL REPORT TO INCIDENT COMMAND FOR ASSIGNMENT
4. FIREFIGHTERS ARRIVING AT SCENE IN TRUCKS WILL
 - A. CALL EMILY BASE AND ACKNOWLEDGE THAT THEY HAVE ARRIVED ON SCENE
 - B. FIRST ARRIVING TRUCK WILL GIVE A SCENE ASSESSMENT
 - C. POSITION TRUCK FOR BEST SAFETY AND ACCESS FOR TANKER

EMILY FIRE & RESCUE DEPARTMENT

INCIDENT RESPONSE FOR GRASS FIRE

1. ALL FIREFIGHTERS WILL

RESPOND TO FIRE STATION
(turnout gear not required)
2. PERSONNEL IN FIRE TRUCKS LEAVING FIRE STATION WILL
 - A. RESPOND WITH TRUCKS IN THE FOLLOWING SEQUENCE

FIRST: BRUSH TRUCK and 2 Firefighters

SECOND: GAMA GOAT and 1 Firefighter

THIRD: PUMPER #1

FOURTH: TANKER

FIFTH: PUMPER #2

SIXTH: RESCUE UNIT

SEVENTH: 2ND TANKER

EIGHTH: EQUIPMENT VAN
 - B. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Emily Pumper #1, Tanker, Van is enroute to fire)
 - C. USE SEATBELTS IN ALL FIRE TRUCKS
 - D. TURN ON EMERGENCY LIGHTS AND SIREN
3. FIREFIGHTERS ARRIVING AT SCENE
 - A. FIRST ACTIVE FIREFIGHTER ON THE SCENE WILL ASSUME COMMAND AND WILL CONTINUE UNTIL COMMAND IS PASSED TO A RANKING OFFICER OR A MORE QUALIFIED FIREFIGHTER
 - B. ALL ARRIVING FIREFIGHTERS WILL REPORT TO INCIDENT COMMAND FOR ASSIGNMENT
4. FIREFIGHTERS ARRIVING AT SCENE IN TRUCKS WILL
 - A. CALL EMILY BASE AND ACKNOWLEDGE THAT THEY HAVE ARRIVED ON SCENE
 - B. FIRST ARRIVING TRUCK WILL GIVE A SCENE ASSESSMENT
 - C. POSITION TRUCK FOR BEST SAFETY AND ACCESS FOR TANKER

EMILY FIRE & RESCUE DEPARTMENT

INCIDENT RESPONSE FOR STRUCTURE FIRE

1. ALL FIREFIGHTERS WILL
 - A. RESPOND TO FIRE STATION
 - B. PUT ON TURNOUT GEAR BEFORE LEAVING FIRE STATION

2. PERSONNEL IN FIRE TRUCKS LEAVING FIRE STATION WILL
 - A. RESPOND WITH TRUCKS IN THE FOLLOWING SEQUENCE
FIRST: PUMPER #1 and 3 Firefighters
SECOND: EQUIPMENT VAN and 2 Firefighters
THIRD: TANKER and 1 Firefighter
FOURTH: PUMPER #2 and 3 Firefighters
FIFTH: BRUSH TRUCK with 1 Firefighter to nearest water supply
SIXTH: 2ND TANKER
SEVENTH: RESCUE #1 and 1 Firefighter
EIGHTH: GAMA GOAT and 1 Firefighter
 - B. ANNOUNCE BEFORE LEAVING DRIVEWAY
(Emily Pumper #1, Tanker, Van is enroute to fire)
 - C. USE SEATBELTS IN ALL FIRE TRUCKS
 - D. TURN ON EMERGENCY LIGHTS AND SIREN

3. FIREFIGHTERS ARRIVING AT SCENE
 - A. MUST HAVE TURNOUT GEAR ON BEFORE APPROACHING SCENE
 - B. FIRST ACTIVE FIREFIGHTER ON THE SCENE WILL ASSUME COMMAND AND WILL CONTINUE UNTIL COMMAND IS PASSED TO A RANKING OFFICER OR A MORE QUALIFIED FIREFIGHTER
 - C. ALL ARRIVING FIREFIGHTERS WILL REPORT TO INCIDENT COMMAND FOR ASSIGNMENT
 - D. AT ALL FIRES WITH SMOKE SHOWING, 4 QUALIFIED FIREFIGHTERS MUST SUIT UP WITH SCBA

4. FIREFIGHTERS ARRIVING AT SCENE IN TRUCKS WILL
 - A. CALL EMILY BASE AND ACKNOWLEDGE THAT THEY HAVE ARRIVED ON SCENE
 - B. FIRST ARRIVING TRUCK WILL GIVE ONE OF THE FOLLOWING ASSESSMENTS
 - i. NOTHING SHOWING
 - ii. SMOKE SHOWING
 - iii. FULLY INVOLVED
 - iv. COMING DOWN
 - v. DOWN

Example: Emily Pumper #1 on scene with smoke showing
 - C. POSITION TRUCK FOR BEST SAFETY AND ACCESS FOR TANKERS

EMILY FIRE & RESCUE DEPARTMENT

CUYUNA RANGE FIRE SERVICE MUTUAL AID AGREEMENT

1. DEFINITION OF TERMS

Subd. 1 "Party" means a political subdivision, or, in the case of a private non-profit provider of fire protection, the governing body of such a provider.

Subd. 2 "Requesting Official" means a party's fire chief and/or that fire chief's delegates who is/are empowered to request assistance from other parties.

Subd. 3 "Responding Official" means a party's fire chief and/or that fire chiefs delegates who is/are empowered to determine whether and to what extent assistance can or should be provided.

Subd. 4 "Assistance" means fire and/or emergency medical services personnel and equipment provided by a fire department as defined by Minnesota Statutes Chapter 69.001, and includes such personnel and equipment as may be needed for stand-by protection by a party to this agreement.

Subd. 5 "Emergency" means a sudden and unforeseen situation requiring immediate action and assistance.

2. AUTHORITY

Subd. 1 The parties to this agreement acknowledge their authority to enter into this agreement pursuant to provisions of the joint Exercises of Powers Act, Minnesota Statutes Chapter 471.59 to provide each other on a reciprocal basis assistance in the event of emergencies and other incidents including situations related to fire suppression, fire prevention, training, public fire education, arson investigation, hazardous materials incidents, and natural and man made disasters.

3. CUYUNA RANGE FIRE SERVICE MUTUAL AID ASSOCIATION

Subd. 1 Each party, upon execution of this agreement by its governing body, becomes members of the Cuyuna Range Fire Service Mutual Aid Association for the purpose of furthering the intent of this agreement.

4. IDENTIFICATION OF PARTIES

Subd. 1 Upon adoption of a resolution by its governing body, and executed copy of this Agreement shall be forwarded by the member party to the Secretary of the Cuyuna Range Fire Chief's Association. The Secretary of the Cuyuna Range Fire Chiefs Association shall maintain a current list of the parties to this agreement and furnish same to all member parties. Whenever there is a change in the parties to this agreement the, said Secretary shall furnish a revised list to all member parties.

Subd. 2 This agreement shall be in effect between the party executing this agreement and all other parties executing this agreement unless specified below:

EMILY FIRE & RESCUE DEPARTMENT

5. PROCEDURE

Subd. 1 Whenever, in the opinion of the requesting official, there is a need for assistance, the requesting official may request assistance from one or more of the parties to this agreement.

Subd. 2 Upon receipt of a request for assistance, a party's responding official may authorize and direct such assistance, provided that whether such assistance shall be provided and/or to what extent such assistance shall be provided shall be determined solely by the responding official, and further provided that the responding official may at any time recall such assistance if the responding official deems such recall is necessary to provide for safety and protection of the party under which authority the responding official is acting.

Subd. 3 When a responding party provides assistance under this agreement, they may in turn request assistance from other parties as "back-up" during the time that they are providing assistance outside their service area.

Subd. 4 Assistance provided under this agreement shall be under the command of the officer-in-charge of the emergency for which the assistance was summoned immediately upon arrival at the emergency.

Subd. 5 The requesting official shall be as specific as possible as to the type of equipment and number of personnel being requested. The responding party shall make a reasonable effort to comply with this request and the number of personnel to be sent. Again, the decision of the responding official shall be final as to if and what resources shall be sent.

Subd. 6 Technical service and assistance of a non-emergency nature may be requested and/or provided by the parties to this agreement.

Subd. 7 No charge will be levied by any party to this agreement for assistance rendered to another party under terms of this agreement except for supplies used by the responding party.

6. INSURANCE

Subd. 1 Each of the parties will maintain insurance policies providing coverage for:

(a) Workers compensation for firefighters who are members of said parties' fire department, the coverage of said policy extending to protect said parties when engaged in the performance of duties under this agreement outside the service area of the party whose fire department he/she is a member of, and

(b) Damage or injury caused by negligent operation of its fire department vehicles, the coverage of such policies extending to accidents which may occur while the said parties' fire department is engaged in the performance of duties under this agreement outside the service area of said party.

(c) Each member party should provide a certificate or other proof of said insurance to the Secretary annually.

EMILY FIRE & RESCUE DEPARTMENT

7. LIABILITY

Subd. 1 No party to this agreement nor any officer or employee of any party shall be liable to any other party or to any person on account of failure of any party to this agreement to furnish assistance to any other party, or on account of recall, both as described in Article 5.

Subd. 2 The party for whom assistance is requested under terms of this agreement shall not be responsible for any injuries, losses or damage to persons or property arising out of the acts or omissions of any of the personnel of a party providing assistance under the terms of this agreement, nor shall the responding party be responsible for any injuries, losses or damage to persons or property arising out of the acts or omissions of any of the personnel of the party for whom assistance is requested under the terms of this agreement or the personnel of any other party providing assistance under the terms of this agreement.

8. SUBSIDY

Subd. 1 This agreement shall not be construed as a fire protection subsidy, either direct or indirect, by any party to this agreement.

9. WITHDRAWAL

Subd. 1 Any party may withdraw at any time upon thirty (30) days written notice to the Secretary of the Cuyuna Range Fire Chiefs Association; such a party may again become a member if later entering into this agreement.

Subd. 2 Upon receiving such a notice for withdrawal, the Secretary shall give notice to other members and the effective date thereof, as provided in Article 4, Subd. 1.

IN WITNESS WHEREOF, the undersigned, on behalf of their political subdivision or their fire department corporation have executed this agreement pursuant to authorization by the City Council of the City of _____, or the governing body of the _____ Fire Department, Inc. on the date of _____

City of _____

By _____, its Chairman

By _____, its Clerk

By _____, its _____

Fire Department of _____

By _____, its Fire Chief

Cuyuna Range Fire Chiefs Association

By _____, its President

By _____, its Secretary

EMILY FIRE & RESCUE DEPARTMENT

MINNESOTA DEPARTMENT OF NATURAL RESOURCES COOPERATIVE FIRE PROTECTION AGREEMENT

THIS INDENTURE, made this date as shown above, by and between the State of Minnesota, acting by and through the Commissioner of the Department of Natural Resources, hereinafter referred to as the "State" and the party specified above, hereinafter referred to as the "Unit."

WHEREAS, the Commissioner of Natural Resources is charged with the duty of preventing and extinguishing forest fires;

WHEREAS, the State desires and needs support in preventing and suppressing wildfires which for the purpose of this contract mean any forest or prairie fire which may or may not be hazardous to structures; and

WHEREAS, the Commissioner of Natural Resources and the Unit are authorized under M.S. 88.04 to cooperate in the prevention and suppression of wildfires; and

WHEREAS, the Commissioner of Natural Resources is authorized under M.S. 84.025 to enter into this contract; and

WHEREAS, the Unit has established a Fire Department to extinguish fires within its statutory authorized boundaries and has contracted with certain other local units of government for joint fire prevention and protection;

NOW THEREFORE, it is mutually understood between the parties hereto that the State is primarily responsible for the prevention, detection, and suppression of all wildfires and the Unit is primarily responsible for the prevention, detection, and suppression of structural fires that occur within the subject area of this contract; that the purpose of this contract is to enable the State through the Department of Natural Resources (DNR) to better their cooperative effort in the prevention and suppression of all fires within the subject area of this contract; that in consideration for the mutual benefits derived herein,

The Unit shall:

1. Provide wildfire suppression services to all areas protected by the Unit as attached on exhibit A of agreement on page 2. Unit will provide updates to areas protected as appropriate.
2. Report all wildfires, within coverage area, to the following numbers within 24 hours, with a followup fire report card. This is important for Forestry investigation, mop-up and reimbursement.

Brainerd Area Forestry Office 218-828-2565

Wayne Damerow, Area Forest Supervisor 218-8283547 (H)

Mark Mortensen, Program Forester 218-828-4007 (H)

3. Respond to additional wildfire calls, outside the Unit's fire protection area, at the request of the State and at the discretion of the Unit Chief.

EMILY FIRE & RESCUE DEPARTMENT

4. Stay with all vegetative fires until out, or until released by a designated State incident commander, or until called to a structure fire within the Unit's protection area.

UNIT NAME Date (Month/Day/Year)
Emily Fire & Rescue

THIS agreement is effective on the date hereof and is to continue terminated by either party giving ten (10) days' written notice to the other.

IN TESTIMONY WHEREOF, the said parties of the first part have their hand the day and year first above written.

Fire Department Emergency Number

Non-emergency Number 218-763-3113

Fire Chief's/Department

Mailing Address:

Andy Hemphill
39065 Co. Rd. 3
Crosslake, MN 56442

Emily Fire & Rescue
PO Box 125
Emily, MN 56448

in force until hereunto set

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

COOPERATIVE FIRE PROTECTION AGREEMENT
UNIT or CONTRACTOR AUTHORIZED SIGNATURE

THE STATE SHALL:
Reimburse the Unit for all wildfire calls on State-owned land, and on other lands at the request of, or with
the final approval of the State, at the rate of \$400.00 (manpower included) for the first hour and \$400.00
(manpower included) for the second hour, or part thereof (prorated).
The following rates will apply for specific fire apparatus for wildfire emergencies under conditions described below:
A. Extended wildfire emergencies — beyond the second hour.
B. Request by Forestry for a specific fire apparatus to a location where Forestry personnel are on the scene

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EMILY FIRE & RESCUE DEPARTMENT

Make	Model	Year	Desc/Capacity	Serial #	Value	Rate w. Manpower
*International	Pumper	1990	1000 gal/1000 GPM			\$150.00
*Ford	Tanker	1987	3000 gal/250 gal GPM portable			\$150.00
*Ford	F550 4x4	2004	Quick Attack/300 gal/135 GPM			
*Ford	F250 4x4	1978	Brush truck/200 gal/500 GPM			\$150.00
Ford	Ambulance	1991	First Responders			

* Items to be sent out on brush fires.
 Manpower is to be paid at current DNR smokechaser rates.

State of Minnesota	
Department of Natural Resources	
AUTHORIZED SIGNATURE	DATE

EMILY FIRE & RESCUE DEPARTMENT

APPARATUS SEAT JOB DESCRIPTION

The following is a list of truck seat and their responsibilities. These responsibilities are to be followed with the S.O.P.

PUMPER 1

Driver seat

Is responsible to drive the truck safely to the scene and park the truck at the appropriate position according to the S.O.P. Responsible for all pump operations with the setup of the necessary equipment as outlined in the S.O.P.

Passenger seat

Responsible for all radio communications with Crow Wing County (CWC), Emily firefighters and Emily dispatch. Shall operate emergency lights and siren. Will assess the emergency and communicate with dispatch and fellow fire fighters. Is the incident command until a higher ranking officer arrives.

PUMPER 2

Driver seat

Is responsible to drive safely to the scene.

May need to set up as back up to Pumper 1.

Pump operations and set up as outlined in incident S.O.P.

Water supply set up and pumping.

Responsible for filling trucks with water.

Knowledge of fittings to adapt.

May need to take over passenger responsibilities.

Passenger seat

Radio communication.

Operation of lights and siren.

Assist driver.

EMILY FIRE & RESCUE DEPARTMENT

TANKER

Driver seat

Responsible to arrive at the scene safely.

Radio communications.

Operation of emergency lights and siren.

Delivery of water to the scene.

Passenger seat

Assist the driver.

BRUSH TRUCK

Driver seat

Responsible to arrive at the scene safely.

Set up of truck at scene or water supply.

Operation of pump and portable pumps.

Usage of back packs and refilling.

May need to assume passenger responsibilities.

Passenger seat

Radio communication.

Operation of emergency lights and siren.

Assist driver.

RESCUE UNIT

Driver Seat

Responsible to arrive at the scene safely.

Radio communication.

Operation of emergency lights.

Maneuverability in sorts of situations.

EMILY FIRE & RESCUE DEPARTMENT

May need to assume passenger responsibilities.

Passenger Seat

Assist driver.

Navigation.

Radio communication.

Respond or carry in any and all equipment needed that is on passenger side of rescue unit.

EMILY FIRE & RESCUE DEPARTMENT

APPARATUS CERTIFICATION GUIDE

Preparation

This operation should be done with 3 instructors, 2 at the drop tanks for pumper operations and 1 at the drafting station.

Set drop tank up in a place that both trucks can back up to or pull into and utilize it for drafting.

Set up 2nd drop tank so the brush truck can set up portable pump and pump.

Fill both drop tanks.

Install foot valve on suction line and place in draft tank to use by both trucks.

PUMPER

Driver

Will locate truck at drop tank to draft from.

Operate pump and pump water from booster tank in 3 minutes from time parked.

Attach suction line and pump water within 6 minutes of time parked.

Set up scene lights and start generator.

When completed perform passenger duties.

Passenger

Operate radio, emergency lights and siren.

Help driver position truck.

Do not help with pump operation.

Operate positive pressure fan.

When driver is finished trade positions and perform driver duties.

After finished with pump operation return truck.

BRUSH TRUCK

Driver

EMILY FIRE & RESCUE DEPARTMENT

Locate the truck at 2nd drop tank or drafting station.

Set up pump operation and pump water.

Knowledge of back packs operation.

When passenger is finished with all operations, switch duties.

Passenger

Operate radio, emergency lights and siren.

Assist driver in truck location.

Set up portable pump and pump water.

When driver is finished with all operations, switch duties.

UTILITY PUMP TRUCK

Driver

Locate the truck at 2nd drop tank or drafting station.

Set up pump operation and pump water.

Knowledge of back packs operation.

When passenger is finished with all operations, switch duties.

Passenger

Operate radio, emergency lights and siren.

Assist driver in truck location.

Set up portable pump and pump water.

When driver is finished with all operations, switch duties.

TANKER

Driver

Drive to the drop tank.

When passenger is finished with all operations, switch duties.

EMILY FIRE & RESCUE DEPARTMENT

Passenger

Operate radio, emergency lights and siren.

Guide driver to the drop tank.

Simulate water drop.

When driver is finished with all operations, switch duties.

RESCUE UNIT

Driver

Start the van, operate the radio, emergency lights and siren.

Knowledge and location of EMS supplies.

Knowledge of all equipment in van.

Responsible to arrive at the scene safely.

Radio communication.

Operation of emergency lights.

Maneuverability in sorts of situations.

May need to assume passenger responsibilities.

Passenger

Assist driver.

Navigation.

Radio communication.

Respond or carry in any and all equipment needed that is on passenger side of rescue unit.

EMILY FIRE & RESCUE DEPARTMENT

TRUCK MAINTENANCE GUIDELINES

Proper maintenance of all apparatus is essential to ensure its proper operation and to maximize fire safety. This schedule is for maintenance of all apparatus and equipment.

Minor maintenance of the apparatus that can safely be done, shall be completed by the Truck Committee. Any repairs that the Truck Engineer feels the committee is unqualified for, special repairs or repairs that require certified personnel shall be done at the discretion of the Chief. It is the responsibility of the Truck Engineer to know and understand his/her own ability. All repairs shall be done in accordance to the service manual for each apparatus. This includes all oils, grease, pressures, and all regulations and any stipulations held therein.

Emily Fire & Rescue department must provide verifiable records of maintenance and inspection of apparatus in accordance of OSHA Std 1910.156.

It is the responsibility of the Truck Committee that all apparatus and equipment on the apparatus is in compliance with all OSHA standards.

All apparatus maintenance must be recorded and properly filed by the Truck engineer. Any apparatus malfunctions shall be reported to the Truck Engineer, who is responsible for making repairs with minimal out-of-service time.

The apparatus maintenance schedule is of two parts which is yearly and monthly.

Yearly:

All apparatus is to undergo annual service testing and inspection. The date the service is performed shall establish the yearly interval.

Monthly:

All apparatus shall be inspected and maintained monthly.

EMILY FIRE & RESCUE DEPARTMENT

PUMPER 1 YEARLY MAINTENANCE GUIDELINES

The following is a yearly maintenance for the Pumper apparatus and generator. Any malfunctions with this apparatus shall be reported to the Chief Engineer who in turn will report to the Chief and Assistant Chief.

The recommended grease and oils shall be use in compliance with the manufacturer of the apparatus.

This form must be completed, signed and dated, then given to the Chief Engineer to be filed.

Signature _____ Date _____

OPERATION	OK	BAD	DONE	ACTION TAKEN
Transmission fluid				
Differential				
Grease zerks				
Grease u joints				
Oil change				
Oil filter replaced				
Over all visual of truck				
Overall visual of drive train				
GENERATOR				
Renew spark plug				
change oil				
Clean air filter				
Clean cooling fins				
Overall visual				

EMILY FIRE & RESCUE DEPARTMENT

SAMPLE 100 POINT EMPLOYMENT EXAMINATION FOR FIREFIGHTER SELECTION

A 1990 Minnesota Supreme Court Case, Hall v. Champlain, No. C2-89-1355, resulted in the Court requiring all political subdivisions in the state to adapt their hiring systems to a 100 point rating system to enable the allocation of veteran's preference points.

This is a sample examination consisting of points awarded to candidates based on a score attained in a written examination, training and experience, and an oral interview.

Departments may choose to use any of the components of this sample as long as the 100 point criteria are used and veteran's preference points are awarded appropriately.

This is a sample examination consisting of points awarded to candidates based on a score attained in a written examination, training and experience, and an oral interview.

This sample assumes that a fire department that responds to both fires and medical emergencies is seeking qualified candidates. Some candidates may have previous firefighting training and experience and others may not. The department desires to hire the best qualified candidate(s). A detailed job description lists all of the duties the employee will be expected to perform.

In our sample, those persons who possess a valid Minnesota Driver's License (or are eligible to obtain a license) may take the written examination. Those receiving a score of 70% or better may take the Work Performance Test. The appointing authority may choose to interview any number of the top 5, 7, 8, or 10 candidates (you decide), depending on the number of vacancies available.

PART I - WRITTEN EXAMINATION -30 Points

A written examination evaluates reading comprehension at the ninth grade level, computation (addition, subtraction, multiplication and division), and communication proficiency in English (listening and speaking). An adult level reading test would determine if a candidate is able to read at the ninth grade level and therefore understand the "Essentials of Firefighting" text used in the Firefighter I course and texts used in other firefighter courses. The computation test will determine the candidate's ability to measure and apply the principles of friction loss, engine pressure, and nozzle pressure. The communication proficiency test will determine the candidate's ability to understand orders and instructions issued on the fireground and be able to communicate with other firefighters.

The appointing authority may determine the cut-off score for the written test. For example if the cut-off score is 70%, all those scoring 70% or higher are eligible to take the Work Performance Test, those scoring below 70% are not eligible to continue the testing procedure.

EMILY FIRE & RESCUE DEPARTMENT

PART II - WORK PERFORMANCE TEST - MUST PASS

A Work Performance Test that evaluates the candidate's ability to do fireground tasks within a reasonable time limit. Several excellent examples are available from the FIRE/EMS Center.

PART III – TRAINING, EDUCATION AND EXPERIENCE -40 Points

Points are awarded for education and experience relating to the job requirements as stated in the job description.

POINTS

A. MINIMUM QUALIFICATIONS:

- 0 1. Must pass the work performance test.
- 0 2. Must have (or be eligible to obtain) a valid Minnesota Class C Driver's License.

POINTS

B. TRAINING/EDUCATION -20 POINTS

- 5 1. Successful completion of Recruit Firefighter course at a Minnesota Technical College or the equivalent.
- 5 2. Successful completion of U.S. Department of Transportation 40 Hour First Responder Course and current certification if required.
- 5 3. Successful completion of Minnesota Department of Health approved Emergency Medical Technician (A or higher level) course and possess current valid recertification if required.
- 5 4. Successful completion of Level C, CPR Course for Health Care Providers and current recertification if required.

POINTS

C. EXPERIENCE - 20 POINTS

- 0-10 1. Experience in a position requiring First Responder, Emergency Medical Technician, or Paramedic skills in the last five years.
1 Year - 2 points, 3 Years - 3 points, 5 Years - 5 points
- 0-10 2. Experience in a position requiring structural firefighting skills in the last five years.
1 Year - 2 points, 3 Years - 3 points, 5 Years - 5 points

At this point in the process, preference points are awarded to qualified non-disabled veterans (5 points) and disabled veterans (10 points). A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who because of the disability is unable to qualify. These points are added to their final examination results. See Minn. Stat. 43A.11

EMILY FIRE & RESCUE DEPARTMENT

PART IV - ORAL INTERVIEW - 30 Points

Several "key questions" should be asked each of the candidates in an effort to determine if they have the necessary qualifications to fill the position. Several examples are listed below but you may generate your own questions as long as they are directly connected with the tasks to be performed by the firefighter. Each candidate should be asked the same questions and points awarded on the basis of their responses.

POINTS

- | | |
|------|--|
| 0-10 | 1. Do you have any commitments or responsibilities that might prevent you from meeting attendance requirements at fire/EMS calls, training sessions, business meetings, relief association dance ticket sales, public fire education functions, and other fire department related requirements during a typical month? (or use another specific time period) |
| 0-10 | 2. Is it clear to you the amount of your personal time that will be required in order to perform the above functions? |
| 0-10 | 3. Would you have any difficulty responding to fire/EMS calls within ____minutes? (a certain time period, 5-10 minutes or whatever the department requires) |

Keep in mind that you may select the specific criteria appropriate for your fire department and the above is only a sample.

Questions/comments concerning this publication should be directed to Bill Bruen, Fire Service Manager, FIRE/EMS Center, 1450 Energy Park Drive, Suite 100 B, St. Paul, MN 55108. Phone: 612-649-5454.

EMILY FIRE & RESCUE DEPARTMENT

PHYSICAL EVALUATION FORM

Name: _____ Date: _____

Do you have or have you ever had any of the following?

	<u>Yes</u>	<u>No</u>
A. Diabetes	_____	_____
B. Seizures or convulsions	_____	_____
C. Alcohol dependency or abuse	_____	_____
D. Punctured ear drums	_____	_____
E. Skin disorders (Dermatitis/allergies)	_____	_____
F. Trouble smelling	_____	_____
G. Lung problems such as: asthma, emphysema, TB, other	_____	_____
H. Heart disease	_____	_____
I. Stroke	_____	_____
J. High blood pressure	_____	_____
K. Anemia (low blood/low hemoglobin)	_____	_____
L. Surgery to head/face — other than dental surgery	_____	_____
M. Had trouble breathing when wearing SCBA	_____	_____
N. Claustrophobia when wearing a SCBA	_____	_____
O. Any medical condition which you feel could be a problem when wearing a SCBA	_____	_____

List medications you take on a regular basis:

1. _____
2. _____
3. _____
4. _____

If you answered yes to any of the above, please explain: (include treatment and results)

The above is, to the best of my knowledge, a truthful statement concerning my present health.

Signature: _____ Date: _____

Fire & Rescue Department Ordinance

City of Fifty Lakes

- 1.01 Fire & Rescue Department. The City shall provide a Fire & Rescue Department for the benefit of its citizens, whose mission is to respond to fire, rescue, medical, hazardous material and other emergencies, to investigate the cause of fires, and to prevent fires and promote safety in the community.
- (1) The Fire & Rescue Department shall be administered by a Fire & Rescue Chief.
 - (2) The Fire & Rescue Chief shall have subordinate officers to assist in management of Fire & Rescue Department duties and functions. The Fire & Rescue Department chain of command shall be defined in the Fire & Rescue Department Standard Operating Procedures (SOPs). The Fire & Rescue Chief and the City Council shall develop administrative policies for determining qualified personnel which shall be submitted to the City Council for approval, and recommend to the City Council appointment to Fire & Rescue Department officer positions.
 - (3) The Fire & Rescue Department shall have sufficient staff to respond to fires and other emergencies that may occur within the City. The Fire & Rescue Chief shall annually recommend to the City Council for consideration and approval by the City Council a staffing plan for the Fire & Rescue Department. The size, composition and compensation shall all be established by resolution of the City Council and may be changed from time to time by subsequent resolution and specified in the City's Personnel Policy.
- 1.02 Fire & Rescue Chief. The Fire & Rescue Chief shall be appointed by the City Council taking into consideration recommendation of the members of the department. The Chief shall be responsible to the City Council for general policymaking and administrative control, budgeting, staffing, directing, evaluating, reporting, planning, and coordinating all activities of the Fire & Rescue Department, including, but not limited to, fire protection, emergency rescue, emergency medical services, fire prevention and safety educational services, training and safety of personnel, and fire station facilities, vehicles, and equipment assigned to the Fire & Rescue Department. Specific duties of the Fire & Rescue Chief shall be prescribed in a job description prepared and adopted by the City Council.
- For Periods of absence from the City of up to sixty (60) days, the Fire & Rescue Chief shall appoint an Acting Chief. For periods of absence longer than sixty (60) days, the City Council shall approve the appointment of an Acting Chief.
- 1.03 Fire & Rescue Department SOPs. The Fire & Rescue Chief shall recommend to the City Council a set of Standard Operating Procedures (SOPs) for operation and administration of the Fire & Rescue Department for consideration and approval by the City Council. The SOPs detail the organization and administration of the Fire Department and establish procedures for efficiently and effectively handling operations while maintaining sufficient flexibility to allow for deviation from the procedures when necessary.
- 1.04 Authority at Emergency Scenes.
- An emergency scene is under the authority of the first arriving emergency personnel, which includes Emergency Medical Services personnel/First Responders, until the arrival of the fire or law enforcement officials having jurisdiction.

The Fire & Rescue Chief, or any Fire & Rescue officer or personnel in charge at the scene of a fire or other emergency involving the protection of life or property, shall have the authority to direct such operation as may be necessary to limit or mitigate the threat of injury to persons, or damage to property or the environment, extinguish or control any fire, perform any rescue operation, investigate the existence of suspected or reported fires, gas leaks or other hazardous conditions or situations or of taking any other action necessary in the reasonable performance of duty. In exercise of such power, the Fire & Rescue Chief or any other Fire & Rescue officer or personnel is authorized to prohibit any person, vehicle, vessel, aircraft, or thing from approaching the scene and is authorized to remove or cause to be removed, towed, or kept away from the scene any person, vehicle, vessel, aircraft, or thing which may impede or interfere with the operations of the Fire & Rescue Department. Any person violating this Section shall be guilty of an offense punishable as a misdemeanor.

The Fire & Rescue Chief, or any Fire & Rescue officer or personnel in charge at the scene of an emergency, is authorized to place ropes, guards, barricades, or other obstructions across any street, highway, alley, place or private property in the vicinity of such operation so as to prevent accidents or interference with the lawful efforts of the Fire & Rescue Department to manage and/or control the situation.

- 1.05 Investigation of Emergency Incidents. The Fire & Rescue Chief shall investigate or cause to be investigated the cause, origin, and circumstances of fires occurring within the City pursuant to Minnesota Statutes Chapter 299F.
- 1.06 Mutual Aid. The Fire & Rescue Chief or his/her designee is authorized to respond to requests for mutual aid assistance in the form of Fire & Rescue Department resources from any political subdivision, agencies of the State of Minnesota, and Federal agencies, pursuant to Minnesota Statutes Chapter 12, provided the emergency response needs of the City are not compromised, and the City Council or its designee is notified when Fire & Rescue Department personnel and/or resources shall be committed to the mutual aid response in excess of twelve (12) hours.
- 1.07 Fire & Rescue Department Relief Association. There is a Fifty Lakes Firefighters' Relief Association, whose function is to manage service pension benefits for Fire & Rescue personnel, authorized under Minnesota Statutes, and to provide other services to Fire & Rescue personnel of the Fifty Lakes Fire & Rescue Department as deemed appropriate by members of the Association.
- (1) The affairs of the Relief Association are governed by its Bylaws. The Bylaws provide rules for matters such as membership, meetings, election and duties of officers and trustees, investments, eligibility for benefits, and benefit amounts.
 - (2) Any proposed change to the Association's Bylaws or Articles of Incorporation which will affect the benefits paid from the Association's Fund shall not be effective until ratified by the City Council.
- 1.08 Fire & Rescue Service Definitions.
- (1) "Service" means any deployment of Fire & Rescue personnel and/or equipment to extinguish a fire or perform any preventative measure in an effort to protect equipment, life, or property in an area of or threatened by fire. It also includes the deployment of Fire & Rescue personnel and/or equipment to provide fire suppression, rescue, extrication, and any other services related to fire and rescue as may occur.

- (2) "Service fee" means the charge imposed by the City for receiving Fire & Rescue service.
- (3) "Motor vehicle" means any self-propelled vehicle designed and manufactured to operate primarily upon public roads and highways, including semi trailers.

1.09 Service Fees. The City Council may, by resolution, establish fees for fire protection service and/or emergency response which are not otherwise specified by contract. Said fees may be established at a fixed rate for certain specific types of incidents or for actual costs incurred by the Fire & Rescue Department in responding to the incident. The Fire & Rescue Chief shall make a recommendation annually to the City Council for approval the fee to be charged for each service fee noted in this Section, and such fees shall be specified in the City's Fee Schedule.

- (1) Chemical/Hazardous Materials Spills. Fees incurred by the City for response to chemical spills on roadways, and at fixed private facilities within the City, or in other cities that personnel and equipment from the City may be requested to respond, will be charged to the owner of the chemical, the owner of the vehicle in which the chemical is being shipped, and/or to the owner of the facility where the spill occurred.
 - (a) Fees shall include, but shall not be limited to, actual costs for all personnel who respond to the incident for a minimum of one hour and the cost on a per hour basis for each piece of City apparatus and equipment that responds to the incident for a minimum of one hour. Vehicle and equipment costs shall conform to the most recent cost schedules published by the Federal Emergency Management Agency for disaster recovery, or in the event a piece of equipment is not listed on the schedule, it shall be billed at a reasonable rate to be determined by the City using industry standards.
 - (b) In addition, the bill for service shall include any cost of clean-up of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment, and administrative costs to be established at ten percent (10%) of the total bill.
 - (c) Liens Upon Nonpayment. Each owner of the premises receiving Fire & Rescue Department service for a hazardous materials spill shall be deemed to have agreed to pay for said services and any delinquencies in the payment for the Fire & Rescue Department service to said premises shall be a lien and charged against the premises so served regardless of whether the same be a homestead or not.
- (2) Wildland Fires. At the discretion of the Fire & Rescue Chief, fees may be charged to the Minnesota Department of Natural Resources for services provided for incidents under the jurisdiction of the Minnesota Department of Natural Resources.
- (3) Arson, Accidents Due to Gross Negligence. Fees for services provided for incidents caused by arson or by gross negligence will be charged to the perpetrator(s) of the incident.
- (4) Any party who receives fire service involving a motor vehicle accident or motor vehicle fire will pay for such fire service according to the schedule referenced above. Fire and rescue calls resulting from vehicular accidents on state and county highways to the extent services are provided to non-resident individuals or businesses of the City Fire & Rescue Department's area of service will be charged to the non-resident individual or business.

- (4) Impounding Vehicles/Property. The Fire & Rescue Chief or his/her designate is authorized to impound vehicles or property related to a fire and/or hazardous materials release and to be held in a secure location until such time as payment is received for Fire & Rescue Department response to the incident and/or the vehicle or property may be transported without further risk of injury to the public or damage to the environment.

1.10 Billing and Collection.

- (1) A party receiving fire service will be billed directly by the City.
- (2) Additionally, if the City is aware of the Insurance Company covering the involved vehicle, the City will send a copy of such billing directly to the Insurance Company.
- (3) A party billed for fire service will have 30 days from the time of notice to pay, and if not paid by that time, it will be considered delinquent and an additional charge of 10% will be added to the amount due. Additionally, such party shall be liable for all collection costs incurred by the City including reasonable attorney fees and cost.
- (4) If the fire service charge remains unpaid for 30 days after the notice of delinquency is sent, the City Council may also, on or before October 15 of each year, certify the unpaid fire service charge to the county auditor in which the recipient of the services owns real property for collection with property taxes. The county auditor is responsible for remitting to the City all charges collected on behalf of the City. The City must give the property owner notice of its intent to proceed in this manner by September 15 of the year in which it certifies the unpaid charge to the appropriate county auditor.

1.11 Hardship and Waiver of Fees. When the City determines that imposition of a fee would impose an extreme economic hardship as determined by the City, the City may reduce or waive the fee as deemed appropriate by the City Council. Economic hardship may be established where a party is totally disabled and receiving social security benefits or railroad similar fixed income, retirement or disability benefits, and whose total household income is less than the annual low income level established by the U.S. Department of Housing and Urban Development Low Income Level.

1.12 Service Charge on Public Entity Property.

- (1) All property within the City owned by a public entity which is exempt from property taxation shall pay a service charge for emergency services rendered by the City on the public entity property, including fire, rescue, and medical services.
- (2) The amount of such charges shall be:
 - (a) By agreement; or
 - (b) As set forth in the City's Schedule of Fees.

Effective Date: This ordinance becomes effective upon its passage and publication according to law.

Passed by council this 10th day of November, 2009.

Richard Schiller, Mayor

Attest:

Karen L. Stern, Clerk-Treasurer

Pub. Northland Press Nov.10, 2009.

Emily
FIRE DEPARTMENT

§ 33.20 ESTABLISHMENT.

There is hereby established in the city a Volunteer Fire Department consisting of a Chief, an Assistant Chief and a total of not less than 15, nor more than 25, firefighters, including the Chief and Assistant Chief.

(Ord. 202, passed - -)

§ 33.21 ELECTION; APPOINTMENT.

The Chief of the Fire Department and the Assistant Chief shall be elected annually by the members of the Department subject to confirmation by the Council. Each shall hold office for one year and until his or her successor has been duly elected; except that, he or she may be removed by the Council for cause after a public hearing. Firefighters and probationary firefighters shall be appointed by the members of the Department, subject to confirmation by the Council. Firefighters shall continue as members of the Department during good behavior and may be removed by the Council only for cause after a public hearing.

(Ord. 202, passed - -)

§ 33.22 DUTIES OF CHIEF.

(A) The Chief shall have control of all the firefighting apparatus and shall be solely responsible for its care and condition. The Chief shall make a report, semi-annually, to the Council at its meeting in March and September as to the condition of the equipment and needs of the Fire Department.

(B) The Chief may submit additional reports and recommendations at any meeting of the Council and shall report each suspension by the Chief, of a member of the Fire Department at the first meeting of the Council following such suspension.

(C) The Chief shall be responsible for the proper training and discipline of the members of the Fire Department and may suspend any member for refusal or neglect to obey orders pending final action by the Council and on discharge or retention.

(Ord. 202, passed - -)

§ 33.23 RECORDS.

The Chief shall keep, in convenient form, a complete record of all fires. Such record shall include the time of the alarm, location of fire, cause of fire, if known, type of building, name of owner and tenant, purpose for which occupied, value of building and contents, members of the Department responding to the alarm, and such other information as the Chief may deem advisable or as may be required from time to time by the Council or the state's Insurance Department.

(Ord. 202, passed - -)

§ 33.24 PRACTICE DRILLS.

It shall be the duty of the Chief to hold a monthly practice drill of at least two hours' duration for the Fire Department and to give the firefighters instructions in approved methods of firefighting and fire prevention.

(Ord. 202, passed - -)

§ 33.25 ASSISTANT FIRE CHIEF.

In the absence or disability of the Chief, the Assistant Chief shall perform all the functions and exercise all the authority of the Chief.

(Ord. 202, passed - -)

§ 33.26 FIREFIGHTER QUALIFICATIONS.

Firefighters shall be able-bodied and not less than 18 years of age. They shall maintain a probationary membership status for no less than a 12-month period and shall not be accepted as a regular firefighter until they have satisfactorily completed all required training. Each candidate, before becoming a firefighter, must satisfy certain minimum requirement qualifications specified by the Department with approval of the Council, and must pass a satisfactory mental and physical examination. Firefighters shall reside within an adequate response time from the fire hall, assuming travel by motor vehicle in accordance with the speed limit and traffic laws.

(Ord. 202, passed - -; Ord. 202, passed 1-29-1997)

§ 33.27 LOSS OF MEMBERSHIP.

Firefighters absent from three consecutive drills or calls, unless excused by the Chief, shall forfeit membership in the Department.

(Ord. 202, passed - -)

§ 33.28 COMPENSATION; MINIMUM PAY.

(A) Compensation for the Chief, Assistant Chief, Training Officer, trainings, meetings and calls will be included in the Fee Schedule Ordinance.

(B) In computing compensation for all emergency calls, each firefighter is paid for each call the firefighter responds to.

(Ord. 202, passed - -)

§ 33.29 BUDGET AND ANNUAL REPORT.

Prior to December 1 of each year, the Chief shall submit to the City Council a written report listing each firefighter including all meetings attended, drills completed, and calls responded to for the previous year. On or before June 30 of each year, the Chief shall submit to the City Council a proposed budget for the following year detailing anticipated purchases.

§ 33.30 RELIEF ASSOCIATION.

The members and officers of the Fire Department may organize themselves into a Fire Relief Association.

(Ord. 202, passed - -)

§ 33.31 INTERFERENCE WITH DEPARTMENT.

It shall be unlawful for any person to give or make, or cause to be given or made, an alarm of fire without probable cause, or to neglect or refuse to obey any reasonable order of the Chief at a fire, or to interfere with the Fire Department in the discharge of its duties.

(Ord. 202, passed - -) Penalty, see § 33.99

Emily

VOLUNTEER FIRST RESPONSE UNIT

§ 33.45 ESTABLISHMENT.

(A) There is hereby established a Volunteer First Response Unit, hereinafter "Unit", the purposes of which shall be to provide the most immediate emergency medical treatment possible for and to promote the public health, safety, comfort and welfare of the citizens of the city and those surrounding governmental areas which may contract with the city for such services.

(B) The Unit shall consist of not more than 15 members, including probationary members and members on leave of absence, as defined in the by-laws of the Unit, and to include the following officers.

(1) *Chief.* The Chief shall be responsible for overall supervision, training and discipline of the Unit's members, and shall have the power to suspend a member from participation in the Unit, or otherwise to discipline a member, pending final action by the City Council. The Chief shall act as chairperson at regular membership meetings, shall appoint committees as necessary, and shall call special meetings as needed. The Chief shall have ultimate control of and responsibility for the care and condition of all equipment and materials of the Unit. The Chief shall be responsible for design and implementation of appropriate procedures and rules to meet the needs which the Unit is organized to address and shall perform such other duties as may be required by the Unit or the City Council.

(2) *Assistant Chief.* The Assistant Chief shall act, pursuant to the Chief's command, on the Chief's behalf or in the Chief's absence, shall have such other responsibilities as may be ordered by the Chief, and shall perform such other duties as may be required by the Unit or the City Council.

(3) *Secretary.* The Secretary shall report and maintain records concerning all activities of the Unit, including calls by type, location and such other information as may be appropriate from time to time, shall notify members of drills, meetings or elections, shall be responsible for all correspondence, and shall perform such other duties as may be required by the Unit or the City Council.

(4) *Treasurer.* The Treasurer shall be responsible for all monies of the Unit, including petty cash and the making of monthly written reports to the Unit and to the City Council, shall keep an accurate account of all methods of financing and shall pay all indebtedness as authorized, and shall perform such other duties as may be required by the Unit or the City Council.

(Ord. 209, passed 9-10-1991)

§ 33.46 MEMBERSHIP.

Membership shall be by appointment by a two-thirds majority vote of the total membership of the Unit from those applications on file with the Secretary of the Unit, and shall be subject to confirmation by the City Council. An applicant for appointment must be able-bodied, no less than 18 years of age, and living within the city, or within an adequate response time. An applicant may be required to pass a physical examination and/or meet other reasonable requirements established by the Chief, or required for membership in a first response or similar unit by the state, the city and/or the by-laws, procedures or rules adopted by the Unit. The Unit may provide in its by-laws for probationary membership and removal of probationary members from the Unit. A member shall not be required to be an active city firefighter. A member shall be expected, at all times, to know, understand, abide by and meet the requirements of the by-laws, procedures or rules of the Unit. A violation of any by-laws, procedure or rule may subject the member to disciplinary action or expulsion from the Unit, all as set forth in the Unit's by-laws and procedures, subject to review by the City Council. Members of that organization, commonly know as the "Emily First Responders", shall constitute the Unit's membership and are confirmed as such hereby.

(Ord. 209, passed 9-10-1991)

§ 33.47 ORGANIZATION AND ELECTIONS.

(A) The Unit shall adopt written by-laws, policy and procedures providing, among other things, for the election of the offices of Chief, Assistant Chief, Secretary and Treasurer.

(B) The offices of Secretary and Treasurer may be combined, at the discretion of the Unit. Such officers shall be elected annually by the members eligible to vote pursuant to the Unit's by-laws, except that those officers elected at the first meeting of the Unit shall serve only to the next annual meeting of the Unit.

(C) Elected officers shall be subject to confirmation, as well as removal for cause, by the City Council.

(Ord. 209, passed 9-10-1991)

§ 33.48 BUDGET AND ANNUAL REPORT.

Prior to December 1 of each year, the Unit shall submit to the City Council a written report listing all First Responders including all meetings attended, training sessions completed, and calls responded to for the previous year. On or before June 30 of each year, the Unit shall submit to the City Council a proposed budget for the following year detailing anticipated revenues, costs and reserve accounts.

(Ord. 209, passed 9-10-1991)

§ 33.49 MEETINGS.

It shall be the duty of the Chief to schedule, hold and direct monthly Unit meetings, for the purpose of providing Unit members with instruction in approved methods of emergency health care and to attend to the business of the Unit.

(Ord. 209, passed 9-10-1991)

§ 33.50 COMPENSATION.

Members of the Unit shall receive compensation, as maintained in the Fee Schedule Ordinance.

(Ord. 209, passed 9-10-1991)

§ 33.51 AVAILABILITY OF SERVICES.

The Unit shall endeavor to offer emergency medical assistance, but is not obligated to do so, in light of the volunteer nature of the Unit, possible illnesses, vacations and other unavailability reasons, on as sustained and regular a basis as reasonably possible for citizens and visitors to the city and for citizens of and visitors to such other governmental entities as may contract with the city for such services.

(Ord. 209, passed 9-10-1991)

§ 33.52 EQUIPMENT.

The Unit shall have access to and pertinent training for and on any and all equipment and supplies of the Unit, and access to the city's Fire Hall. All equipment issued to a member of the Unit shall remain the property of the city and shall be returned to the city upon said member leaving the Unit. Equipment shall be maintained as set forth by the policy and procedures of the Unit.

(Ord. 209, passed 9-10-1991)

§ 33.53 INTERFERENCE WITH SERVICE.

It shall be unlawful for any person to make, or cause to be made, a call for Unit service without probable cause for need for such assistance, or to neglect to obey any reasonable order of a Unit member at a Unit call scene or en route to or from such call scene, or to interfere with the discharge of any duty by a member of the Unit.

(Ord. 209, passed 9-10-1991) Penalty, see § 33.99

Fifty Lakes

undue hardship on the City. In certain circumstances, the applicant or employee may need to provide documentation of the disability or religious belief or practice.

Employees or applicants who seek an accommodation as referenced herein should notify the City Clerk. Retaliation against an applicant or employee who seeks an accommodation is prohibited.

1. Disability

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job. An individual who can be reasonably accommodated for a job, without undue hardship on the City, will be given the same consideration for that position as any other applicant.

2. Religious Practices and Beliefs

Similarly, the City will accommodate the sincerely held religious beliefs and practices of applicants and employees, unless to do so would cause a hardship on the City.

3. Pregnancy

For employees who have worked for the City for at least twelve months, and who averaged at least 20 hours per week in the twelve months prior to any request, the City will provide reasonable accommodation to the employee for health conditions related to pregnancy or childbirth unless the accommodation would impose an undue hardship on the City.

Any accommodation requested would need to be based on the advice of the employee's licensed health care provider or certified doula (labor coach). The employee will be expected to engage in interactive dialogue with the City to review the request for a reasonable accommodation. Reasonable accommodations may include, but are not limited to: temporary transfer to a less strenuous or hazardous position, seating, ability to use a restroom more frequently, and limits on heavy lifting. The City is not required to create a new or additional position, nor is it required to discharge any other employee, transfer any employee with lesser or greater seniority, or promote any employee solely for the purpose of opening a position that might accommodate the pregnant employee.

It will not be considered an undue hardship where an employee seeks the following accommodations: more frequent restroom, food and water breaks; the ability to work while seated; and the placement of limits on lifting over 20 pounds.

FIRE & RESCUE DEPARTMENT PERSONNEL

1. All Fire & Rescue Department personnel are appointed by the Council.
2. The minimum number of members shall be fifteen, and the maximum number of members shall be twenty-five. At least 75% of the members shall have passed a Firefighter I course, and at least 50% of the members shall have passed First Responder training.

3. The following are special positions within the Fire & Rescue Department; Chief, Assistant Chief for Fire Suppression Operations, Assistant Chief for Emergency Medical Services, Safety Officer, one or more Captains, one or more Training Officers, and Secretary. No person shall hold more than one of these positions. This does not include Relief Association positions.
4. The City's Employee Handbook, as approved and amended from time to time by the City Council, shall apply to all Fire & Rescue Department personnel, except as specifically referenced therein. To the extent there is any conflict between the City Employee Handbook and the Fire & Rescue Department Personnel Policies and Standard Operating Procedures (SOPs), the City Employee Handbook shall control.
5. The Executive Review Board shall be responsible for recommending disciplinary action on insubordinate members of the Fire & Rescue Department. The chief and any member of the review board may present cases for review by submitting a written complaint referencing the ordinance or bylaw policy violation. Once a case is introduced, it must be reported to the City Council through the office of the City Clerk/Treasurer. Subjects of disciplinary action shall have notice of the written complaint and a right to be heard during consideration thereof.
6. Fire & Rescue Department personnel absent from more than 50% of the business meetings, 50% of the drill meetings, or 50% of the calls for a calendar year shall automatically have their membership in the organization reviewed by the Executive Review Board and shall be considered for forfeiture of membership in the department.
7. A five-member Executive Review Board shall be appointed by the City Council. The membership of this board shall include one City Council liaison, three members of the Fire & Rescue Department, and one Member-at-Large, who is a citizen of the City not holding elected office and not a member of the Fire & Rescue Department. Terms of office for this board shall be as follows: City Council liaison - one year, Member-at-Large - two years, Department members - two years. For the initial appointments to the Board, two Department member terms shall be for one year and one Department member term shall be for two years. The chief shall not be a member of this board. The Executive Review Board shall be responsible for screening new applicants and for recommending new members for appointment by the City Council. This board shall have the duties and administer the standards specified in Section 1.08. The City Clerk shall attend meetings of the Board for the purpose of keeping records and acting on decisions of the Board. The City Clerk shall not be a member of the Board.
8. Appointment of Fire & Rescue Department Personnel. All employees of the Fire & Rescue Department shall perform such duties and functions as are prescribed in job descriptions which shall be prepared for each position must first submit an employment by the Fire & Rescue Chief in coordination with and approved by the City Council.
 - (1) An applicant for a Fire & Rescue personnel position must first submit an employment application to the City Clerk. The applicant must meet the following threshold criteria:
 - a) Must be 18 years of age or older.
 - b) Must reside within a 15-minute response time from the Fire Hall. (Response time includes following all traffic laws.)
 - c) Must have a valid Minnesota Driver's License.

If the threshold criteria are met, the City Clerk will conduct a background check on the applicant. The background check will include but will not necessarily be limited to a review of the applicant's driving record, criminal record (if any), work history, and business and personal references. If the results of the background check are satisfactory, the application will be submitted to the Executive Review Board.

- (2) After a conditional appointment by the City Council, firefighters and first responders must successfully complete a timed physical agility test, witnessed by two officers of the Fire & Rescue Department. This test may differ for firefighters and for first responders, as determined from time to time.
- (3) After successful completion of an agility test, a physical may be required by an appropriate physician designated by the City. Said physical examination shall include relevant criteria specified by the city. Said physical will be paid for by the City.
- (4) After the above criteria are completed and successfully passed, the applicant will be notified when to report to the Station. An applicant for firefighter will be issued gear and a pager and must successfully pass a Department-approved Firefighter I Course within one (1) year of the date of receipt of gear and a pager. An applicant for first responder must successfully pass a First Responder Course before being issued gear and a pager.
- (5) A Fire & Rescue member's date of hire is defined as the date the City Council approves the applicant.
- (6) A newly appointed member of the department shall be designated as a probationary member. The probationary period shall last for one year, and, at the discretion of the Executive Review Board, may be extended for an additional six months.

BY-LAWS OF THE EMILY VOLUNTEER FIRE DEPARTMENT

ARTICLE I

SECTION 1. The name of this fire fighting organization shall be the Emily Volunteer Fire Department, with duly authorized Firemen's Relief Association.

SECTION 2. The purpose of the Emily Volunteer Fire Department shall be to provide emergency services to the City of Emily, areas covered as contracted with the City of Emily, and/or mutual aid agreements.

SECTION 3. The Emily Volunteer Fire Department may take part in public relations activities in the City of Emily and surrounding communities.

ARTICLE II

SECTION 1. Members hereafter appointed shall meet job qualification guidelines as set forth in the Operational Guidelines of the Emily Volunteer Fire Department.

SECTION 2. Membership in the Department shall not be less than 15 or more than 25 in number.

SECTION 3. Members shall reside within a 15 minute response time of the Emily Fire Station.

SECTION 4. All members shall be entitled to benefits as set forth in the Emily Firemen's Relief Association Articles of Incorporation By-Laws.

SECTION 5. Any member wishing to resign must submit his resignation in writing to the Secretary of the Fire Department, whom will bring it to the Fire Department members for further recommendation to the City Council.

SECTION 6. Members entering military service shall leave on a leave of absence until their return, with no loss of membership.

SECTION 7. OATH OF MEMBERSHIP – I do solemnly swear that I will faithfully execute my duties as a Volunteer Firefighter of the Emily Volunteer Fire Department to the best of my ability. I will preserve, maintain, and defend the constitution and by-laws, and will uphold the motto of the Volunteer Firefighter, which is UNSELFISH PUBLIC SERVICE; COURAGE, AND DUTY so help me God.

SECTION 8. REGULAR MONTHLY MEETINGS – All firefighters shall be required to attend regular monthly meetings. If a firefighter misses two regular monthly meetings in a row, or a total of three monthly meetings during any 12 month period, without an acceptable excuse, that firefighter shall be subject to disciplinary action by the review board, and appropriate action will be taken. The review board shall consist of the Chief, Assistant Chief and Secretary. An acceptable excuse shall include: work, illness and/or death in the family, or extended vacation outside of the area.

SECTION 9. FIRE DRILLS – All firefighters shall respond to a minimum of 50% of scheduled fire drills within any 12 month period, or they will be subject to disciplinary action by the review board, and appropriate action will be taken.

SECTION 10. FIRE CALLS – All firefighters shall respond to a minimum of 50% of fire calls within any 12 month period. or they will be subject to disciplinary action by the review board, and appropriate action will be taken.

SECTION 11. MEMBERSHIP VACANCIES - In the case of a vacancy on the Fire Department, the vacancy will be filled as follows: All interested persons will be notified that there is an opening. Next they will be required to fill out an application, and they will be interviewed by an application committee. This committee will look for the best three candidates based on experience, physical condition, health. response capability, and other appropriate capabilities. The committee will then report their findings to the Fire Department at the next regular meeting, and with a majority vote will select the best candidate. This candidate will be recommended to the City Council for approval.

SECTION 12. NEW MEMBERS – All new members will have a twelve (12) month probationary period. After the 12 month period, the new member will be accepted or rejected as a full-time firefighter by a majority vote of the Fire Department, pending approval of the City Council. Requirements may be waived if the applicant is a prior active member in good standing of the Department, or fulfills all other requirements for active membership.

SECTION 13. LIMITATIONS – Any individual, who resigns from the City of Emily Volunteer Fire Department, within the first year of employment, shall reimburse the City for all training expenses incurred in excess of \$100. Any individual who resigns from the City of Emily Volunteer Fire Department and who attends training, conferences or seminars or other events for which the city pays for expenses in excess of \$100 shall reimburse the city for any and all expenses in excess of \$100 incurred within the last year. These provisions shall not apply to an individual who is forced to resign for health, is terminated by the City, or retires.

ARTICLE III

SECTION 1. The business and activities of the Department shall be managed by the following officers: Chief, Assistant Chief, Secretary, and Treasurer, each of whom shall be elected at the annual meeting. All officers elected at the annual meeting shall be submitted to the City Council for approval.

SECTION 2. All of the officers shall be elected by the active firefighters eligible to vote. All officers shall not be required to serve more than one year in the same office.

SECTION 3. The Chief shall have control over all fire fighting apparatus and shall be solely responsible for its care and condition. He shall make a report at each meeting as to the condition of the equipment and needs of the Department. He shall be responsible for the proper training and discipline of the members of the Department. The Chief shall keep a permanent record of all fires as required by the State Fire Marshal. It shall be the duty of the Chief to hold at least one practice drill a month, and to give the firefighters instructions on approved methods of fire fighting and fire prevention. The Chief shall have the right to establish other officer positions and delegate their responsibilities.

SECTION 4. The Assistant Chief shall aid the Chief in the discharge of the Chief's duties and shall, in his absence, have the authority to perform all duties of the Chief.

SECTION 5. The secretary shall keep the minutes of all business and executive meetings. The secretary shall handle all correspondence for the organization. The secretary shall notify all

members of special drills, business meetings, or elections. In the absence of the secretary, the Chief shall appoint a temporary secretary.

SECTION 6. The treasurer shall handle all money for the organization. The treasurer shall make reports to the assembly at each business meeting, the report to be in writing. The treasurer shall keep an accurate account of all methods of financing, and shall pay all indebtedness as authorized.

ARTICLE IV

SECTION 1. All regular meetings of the Fire Department shall be held in the Fire Station, unless otherwise determined at a regular meeting.

SECTION 2. Regular meetings shall be held on the 4th Tuesday of each month.

SECTION 3. The annual meeting shall be held on the 4th Tuesday of December.

SECTION 4. The presence at any meeting of at least 10 members shall constitute a quorum for the transaction of business, unless otherwise specified in these by-laws.

SECTION 5. Each active member present shall be entitled to one vote on any matter before the department for consideration.

ARTICLE V

SECTION 1. These by-laws, when approved and accepted at a regular meeting of the Department, pending approval of the City Council, shall supersede and replace all prior by-laws.

SECTION 2. All firefighters shall be notified 30 days prior to amending by-laws.

SECTION 3. These by-laws may be amended by a 2/3 vote of the members of the Fire Department, and approval by the City Council.

SECTION 4. The Operation Guidelines may be amended by a 2/3 vote of the members of the Fire Department.


ARTICLE VI

SECTION 1. These by-laws take effect upon their passage and adoption by a majority of members of the Emily Volunteer Fire Department this 23rd day of August, in the year of 2022.

Mayor



Chief



Clerk



Assistant Chief



EMILY FIRST RESPONSE UNIT POLICIES AND PROCEDURES

MISSION STATEMENT

The Mission of the Emily First Response Unit is to serve its Citizens by providing immediate quality emergency basic life support and treatment pending arrival of advanced medical life support care.

Article I Operating Area

SECTION 1. The Unit shall service the City of Emily and such surrounding areas as may contract with the City of Emily for services of the Unit.

Article II Membership Application Requirements

SECTION 1. Applicants for membership shall meet the following minimum requirements:

- Possess a valid Class “C” or higher Minnesota Drivers License.
- Have a driving record in compliance with the City of Emily’s loss control policy.
- Be a resident of Emily or live within a fifteen (15) minute response time, under normal driving conditions, to the 1st Response Station.
- Be capable of meeting the physical strength and agility requirements of the position.
- Pass a background check.
- Meet other requirements as established by the State of Minnesota and the City of Emily applicable at the time of application.
- Must be no less than 18 years of age per Emily City Code 33.46.

SECTION 2.

- Applicants for Unit membership shall complete a written application for employment on forms provided by the City Clerk.
- Applicants will be given a copy of the Policies and Procedures for review.
- Unit Officers will review applications.
- The Unit shall vote on applications.

SECTION 3. Applicants recommended by the Unit shall be forwarded to the City Council. Upon City Council approval for appointment, the applicant shall complete the following before starting employment:

- Successfully complete and pass a Medical/D.O.T. examination documenting ability to perform duties of the position.
- Successfully complete and pass a Drug Test.

The location of the required examinations will be at the discretion of the City of Emily. Results of the examinations will be provided to the Emily City Clerk and 1st Response Unit Officers. Cost of the examinations will be the responsibility of the City of Emily.

SECTION 4. Newly appointed members shall serve a probationary period of twelve (12) months during which time their performance and fitness shall be monitored by the Unit Officers. A probationary member may be removed from the Unit upon recommendation of the 1st Response Chief and Assistant Chief and confirmation of the City Council.

SECTION 5. Individuals may be accepted on a temporary probationary basis pending completion of training and certification. The Unit may provide this training with a signed written agreement stating the individual shall reimburse the City of Emily for the cost of the training if the individual fails to satisfactorily complete training and certification, or is separated from the Unit with less than one (1) year of service after certification.

SECTION 6. Members entering active duty with the Military Service shall be granted leave in accordance with Federal Law. Their position may be filled during their absence. Upon return from active duty the member shall be returned to their position in accordance with applicable Federal Law, providing the member meets the requirements of Section 3.

SECTION 7. A member wishing to resign from the Unit shall submit a written resignation to the 1st Response Chief and Assistant Chief who shall inform the Emily City Council of the resignation. All property and equipment belonging to the Unit shall be turned in at the time of resignation. The member shall be responsible for the replacement cost of any equipment not returned.

SECTION 8. Membership Requirements:

- No member shall be absent from more than two (2) consecutive meetings or a total of six (6) meetings in any twelve (12) month period. The 1st Response Chief and Assistant Chief may grant a waiver for this requirement if it is deemed to be in the Unit's best interest.
- Each member shall attend a minimum of eight (8) training sessions per annum. A minimum of six (6) training sessions shall be internal training sessions or drills.
- It shall be the duty of the member returning the Unit vehicle to the station after a response to ensure that all equipment and supplies are replenished and the vehicle is ready for the next deployment.
- A member shall respond to a minimum of 25% of all calls during a twelve (12) month period.
- No member shall respond to a call, meeting or drill when impaired by alcohol, drugs or illness.
- Members are subject to the City Drug Testing Policy. Failure to comply is grounds for dismissal.
- Members must maintain a minimum certification as a Minnesota recognized First Responder active status to remain on the Emily 1st Response Unit.

- Members unable to perform training or duties to the standard level of care will be placed on probation until they are able to meet the levels required by the State of Minnesota and Cuyuna Regional Medical Center's guidelines, protocols and standing orders.

SECTION 9. Any member determined by the 1st Response Chief and Assistant Chief to be violation of these policies and procedures, City of Emily policies, applicable laws, standard operating procedures, medical guidelines, protocols or standing orders shall be advised to correct the deficiencies or violations.

- The 1st Response Chief and Assistant Chief have the discretion of calling for further investigation of reported violations or deficiencies and advising the City Council Liaison when appropriate.
- Discipline or dismissal will be at the discretion of the City Council.

Article III **Management**

SECTION 1. Management and supervision of the Unit shall be by the 1st Response Chief and the Assistant Chief who are approved by and are accountable to the City Council.

SECTION 2. Elected Officers of the Unit shall serve terms of one (1) year. In the case of a vacancy of any officer, an election to fill the office may be held at the next regular Unit meeting.

SECTION 3. The Unit Officers shall be the Chief, Assistant Chief, Secretary and Treasurer. The Offices of Secretary and Treasurer may be combined at the discretion of the Unit membership.

SECTION 4. The Unit Officers identified in Section 3 shall be elected by a majority vote of the Unit members. Nominations shall take place at the March meeting with election being held at the April meeting. Election results shall be presented to the City Council for confirmation.

SECTION 5. The 1st Response Chief:

- The 1st Response Chief shall be responsible for the daily supervision and operation of the Unit.
- The 1st Response Chief shall be in charge of conducting Unit meetings, shall appoint committees as necessary and shall call special meetings as needed.
- The 1st Response Chief shall have control of and responsibility for the care and condition of all equipment and materials of the Unit.
- The 1st Response Chief shall be responsible for design and implementation of appropriate procedures and rules to meet the needs of the Unit subject to review and approval of the City Council.
- The 1st Response Chief shall schedule, hold and direct monthly Unit meetings of at least one (1) hour duration, for the purpose of providing Unit members with instruction in approved methods of emergency health care and to attend to the business of the Unit.
- The 1st Response Chief shall keep current all medical and other protocols of the Unit and shall forward them to members of the Unit in a timely manner.

- The 1st Response Chief shall regularly review performance and training records addressing areas of concern.
- The 1st Response Chief shall perform other duties as required by these policies and procedures or as assigned by the City Council.
- The 1st Response Chief shall have the authority, under emergency conditions, to suspend a member from participation in the Unit pending review by the City Council. The City Council will review the cause and details for the emergency suspension and determine the merits of the case and level of discipline, if any, to be administered.

SECTION 6. The 1st Response Assistant Chief:

- The 1st Response Assistant Chief shall act, pursuant to the Chief's command, on the Chief's behalf or in the Chief's absence.
- The 1st Response Assistant Chief shall have other such responsibilities as may be ordered by the Chief or the City Council.
- The 1st Response Assistant Chief shall be responsible for the ordering of supplies and keeping all supplies up to date.
- The 1st Response Assistant Chief shall have the authority, under emergency conditions, to suspend a member from participation in the Unit pending review by the City Council. The City Council will review the cause and details for the emergency suspension and determine the merits of the case and level of discipline, if any, to be administered.

SECTION 7. The 1st Response Secretary shall

- Report and maintain records concerning all activities of the Unit, including calls by type, location and such other information that may be appropriate.
- Notify members of drills, meetings or elections.
- Be responsible for all correspondence.
- Keep minutes of all business meetings.
- Maintain copies of individual training certification records of all members and promptly notify the 1st Response Chief and/or Assistant Chief of any deficiencies or irregularities in member certifications.
- Document any and all business of the Unit.

SECTION 8. The 1st Response Treasurer shall

- At such time as the Unit manages its own funds.
- The Treasurer shall maintain a record of all Unit funds.
- All Unit funds are the property of the City of Emily and subject to the applicable laws governing public funds and expenditures.
- Copies of all statements shall be sent to the City Clerk who shall review them.

SECTION 9. Infection Control Manager:

- A copy of the infection control manual shall be attached to these Policies and Procedures and shall be on file with the City of Emily Clerk's Office.

Article IV Committees

SECTION 1. Committees may be determined and established by the 1st Response Chief of the Unit with the approval of the City Council.

SECTION 2. All actions of said committees shall be reported to the 1st Response Chief and/or Assistant Chief.

SECTION 3. All policies, procedures and methods developed and utilized by these committees shall conform to the Policies and Procedures of the Unit, Orders of the Medical Director, ordinances of the City of Emily and applicable Federal and State Statues and Laws and are subject to the approval of the Emily City Council.

Article V Meetings

SECTION 1. All meetings of the Unit shall be held at the City of Emily Fire Hall unless otherwise designated by the 1st Response Chief.

SECTION 2. Regular meetings of the 1st Response Unit shall be held on the first Tuesday of each month.

SECTION 3. The annual meeting shall be held on the first Tuesday of December.

SECTION 4. All meetings shall convene at 6:00PM (1800) unless otherwise designated by the 1st Response Chief.

SECTION 5. The presence at any meeting of a simple majority of the current Unit members shall constitute a quorum. No business may be conducted without the presence of a quorum.

SECTION 6. Each member in good standing shall be entitled to one (1) vote on any matter before the Unit for consideration. There shall be no absentee or proxy voting.

SECTION 7. The Order of business at any meeting of the Unit shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of previous minutes
4. Report of Officers
5. Review and confirmation of previous months attendance
6. Report of Committees
7. Unfinished or Old Business
8. New Business
9. Public Forum
10. Adjourn

SECTION 8. Roberts Rules of Order shall govern the conduct of all meetings unless otherwise stated in these Policies and Procedures.

SECTION 9. The 1st Response Chief may call special meetings as needed upon a minimum of twenty-four (24) hours notice to the Unit.

Article VI **Grievance Procedures**

SECTION 1. Any member of the Unit having a grievance or complaint with the Unit or a member of the Unit may take such grievance or complaint in writing to the 1st Response Chief. If the grievance is against the 1st Response Chief, the member may take the grievance directly to the Mayor for presentation to the City Council.

Article VII **Finances**

SECTION 1. Until such time as the Unit manages its own funds, all monies received by the Unit shall be promptly delivered to the Treasurer.

SECTION 2. The Treasurer shall maintain and account for the Unit's petty cash and donations. All funds are the property of the City of Emily and the Treasurer shall promptly deliver all monies received by the Unit to the City Clerk for deposit.

SECTION 3. The fiscal year of the Unit shall be the same as the fiscal year of the City of Emily.

SECTION 4. The financial records of the Unit are public and are subject to inspection and audit. The members of the Unit, the 1st Response Chief and the City Council shall receive a monthly financial report.

Article VIII **Education**

SECTION 1. Any member requesting training must first make application to the 1st Response Chief. A member making application must be in good standing for a minimum of six (6) months prior to the application. The request shall then be brought to the City Council for approval and authorization of payment of the educational expenses. The Unit may provide this training with a signed written agreement stating that the individual shall reimburse the City of Emily for the cost of the training if the individual fails to satisfactorily complete training and certification, or is separated from the 1st Response Unit with less than one (1) year of service after the training.

Article IX
Miscellaneous

SECTION 1. Members shall make all efforts possible to respond to any 1st Response Unit call received unless otherwise specified in these Policies and Procedures.

SECTION 2. Members responding to calls shall respond by any legal means available and shall obey all applicable laws.

SECTION 3. The first responding member to a 1st Response Unit call shall have command of the call until the arrival of a 1st Response Unit Officer or in the absence of a 1st Response Unit Officer the member with the highest certification. If two (2) members have the same certification, the member with the most seniority in certification shall be senior. The highest certified member present shall make medical treatment decisions.

SECTION 4. Upon receipt of simultaneous multiple calls, the member in command shall make the response decision subject to override by the dispatcher.

SECTION 5. If notification of a 1st Response Unit emergency is received by emergency telephone, pager or radio, members shall respond immediately. If direct verbal notification is received by a member, the member shall proceed pursuant to the normal notification system and shall immediately request response by a local ambulance before responding to the call. The 1st Response Chief shall establish and inform members as to all notification procedures.

SECTION 6. The 1st Response Unit and 1st Response Unit members may participate in public relations activities in the City of Emily and surrounding areas with the approval of the City Council.

SECTION 7. All equipment and supplies issued to each member shall be the property of the City of Emily and shall be returned or the replacement cost paid upon leaving the 1st Response Unit for any reason. All equipment must be signed for with identifying numbers when issued.

SECTION 8. All members shall have access to any pertinent training on any rescue equipment and supplies used by the Emily Fire Department at the discretion of the Emily Fire Chief.

SECTION 9. No 1st Response Unit member shall use equipment or materials or undertake to perform services beyond the member's certification. No member shall use the 1st Response Unit's equipment outside the authorized service area or for personal use.

SECTION 10. State Statute designates the Unit's vehicle, all City vehicles and all government buildings as no smoking areas.

SECTION 11. A 1st Response Unit member shall immediately request response by a local ambulance on all 1st Response Unit calls answered by a 1st Response Unit member.

SECTION 12. Response by the 1st Response Unit as a department of the City of Emily shall be pursuant to the state law and these policies and procedures established by the 1st Response Chief and the City of Emily.


Article X
Limitations

SECTION 1. An individual, who resigns from the City of Emily First Response Unit within the first year of employment, shall reimburse the City for all training expenses incurred in excess of \$100.00. An individual who resigns from the City of Emily First Response Unit within the first year of employment and who attended conferences, seminars or other event for which the city paid expenses, shall reimburse the city for any and all expenses in excess of \$100.00 incurred within the last year. These provisions shall not apply to an individual who is forced to resign for health reasons.

Article XI
Adoption and Approval

SECTION 1. These Policies and Procedures are established by the Emily First Response Unit and are subject to approval or amendment by the Emily City Council as they deem necessary.

Adopted at Emily, Minnesota this 13th day of July, 2021 by the City Council of Emily.



Tracy Jones, Mayor

LeAnn Werner, 1st Response Chief

Attest:



Cari Johnson, City Clerk/Treasurer

