

PLAINS-PARADISE RURAL FIRE DISTRICT
STANDARD OPERATING PROCEDURES (SOP'S)

I. ENTRANCE REQUIREMENTS AND PHYSICAL REQUIREMENTS

- A. Each person intending to join the Rural Fire Department must fill out an application.
- B. There will be no discrimination as to race, religion or gender.
- C. New firefighters will be on a 6 month probation period. After that time the new FF will be brought up for vote by the general membership.
- D. Minimum age requirement shall be 18 years of age, due to insurance requirements.
- E. All applications must contain a signature of the person applying, indicating that the information contained is true, correct and complete to the best of his or her knowledge.
- F. All members prior to active duty shall read an express total understanding and intended compliance to the SOP'S. A signed statement to this effect shall be maintained in each members file.
- G. Any person who is a member prior to the adoption of the SOP'S will sign a acknowledgement statement as soon as the new SOP'S are in effect. This statement shall be placed in the members file.
- H. If a member is found to have had a previous injury/illness and has not disclosed it on the application, the department is not liable for any claims resulting from such injury/illness. False statements will lead to immediate dismissal and no appeal hearing will allowed.
- I. Any member unable to preform their normal occupation due to illness or injury is automatically placed on inactive status until such time the member is able to return and/or a doctors release is presented.
- J. Any member on inactive status due to injury may attend all nonphysical activities.

2. TRAINING REQUIREMENTS

- A. All PPRFD Firefighters are expected to attend all training sessions, business meeting, work sessions and fires.
- B. The training officer, along with the Chief, is responsible for organizing an annual training program that will adequately train all firefighters of the district.
- C. All active FF must complete 30 hours of training each year of which 24 hours will be Hazardous materials related training. If a FF does not obtain the required hours they will be placed on probation. The following year, the hours will have to be made up in addition to the regular 30

hours. If a member has 2 or more unexcused absences and has not made up the training sessions in one particular year disciplinary action will be instigated.

- D. A 1/2 hr. credit will be given for each business meeting and fire attended. 1 hr. credit will be given for each hour of training attended. Training not sponsored by the PPRFD shall be approved by the Dept. Training Officer.

3. SAFETY

- A. Full protective clothing for all FF will be worn on fire grounds' auto accidents and on training when requested by an officer or instructor.
 - a. Helmet, coat, pants, boots, gloves, Nomex hood & pager
 - b. All turnouts will be kept and maintained in the fire hall unless permission is given, by the Chief, to store turnout elsewhere.
- B. All FF'S shall wear SCBA'S when entering fire building or operating above or below the fire floor. In addition at any other time deemed necessary by an officer or when the conditions require. SCBA'S will be worn by all members working in any hazardous environment. IT'S YOUR HEALTH
- C. Seat belts shall be worn while operating or riding in all fire vehicles. FF's will not be permitted to ride outside the cab except when loading hose onto truck.
- D. FF'S shall not engage in any fire ground activities, training or operation of any vehicles while under the influence of alcohol or other mind altering substances.
- E. Crew Integrity--A crew will consist of a crew leader and 2 FF'S. The crew leader shall have a hand held radio and be in contact with command /or the next higher level of supervision. Crew integrity shall be maintained by the crew leader either being able to touch within 5 seconds or see all of his crew members and be able to communicate with all of his crew within 10 seconds.
- F. Emergency Evacuation: Any Officer/Crew Leader may initiate an Emergency Evacuation by requesting emergency traffic on the radio operating frequency and announcing evacuation of the building or incident scene.
- G. No firefighter shall be placed in a situation that will jeopardize his safety and/or well-being.
- H. No person other than a member of the PPRFD or a mutual aid responding agency shall be allowed on or to participate in any incident controlled by this department.

4. INCIDENT COMMAND SYSTEM AND OPERATING PROCEDURE

- A. PPRFD will implement the Incident Command System at all incidents.
- B. Officer or FF's riding right seat of the 1st vehicle on the scene shall assume command and that Officer of FF shall remain in Command until released by a higher ranking Officer. The Officer or FF shall have THREE Command options when arriving on the scene in the 1st vehicle.
 - a. Assume command and establish stationary Command Post. He will assume Command on the radio and give location of the Command Post.
 - b. Assume Mobile Command. Assume Command over the radio and may move around the fire scene. No permanent Command Post will be established at this time.
 - c. In the event the Officer of FF does not feel he can effectively Command and perform the necessary duties, he may give command to the next officer on the scene. In this case the FF will radio the Officer on the 2nd Engine to assume Command when they arrive.
- C. Any FF acting as incident commander may pass command to another FF better qualified.
- D. The training officer shall insure that all members are knowledgeable in the Incident Command System.
- E. All firefighters responding to a fire or accident will report to the Incident Commander for assignment.
- F. All FF's will remain with their assignment until relieved by proper authority
- G. Anyone failing to perform as assigned will be subject to disciplinary procedures.
- H. Team concept will use at all incidents.
- I. No FF shall be placed in a situation that will jeopardize their safety and/or well-being.
- J. Any FF may make a determination whether or not a situation becomes uninhabitable. He shall report these findings immediately to his supervisor.
- K. No FF shall remove any private property from the fireground unless so ordered by the Incident Commander.

- L. No person shall alter, move, or destroy any evidence at a fire scene.
- M. Any fire believed to be suspicious in nature shall be guarded until released by the State Fire Marshall's office or County Sheriff or his designee.
- N. All suspicious fire grounds shall be sealed to any admittance other than those approved by the Incident Commander.
- O. No property shall be removed from an incident of suspicious nature.
- P. Anyone violating sections K., L., M., N. or O. above be reported immediately to the Sheriff and/or Fire Marshall.
- Q. It shall not be the policy of this department to allow any structure to burn without expending all resources available to it to extinguish it.
- R. No person other than a member of the PPRFD or a mutual aid responding agency shall be allowed on or to participate in any incident controlled by this department.
- S. It will be the practice of this department to assist in whatever means available to secure the incident after extinguishment.
- T. Additional FF'S responding to the Fire Hall will establish radio contact with the Fire Command at the scene. They should continue to standby until relieved or asked to respond, by Fire Command, at the scene. If these standby FF's are asked to respond they should do so in as few vehicles as possible, in a safe manner.

5. EXTRACATION

- A. RESPONSE TO AUTO ACCIDENTS: The Fire-Rescue Van and at least one FF trained in extracation will respond to all accidents when paged by 911. One fire truck with crew will also respond to each paged accident. Which fire truck to respond to an accident will be determined at the Fire Hall before the Fire-Rescue Van leaves.
- B. PLACEMENT OF FIRE ENGINE: Placement of the engines shall be as such to best protect the scene and engineer; provide for at least one 1 1/2 inch line pulled and charged until all victim(s) are clear of vehicle.
- C. PLACEMENT OF FIRE-RESCUE VAN: Placement to the fire-rescue van shall be as such to best protect the scene and crew and provide placement for lighting and other support

operations.

Be careful not to block traffic unnecessarily, on-coming traffic with lighting or headlights. Place both apparatus on the same side of the road is possible.

6. EQUIPMENT OPERATION

- A. Prior to any member operating any piece of equipment, they shall receive training to familiarize themselves with that piece of equipment.
- B. The training officer and his designee shall work with all new members to assist in familiarizing them with basics of all equipment. This shall be as soon as possible after a member joins the department:
- C. No department equipment shall be used for personal or private use.
- D. No person shall operate any motorized unit in violation of Montana Motor Vehicle Codes.

7. EQUIPMENT AND BUILDING MAINTENANCE

- A. Any two officers may authorize minor repair under \$50.00 without Board approval.
- B. Any repair item over \$50.00 shall be approved by the Board of Directors, either by the monthly meeting or by obtaining approval of three board directors by telephone.
- C. Any item needing repair that effects the safety and operation of a vehicle shall be taken care of immediately within the guide lines of section A.,B. above.
- D. All members shall assist in maintenance and cleaning of the station after each use.
- E. All members shall assist in placing equipment back into full use service after each use, unless excused by the Chief or next ranking officer.

8. DISCIPLINARY PROCEDURE

- A. Any member violating any SOP RULES shall be subject to one or more of the following:
 - a. Verbal warning
 - b. Written warning
 - c. Review committee investigation
 - d. Dismissal or resignation
- B. Steps c&d of Section 8 A. shall be subject to appeal by making written application to the review committee within

30 days of the finding.

- C. Step d of Section 8 A. shall be implemented by a majority vote of the general membership.
 - D. All parts of Section 8 A.B.C. shall be documented and preserved in subjects file.
 - E. All disciplinary action findings and procedures shall be maintained in strict confidentiality with-in the department.
 - F. Any member witnessing a SOP violation shall notify the Chief or Assistant Chief as soon as possible following the observance of the infraction.
 - G. The Chief or Assistant Chief shall upon notice of a violation;
 - a. Make a written report of the incident
 - b. Record all corrective measures taken if any at the time of the incident.
 - c. Chief or Assistant Chief shall notify the member accused of the violation in accordance with Section 8 (a) or (b).
 - d. The Chief or Assistant Chief or designee shall determine if the review committee should investigate the incident.
 - H. The Review Committee shall consist of the Chief or Assistant Chief and four (4) other FF's. The other four (4) FF's will consist of two (2) FF's from Plains and two (2) FF's from Paradise.
9. MUTUAL AID
- A. The District shall strive to render Mutual Aid to any/all departments requesting assistance under existing mutual aid agreements at the time of request.
 - B. The District will not respond to any agencies request for assistance unless a written, current, agreement exists.
 - C. The only exception to Section 9 B. will be the following:
 - a. Declaration of Emergency by the State of Montana
 - b. Approval by the Board of Trustees
 - c. Chief and/or Assistant Chief or their designee.
 - D. In all Mutual Aid agreements, the districts number one priority shall be to its own district fires.
 - E. All requests for Mutual Aid shall be handled through the Fire Dispatch center which is 911: