

ALEXANDRIA FIRE DEPARTMENT



FIREFIGHTERS'

HANDBOOK

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2018

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ALEXANDRIA FIRE DEPARTMENT

MISSION STATEMENT: The Alexandria Volunteer Fire Department was established to provide fire and rescue services to the community when an emergency situation requires the AFD to be dispatched and to provide public fire education.

MOTTO: “Professional...Dedicated...Role Models”

CORE VALUES: (Spirit) **Service**

We are dedicated to serving the citizens of Alexandria and are committed to the preservation of life, health, property, and the environment of our community. We serve with honor.

Professionalism

We pride ourselves in the delivery of our services and our responses. We pursue excellence through personal improvement and personal development. We advance our knowledge and skills through continuous training, continuing education and professional development.

Integrity

We acknowledge the trust placed in us by the public and our members is integral to the performance of our duties. We are committed to honest and ethical behavior.

Responsibility

We hold ourselves accountable to our community and fellow firefighters. We accept responsibility for our decisions and actions.

Innovation

We aspire to identify and implement innovative and progressive ways to provide critical services to our citizens. We value and respect the thoughts and ideas of all AFD members.

Team

We realize that much of our work is dangerous and the challenges we face can only be overcome by a well coordinated team effort. We value each individual's contribution, yet we measure our successes and failures not as individuals, but as a dedicated, professional team of role models.



ALEXANDRIA FIRE DEPARTMENT



02/17/2017

06/17/2017

**ALEXANDRIA FIRE DEPARTMENT
POLICIES AND PROCEDURES – BEST PRACTICES**

1884

Revised 2/12/1990, 1/13/1997, 05/14/2001, 7/14/2005, 09/12/2007, 2017-301

INTRODUCTION

In all well regulated departments (organizations), certain policies and procedures, rules and regulations are necessary for their effective operation. Historically, the members of the Alexandria Fire Department (a Department of the City of Alexandria, Minnesota) have been guided in part by a Constitution and By-laws which are no longer needed for the effective operation of a modern volunteer municipal fire department. However, recognizing that the AFD does need to document its policies and procedures, rules and regulations, this Handbook replaces the AFD's Constitution and By-laws, which are now revoked.

GENERAL APPLICATION

This organization shall be known and designated by the name of the Alexandria Fire Department, a volunteer Department of the City of Alexandria. Throughout this Handbook, it may be referred to as the AFD or the Department.

This Handbook shall apply to all members of the Department, whether volunteer or paid, except as may be specifically stated otherwise. It is a general statement of policy and is not to be interpreted as a contract or guarantee of membership for any period of time.

MEMBERSHIP

The membership of the AFD shall not exceed 36 members or other number as may be approved by the Alexandria City Council. Any person, **not under eighteen (18) or over forty (40) years of age** (*Employee policies often establish a minimum and maximum age for firefighters. A minimum age standard can be established. In fact, state law generally prohibits hiring someone under age 18 to be a firefighter due to the hazardous nature of firefighting duties. Some minors may participate in firefighting activities as part of certain training programs authorized by state law.*

Establishing a maximum age for firefighters is more questionable. Federal law allows mandatory retirement for public safety officials, including firefighters, at age 55 or after. Minnesota laws are ambiguous regarding a mandatory retirement age for firefighters. A city interested in establishing a mandatory retirement age for firefighters should seek legal advice prior to implementing such a policy. Note that a city may lawfully establish a maximum age for entry into employment as a firefighter. And it's important to distinguish between minimum and maximum age limits allowed in conjunction with employment practices versus those that may be allowed by Minnesota statutes governing relief association benefits and eligibility.) Per League of MN Cities and Swenson/Lervick.

and **who lives within a 8 minute response** of the Alexandria Fire Station at 302 Fillmore, may apply to become a member of the Department. The Fire Chief, along with the Membership Screening committee shall establish a uniform method for determining whether this response time requirement has been satisfied. All members of record on January 1, 2017, regardless of residence location, shall remain eligible for membership on the Alexandria Fire Department. Provided, however, that members who, as of January 1, 2017 reside outside the 8 minute response time requirement shall lose eligibility for membership if they change their residence to a location that lengthens their response time.

Members of the Alexandria Fire Department shall also be eligible to become members of the Alexandria Fire Department Relief Association, a separate entity with it's own By-laws, Rules and Regulations, subject to any membership requirements of the Relief Association.

EQUAL EMPLOYMENT/MEMBERSHIP OPPORTUNITY

The City of Alexandria is an equal opportunity employer. This means that the AFD will make all decisions regarding a person's membership in the Department without regard to that person's race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, sexual orientation, veteran status, familial status, veteran status, or any other legally-protected classification. This policy applies to all decisions regarding a person's membership, including screening for membership, selection for membership, assignments, selection for officer positions and committee membership, probation, discipline and dismissal from the Department.

PROHIBITION OF DISCRIMINATION AND HARASSMENT

No employee or member of the AFD may engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of that person's legally-protected classification, or that of the person's relatives, friends or associates, if the conduct: (1) has the purpose or effect of unreasonably interfering with the person's performance on the Department; or (2) otherwise adversely affects that person's opportunities within the Department. The following are examples of prohibited harassment:

1. Epithets, slurs or negative stereotypes;
2. Intimidating or hostile acts based upon protected classification;
3. Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted, displayed, or circulated on any of the Department's premises, apparel, or equipment or in its vehicles.

Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with the Fire Chief or with the City's Director of Human Resources.

SEXUAL HARASSMENT

One form of prohibited harassment is sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining membership;
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's membership; or
- c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive working environment.

The following are examples of sexual harassment:

- a. Unwelcome sexual flirtations, propositions, and invitations to social events;
- b. Offensive physical contact or physical closeness;
- c. Use of words of a sexual nature describing body parts or sexual acts, telling "suggestive" jokes or stories, and conversations about sexual exploits or sexual desires;
- d. Displaying in the workplace sexually suggestive objects, pictures, cartoons, or representations of any action or subject which is sexual in nature and which can be perceived as offensive;
- e. Sabotaging a member's character, reputation, work effects, or property because of sex;
- f. Direct and indirect suggestions that a member's tenure on the department, job assignment, conditions of membership, or opportunities for advancement depend in any way on the granting of sexual favors or relations.

Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with the Fire Chief or the City's Director of Human Resources.

COMPLAINTS RELATING TO PROHIBITED HARASSMENT; INVESTIGATION; DETERMINATIONS

General Reporting. A member who believes he or she has been subject to discrimination or harassment prohibited by this policy should report the incident immediately to the Fire Chief or the City's Director of Human Resources. The member should also let the person who is offending them know that their conduct is offensive, and they should ask the offending member to stop the offensive conduct.

Investigation. The complaining member may be asked to put the facts surrounding the offensive conduct or communication in writing. Thereafter, the Department and/or other representatives of the City will investigate the complaint. This investigation may include reviewing relevant documentation and interviewing the member making the charges, the accused member, and appropriate witnesses, depending upon the individual circumstances of the matter.

Determinations. Determination of whether prohibited discrimination or harassment occurred will be made on a case-by-case basis, depending upon the circumstances of the matter, including the type of discrimination or harassment alleged, the context in which the alleged discrimination or harassment occurred and any other facts deemed relevant. The member making the complaint will be advised of the final disposition of the matter.

Confidentiality. Because of the City's legal obligation to conduct a thorough investigation of discrimination and harassment complaints, the City cannot guarantee that such complaints will remain confidential. However, the City will make every effort to keep its investigation and resolution of such complaints as discreet as possible.

Penalties for Prohibited Harassment. Violation of this policy will be grounds for discipline, up to and including dismissal from the AFD. Discipline, if any, will be determined on a case-by-case basis, after a review of all information.

Prohibition Against Reprisal/Retaliation. All members are protected in their right to report incidents which they believe violate this anti-harassment policy, and they are also protected in their right to

participate in the investigation of such reports without fear of reprisal such as retaliation, intimidation, or other adverse employment action. Reprisal/retaliation is strictly prohibited.

Policy not a Dispute Resolution Process. The purpose of this policy is to prevent unlawful discrimination and harassment and to stop it if it does occur. This policy is not a dispute resolution process; therefore, utilizing this process does not toll any applicable statute of limitations.

How to Get More Information. Any questions regarding your obligations and those of others under this Policy should be directed to the Fire Chief or the City's Director of Human Resources.

OFFICERS

The officers of the Department shall consist of the Fire Chief, one or more Battalion Chiefs, one or more Captains, Secretary, Treasurer, Director of Information Technology, and any such other officers as the Fire Chief may determine are necessary for the effective operation of the fire department.

Except for the Fire Chief, the officers of the Department shall be appointed by the Fire Chief.

The Fire Chief is a full time paid position which shall be filled by the Alexandria City Council. Officers selected for these leadership positions are selected by the Fire Chief. The "anticipated" terms of the officers shall be for two years, subject to the Fire Chief's discretion to shorten or lengthen those terms based on the needs of the Department and/or performance of the Officer.

The Department shall have an Executive committee, which shall consist of Chief, Battalion Chiefs, Secretary and Treasurer, each of whom shall continue as a member of this committee until their successor in office has been appointed by the Fire Chief (or, in the case of the Fire Chief, the City Council).

If any vacancy shall occur among the Department's officers who are appointed by the Fire Chief, such vacancy shall be filled by the Fire Chief as soon as is reasonably possible.

DUTIES OF THE CHIEF

The Fire Chief shall perform all duties as set forth in a job description approved by the Alexandria City Council. Generally speaking, these duties will include presiding at all meetings of the Department, considering and granting members' requests for leaves of absence, (A leave of absence will be requested in writing and not granted for more than three (3) months in duration per time and shall cease to be in force as soon as the member returns to service. Each length of leave of absence shall be considered a break in service and (added to the member's tenure for AFD Relief Association benefits.), generally overseeing and supervising the affairs of the Department and its members, and appointing the Department's officers and committee members.

The Fire Chief shall have (per the job description) the responsibility and authority to put a member on probation, suspend or dismiss a member for a violation involving the rules of Department Rules and Regulations-Best Practices, safety, goodwill/attitude and/or welfare of the Department, or remove an officer from an appointed office.

The Fire Chief's compensation shall be determined by the Alexandria City Council. The City shall use the Classification, Compensation and Performance System Administration Policy for review.

DUTIES OF THE OFFICERS AND MEMBERS

The duties of the officers and the members appointed by the Fire Chief shall be established by the Fire Chief, and they shall be spelled out in the appropriate job description.

EXECUTIVE COMMITTEE -- DUTIES AND POWERS

The Executive committee shall provide assistance and guidance to the Fire Chief when requested by the Fire Chief on such matters such as: discipline, discrimination and other departmental matters.

MEMBERSHIP PROCESS

Application and Selection Process:

1. When membership vacancies exist or are reasonably anticipated, the Fire Chief shall establish a Membership Screening Committee, which may or may not be the same as the Executive Committee. All members of the Membership Screening Committee shall be informed of and follow any and all laws, rules and regulations relating to the selection and appointment process. This includes the laws, rules and regulations relating to non-discrimination and data practices/privacy
2. Any person wishing to become a member of the Alexandria Fire Department must present a completed application to the Fire Chief. The Membership Screening Committee shall then evaluate the applications and, when necessary, conduct personal interviews with the applicant and make their recommendations to the Fire Chief regarding further consideration for membership. The screening process may also include an opportunity for an applicant to meet and be evaluated by the regular membership during drills, meetings, special meetings, etc. for a designated time period. Providing this opportunity to meet, drill-train, etc. with the regular membership does not constitute an offer of membership.
3. Upon completion of the screening process, the Screening Committee shall make a recommendation to the Fire Chief as to whom an offer of membership shall be extended. If the Fire Chief agrees with the recommendation of the Membership Screening Committee, the Fire Chief shall extend an offer of membership to the applicant, and that offer shall be conditioned upon the applicant passing a background check, physical agility examination, medical examination, and a drug and alcohol test administered in accordance with the Department's Drug and Alcohol testing policy and the Minnesota Drug and Alcohol Testing in the Workplace Act.
4. If the applicant satisfies all pre-conditions to membership, the Fire Chief shall appoint the applicant to probationary FF status with the Department for a period of not less than one (1) year.

Probationary FF Status Period:

1. Probationary members shall, during the probationary period:
 - a) Meet the Department's requirement of making a minimum of 70% of calls and 70% of drills and meetings.
 - b) Receive training by members of the department, successfully complete a qualified FIREFIGHTER I training program according to NFPA 1001 standard, and successfully complete a minimum of a certified EMR (Emergency Medical Responder) training course.
 - c) Participate in all activities including fund raising activities, community public relations events and/or any other event that the Fire Chief designates for the good of the Department.
 - d) Respond to all calls and may accompany emergency vehicles to accident and fire scenes regardless of the type of call. However, probationary FF status members will not be permitted to fill a regular Department position on a 1st or 2nd truck or emergency crew until having completed a

qualified FIREFIGHTER I training program or by being instructed to by a higher ranking officer (if deemed necessary for a response.)

e) Follow and be subject to all rules and requirements imposed upon regular members.

2. The probationary FF status period shall be a minimum of one (1) year during which progress evaluations shall be made by the Fire Chief, Battalion Chiefs and the officers to whom the probationary member is assigned. A final evaluation shall also be performed at the end of the probationary period by the Fire Chief and Battalion Chiefs and with input from the officers to whom the probationary member is assigned. Upon the Fire Chief's determination that the probationary member has successfully completed probation FF status, the probationary member shall be made an active member of the Alexandria Fire Department, and the initial probationary period shall count as active service (and towards the AFD Relief benefits.)

3. If during the probationary FF status period the Fire Chief determines, with or without input from the Battalion Chiefs, that the probationary member is not qualified to be recommended as a FIREFIGHTER 1 for active membership in the department, the Fire Chief may extend the probationary period for such time as the Fire Chief deems is necessary under the circumstances, OR the Fire Chief, with input from the Battalion Chiefs, may terminate the probationary membership upon 3 (three) day written notice provided to the probationary member. Provided, however, that nothing herein limits the Fire Chief's discretion to terminate a probationary FF status membership for any lawful reason.

4. Applications for membership on the Alexandria Fire Department shall be retained for a period of one year after they are submitted and received, and they need not be re-submitted if additional vacancies arise during that year, as applicants who are not selected to fill a vacancy will automatically be considered to fill vacancies during the following year. Provided, however, that a prior application will not give an applicant any priority over future applicants if the Fire Chief determines that it is necessary to consider new applicants to fill a vacancy. This also will allow the Fire Chief to start the screening process over again to receive new or more applicants into the pool of candidates, if necessary.

Active Membership:

1. Upon successful completion of the probationary period, the probationary member shall be made as an active member of the Alexandria Fire Department.

2. Active members shall meet the Department's established call, drill and meetings percentages. Any member not attending a minimum of 70% of all calls and 70% of drills and meetings during a calendar year shall be put on probation for up to one year. If the member fails to make the required 70% of calls and 70% of drills and meetings during the probationary period, the member will be dropped from the membership and no longer will be a member of the Alexandria Fire Department. In addition, any conduct by a member which violates Department Rules and Regulations, especially those that involve the safety or welfare of others of the department, or the general public may result in discipline, up to and including probation or dismissal from the fire department, at the discretion of the Fire Chief. Any probationary period shall be considered a break in service. If the AFD member is put on probation-his/her year will not count towards the AFD Relief benefits and that Firefighter member will have to make up that year of service (break in service) for AFD Relief benefits.

Within five (5) years of becoming an active member of the Alexandria Fire Department, the member must become MN certified FIREFIGHTER II, attain a Commercial Driver License (Class B, tanker and airbrake endorsement), successfully complete ICS 100, ICS 200, ICS 700 and ICS 800. If these requirements are not met, the Fire Chief and the member will establish a personal

improvement plan (“PIP”) designed to meet the requirements. If the member fails to satisfactorily complete the PIP, disciplinary actions, up to and including probation or dismissal from the fire department, will take place. .

Any member of this Department who is absent from firefighting service due to service in the uniformed services, as defined in the Uniformed Services Employment and Reemployment Rights Action (“USERRA”), will be granted a leave of absence in accordance with applicable law.

Oath:

Upon acceptance into active membership of the Alexandria Fire Department, the member shall at the first regular meeting of the membership following acceptance by the Fire Chief. The Fire Chief or designee will instruct the member to raise his/her right hand and recite the following oath.

" I, _____, faithfully promise that I shall at all times obey all orders given me or handed me by an officer of the Alexandria Fire Department and execute the same to the best of my ability. I shall familiarize myself with the several duties assigned to me. I further promise that I shall help and assist a fellow firefighter in distress, to the best of my ability. I furthermore promise that I shall abide by the Rules and Regulations, Policies and Procedures, and SOGs of the Alexandria Fire Department, [optional--So Help Me God].

After reciting the oath, the Fire Chief or designee shall recite to the new member the following:

“The Alexandria Fire Department, which you have just joined, is an organization of volunteer fire fighters, organized for purpose of saving lives and property. Therefore, you may be called upon to help in any emergency, which may arise, such as drowning or accidents, or anywhere help is needed. You are expected to take an active part in all of the functions sponsored by the Department as do all members.”

MEETINGS

The regular monthly meeting of the Department shall be held on the second Monday of every month (or every other month as determined by the Fire Chief) at the fire station or at such other designated place. The Department’s December meeting shall be designated as the Annual meeting, at which time officers of the Department shall be announced for the coming term, if a new officer is being appointed.

MEETING RULES OF DECORUM

In the event of the absence of the Fire Chief for a meeting, the Battalion Chiefs will conduct the meeting (in this order), beginning with the Battalion Chief 1, Battalion Chief 2, Battalion Chief 3, Secretary, the Treasurer.

Using profane or indecent language or any personalities towards an officer or member during the meeting shall be prohibited.

Any member wishing to offer a motion or to speak on any Department questions shall stand and address the chair.

When more than one person shall rise to address the chair at the same time, the Chair shall name the person entitled to the priority of speaking.

A motion to adjourn shall always be in order.

The Rules as laid down in Robert's Rules of Order (revised) shall be taken as a guide in all questions arising under the Policies and Procedures.

PROCESS FOR CHANGE / INPUT & COLLABROATION

Effective communication between firefighters and the Department's leadership is essential to maintaining the high level of service the Department provides to the community. In addition, recognizing that firefighters' experiences are sometimes the best source of suggestions for improvement in the department, the Department welcomes and solicits ideas from all firefighters.

Suggestions concerning the department's operation, general maintenance, facilities, services, equipment, vehicles, SOG's, or other matters should be made to a Captain, Battalion Chief or the Fire Chief. Although the Fire Chief has the discretion to establish departmental policies and procedures (in some cases, subject to City Council approval), the Fire Chief will, as needed, seek input from the Department's leadership and/or membership when considering suggestions or other policy and procedure changes.

MISCELLANEOUS

Any member, who has duly resigned from the Department having returned to the Department any and all property belonging to the Department may thereafter apply for membership as provided in these policies if there is a vacancy in the department.

All uniforms, equipment, facilities and other property issued to or made available for use by the members of the Department is property of the City of Alexandria. No member shall lend such uniform or any Department or City property to any person other than another member of the Department and for official departmental use without the permission of the Chief, nor shall any member sell any Department clothing or materials, including those bearing the Department's insignia.

No equipment is to be taken off apparatus for personal use.

Honorary Life membership of the Alexandria Fire Department will be bestowed upon any member that has served 15 years or more, and their name will be put on the Honorary Life Membership plaque.

The Fire Chief shall notify the Secretary of the Relief Association, at once, of all members who have been expelled, who have resigned or retired, and those who are no longer active members or who have a break in service as defined by the Department.

CONVENTIONS/CONFERENCES

The Fire Chief and up to seven (7) delegates will attend the MN State Fire Department Association Conference, the MN State Fire Chiefs Association Conference annually. To be eligible to attend, a member shall be an active member and not on probation, and shall be selected in the order that they appear on the roll call. Additionally, at times the City Council may approve out of state travel of the Fire Chief and other members to attend the FDIC Conference or other training opportunities, which will be selected by the Fire Chief.

Any member who fails to attend the state conference when their turn comes, loses their turn, and they must wait until their name is called in order of the roll call.

Any delegate unable to attend the conference must contact an alternate delegate in the order they appear on the roll call. An alternate delegate who attends the conference as a delegate will not qualify as a delegate or alternate delegate when their turn arrives as a delegate. An alternate delegate will not lose their turn in roll call if unable to attend the conference

ALEXANDRIA FIRE DEPARTMENT

RULES AND REGULATIONS

Revised 1993, 1996, 2017-301

INTRODUCTION

These rules and regulations are not designed to limit personnel in the exercise of good judgment or initiative in taking the action in extraordinary situations that a mature person would take. Ignorance of these rules and regulations shall not excuse non-compliance therewith. Accordingly, each member of the Department shall carefully study and become thoroughly familiar with this Handbook, including the following non-exclusive list of Rules and Regulations. It is essential for the efficient control of the Department that it be organized on a pre-arranged, systematic basis.

Firefighters should always bear in mind that they are servants of the public, and, as such, their conduct and behavior is subject to criticism by the general public to a far greater extent than if they were engaged in private endeavors. For this reason, the social rules of good conduct and behavior as practiced by all law-abiding and self respecting citizens, which cannot be embraced in this handbook of rules and regulations, should be observed at all times by the personnel of this Department.

RULES

1.) Each probationary member and active member of the Fire Department shall be furnished with a copy of this Handbook.

2.) All members of the Fire Department shall be subject to strictly comply with all Rules and Regulations and orders made and issued from time to time by the Chief.

3.) All members shall familiarize themselves with and abide by this Handbook and all Fire Department orders, rules, regulations, polices, procedures and SOGs of the Alexandria Fire Department.

4.) For purposes of efficient service and discipline, firefighters shall be subject to the orders of their superior officers at all times. At no time shall they neglect to carry out or refuse to obey orders. When a firefighter receives an order, which is in conflict with a pre order, he shall so inform the officer who issued the conflicting order.

5.) Any member of the Department who leaves a call without first obtaining permission from the officer in charge will be dropped from the Department.

6.) All members shall report to the Chief or officer in charge after each call or be considered absent. Roll call will be taken after each call.

7.) We shall not speak disrespectfully of or to our fellow firefighters.

8.) We shall promptly notify our superior officers when unable to report for duty at calls or drills at the time required.

9.) Only the Chief or designated firefighter will act as spokesperson for the Department.

10.) We shall not make false statements in any Department record, reports, communications or business transactions.

11.) The Department's Substance Abuse/Drug and Alcohol Testing Policy outlined herein applies to all applicants and members of the Department.

12.) Personnel shall be held responsible for the safe-keeping and proper care and use of all Department equipment and property under their control, including Nomex gloves and suits that can be cleaned.

13.) All members shall immediately report to an officer, any accident, sickness, or injury occurring to themselves while on duty, no matter how trivial. The Fire Chief is responsible for completing and transmitting the proper forms/1st Report of Injury form to Human Resources to be forwarded on to Workers Comp Insurance agencies.

14.) All members shall promptly notify their superior officer of all matters, which may come to their attention affecting the interest and welfare of the Department.

15.) No personnel shall dismiss themselves from any assignment, fires, or any duties without permission or without being relieved by proper authority. Any member, arriving at the Fire Station in response to any emergency call or alarm after the assigned equipment has left the Station, shall remain at the Station until permission is given by the officer in charge to "check and go", or when Chiefs' release personnel whether city or rural call.

15.) Every firefighter shall be subject to call at all times and shall provide themselves with Department issue communications while not at the Station.

16.) Every member shall promptly report to their superior officer any change of address or telephone number, including work, notification form and beneficiaries.

17.) Continual inefficiency or incompetence of personnel in the performance of their duties shall be sufficient cause for separation from the Department or subject to discipline per the Chief .

18.) Personnel upon resigning from the Fire Department shall surrender all Department property, including personalized license plates, as required by the Executive committee.

19.) No one, except personnel of the Department, shall be allowed to ride on apparatus at any time without permission from the Fire Chief of the Department, or officer in charge.

20.) When backing apparatus due to inherent dangers involved, all available firefighters shall be used to direct the fire apparatus driver and other traffic and pedestrians.

21.) Personnel shall wear all protective clothing while working at fires, and at all hazardous locations, including working training sessions.

22.) Firefighters shall promptly report the loss or the finding of tools or equipment at fires to their apparatus Engineer.

23.) Personnel shall not smoke while at an emergency scene, while actually fighting a fire, or in any hazardous location.

24.) No member shall change or alter the arrangement of fire fighting equipment on apparatus without the approval of the Chiefs' of the Department.

25.) No member shall drive or operate any Fire Department equipment unless qualified and certified by a Engineer or Senior member of the Department.

26.) No Fire Department apparatus, equipment or supplies of any type shall be taken or borrowed from the Fire Station without the explicit permission of the Chief and/or Battalion Chiefs.

27.) All members shall expeditiously make ready for service all equipment upon returning to the station from an emergency or drill.

28.) No member shall make any repair or adjustments on trucks or equipment unless authorized by the officer in charge. All repairs must be recorded in the proper log books. A Defective equipment report shall be filled out and put in the maintenance office.

29.) Non-members shall not be allowed in the fire station unless accompanied by a host member of the Department, or on official business or without permission from the Chiefs and/or Battalion Chiefs.

30.) Per OSHA regulations, no personnel shall ride on the outside of the fire apparatus.

31.) We will report to the Station on all alarms. Proceed to the Station unless the call is canceled per 300 number. If the call is canceled by a Chief Officer it is not necessary to proceed to the station. At times, a call will be canceled or communicated by an Law Enforcement officer on scene, a Chief will verify. See Cancelled Calls Policy.

32.) All committee chairpersons must coordinate all activities and expenditures with the Chief, or President of the Relief Association, as the case may be.

33.) All social activities shall be controlled by the Chief and/or Battalion Chiefs at the station. Social activities at Fireman's Lodge (Camp) shall be controlled by the President of the Relief Association.

34.) No one other than members of the Fire Department and guests shall occupy any Fire Department property, building, or space without permission of the Chief and/or Battalion Chiefs.

35.) When out of town attending Fire Schools or trainings or approved events, the Fire Department will issue each firefighter \$110.00 per day per diem for incidentals, with a maximum of \$660. per year per firefighter. Additional per diems over the \$ 660 will be on a case by case basis with the Chief's approval. Pre-approval by the Chief and City Council for out of state travel is required.

36.) Any firefighter delegate is to notify any alternate delegate as soon as possible before the conventions if they will be unable to attend.

37.) All firefighters are required to attend 12 hours of department-related continuing education outside of the department, per year.

38.) All active firefighters are required to attend 70% of all calls and 70% of drills and meetings during a calendar year. Failure to meet this minimum, will result in probation as previously listed and defined.

SUBSTANCE ABUSE/DRUG AND ALCOHOL TESTING POLICY FOR ALL EMPLOYEES

The abuse of drugs and alcohol is a nation-wide problem that affects all people. The City of Alexandria, including the AFD, recognizes that work performance and safety problems are created when employees use or abuse illegal drugs and/or alcohol. In order to protect the health, safety, and well being of our citizens, employees, visitors, and the general public, the City is committed to maintaining a work environment free from the influence of alcohol and illegal drugs. Therefore, the City has established this Drug and Alcohol Testing Policy which applies to the AFD.

Definitions

For the purposes of this Drug and Alcohol Testing Policy, the following definitions shall apply.

City. "City" means the City of Alexandria, Minnesota, and all of its departments, boards, commissions and other agencies, including the AFD.

Confirmatory test; confirmatory retest. "Confirmatory test" and "confirmatory retest" mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.

Drug. "Drug" means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4 .

Drug and alcohol testing. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.

Employee. "Employee" means a person who is employed to perform services for compensation, in whatever form, for the City. "Employee" also means a volunteer firefighter who provides services to the City.

Illegal drugs. "Illegal drugs" includes all controlled substances and all prescription and over the counter substances and medications which are used for a purpose for which they are not prescribed or intended.

Initial screening test. "Initial screening test" means a drug or alcohol test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.

Job applicant. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the City, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.

Personal injury. "Personal injury" means injury arising out of and in the course of employment and includes personal injury caused by occupational disease; but does not cover an employee except while engaged in, on, or about the premises where the employee's services require the employee's presence as a part of that service at the time of the injury and during the hours of that service. Personal injury does not include an injury caused by the act of a third person or fellow employee intended to injure the employee because of personal reasons, and not directed against the employee as an employee, or because of the employment. An injury or disease resulting from a vaccine in response to a declaration by the Secretary of the United States Department of Health and Human Services under the Public Health Service Act to address an actual or potential health risk related to the employee's employment is an injury or disease arising out of and in the course of employment.

Positive test result. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in section Minnesota Statutes, 181.953, subdivision 1.

Random selection basis. "Random selection basis" means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and (2) does not give the City discretion to waive the selection of any employee selected under the mechanism.

Reasonable suspicion. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Safety-sensitive position. "Safety-sensitive position" means a job held by a City employee, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person, and it includes all Volunteer Firefighters of the Alexandria Fire Department.

General Prohibitions

The City of Alexandria prohibits the unlawful use, possession, distribution, transfer, and sale of alcohol and illegal drugs at work, and on all premises owned or operated by the City. It also prohibits employees from reporting for work, operating machinery or equipment, or working anywhere on behalf of the City while under the influence of alcohol or illegal drugs. This policy does not prohibit an employee from being under the influence of validly prescribed medications, provided that the medications do not adversely affect the employee's ability to perform safely the duties of his/her job.

Applicability

Unless otherwise stated in this Policy, this Policy applies to all of the City's employees and job applicants.

This policy is in addition to and separate from the City's Substance Abuse/Drug & Alcohol Testing Policy for Transportation Employees which implements the requirements of the federal Omnibus Transportation Employee Testing Act and the U.S. Department of Transportation's regulations

applicable to drivers of commercial vehicles. Employees who are engaged in law enforcement activities and who have received prior approval from the Chief of Police (or his/her designee) to possess, distribute, dispense, sell, or transfer drugs, alcohol, drug paraphernalia, or to consume alcohol may engage in such activities without violating this policy. In addition, this policy does not apply to City personnel transporting or storing contraband or evidence as part of their duties within the normal scope and course of their employment. This policy does not prohibit the lawful possession, distribution, transfer and sale of alcohol by employees of the City's municipal liquor stores.

Policies and Procedures for Job Applicants

Alcohol and Drug Testing: All applicants for employment with the City are required to undergo testing for alcohol and illegal drugs after a conditional job offer is made. All testing is done by a laboratory that meets the requirements of Minnesota Statutes, Section 181.953. No testing will be conducted by a laboratory operated by the City. The laboratory will disclose to the City only test result data regarding the presence or absence of the drugs, alcohol and their metabolites in the sample tested.

Right to Refuse to Undergo Drug Testing and the Effect of Refusal: Job applicants have the right to refuse to undergo drug and alcohol testing. If a job applicant refuses or does not cooperate with any part of the process, the conditional job offer which has been made will be automatically withdrawn.

Rights If the Test Result Is Positive: If a job applicant tests positive for drug use, s/he has the right to explain the positive test and to indicate to the City any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

If the initial result on the alcohol and drug test is positive, the sample which was tested will be subject to a second, confirmatory test. If the second test result is also positive, the conditional job offer which was made will be automatically withdrawn. If the result of the confirmatory test is positive, an applicant has the right to provide to the City any additional explanation for the reasons for the positive test and to request a confirmatory retest of the sample, to be conducted at the job applicant's expense. If job applicant wishes to exercise these rights, s/he must do so within five working days after notice of a positive result on the confirmatory test. No other internal appeal mechanisms are available.

If the initial result of the alcohol and drug test, the second confirmatory test, or the confirmatory retest is negative, the applicant will be considered to have satisfactorily completed the alcohol and drug test. Job applicants have the right to request and receive from the City a copy of the test result of any drug or alcohol test.

Policies and Procedures for Employees

Voluntary Disclosure. Employees are encouraged to disclose voluntarily the use of alcohol and/or illegal drugs before being confronted, tested, or otherwise involved in drug and/or alcohol related discipline or proceedings. An individual who does so may be granted time off for treatment, rehabilitation, or counseling. Employees who voluntarily disclose the excessive use of alcohol and/or illegal drugs before being confronted, tested, or otherwise involved in drug and/or alcohol related discipline or proceedings will not be discriminated against because of this disclosure, nor will the information which is disclosed be used as the sole basis for discipline.

Circumstances Under Which Testing May Be Requested or Required. In addition to job applicant testing outlined above, testing of employees will be requested under the circumstances described below.

- *Reasonable Suspicion.* An employee may be requested to undergo a drug and/or alcohol test if there is a reasonable suspicion that the employee: (a) is under the influence of alcohol and/or illegal drugs, (b) has violated the General Prohibitions above, (c) has caused himself/herself or another employee to sustain a personal injury, (d) has caused a work related accident, or (e) has operated or helped operate machinery, equipment, or vehicles involved in a work related accident.
- *Random Testing.* An employee holding a safety sensitive position may be requested to undergo drug or alcohol testing on a random selection basis.
- *Treatment Program.* An employee may be requested or required to undergo drug and/or alcohol testing if the employee has been referred by the City for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan. In such cases, an employee may be requested to undergo drug and/or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following the completion of any prescribed chemical dependency treatment program.

Right to Refuse to Undergo Drug And Alcohol Testing And The Effect Thereof: Any employee has the right to refuse to undergo drug and/or alcohol testing. If an employee refuses to undergo drug and/or alcohol testing, no test will be administered. However, an employee who refuses to be tested or whose behavior prevents meaningful completion of drug and/or alcohol testing will be subject to discharge or other disciplinary action.

Rights in Case of a Positive Test: If the initial result of the drug and/or alcohol test is positive, the sample which was tested will be subject to a second, confirmatory test, and the employee will have the right to explain the positive test and to indicate to the City any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result. No employee will be discharged, disciplined, discriminated against, or requested or required to undergo rehabilitation solely on the basis of an initial test result which is positive.

If the result of the confirmatory test is positive, an employee has the right to explain the reasons for the positive test and to request a confirmatory re-test of the sample, to be conducted at the employee's expense. Any employee wishing to exercise these rights must do so within five working days after notice of the positive test result on a confirmatory test.

If the confirmatory test result and, if requested, a confirmatory re-test, is also positive, the employee may be subject to disciplinary action, up to and including discharge, subject to the following:

First Positive Test Result on Confirmatory Test or Re-test. An employee will not be discharged based on a first time positive result on a confirmatory test or requested confirmatory re-test for alcohol and/or illegal drugs unless he or she has been given the opportunity to participate in a drug or alcohol counseling or rehabilitation program and has refused to participate or has failed to complete the counseling program successfully.

Subsequent Positive Result on Confirmatory Test or Re-test. An employee who receives a positive result on a confirmatory test or requested confirmatory re-test for alcohol and/or illegal drugs and who has previously received a positive result on a confirmatory test or confirmatory re-test for alcohol and/or illegal drugs requested or required by the company may be discharged, so long as a previous positive result occurred within the three (3) preceding years.

If the initial result of the drug and/or alcohol test, or the confirmatory test result, or a confirmatory re-test is negative, the employee is considered to have satisfactorily completed the drug and/or alcohol test.

Additional Rights of Employees: An employee who undergoes drug or alcohol testing will be provided with a copy of the test results upon request.

Right to Suspend or Transfer: Whenever reasonably necessary to protect the health or safety of the tested employee, his/her co-workers and/or the general public, the City may suspend the tested employee with or without pay or may transfer the tested employee to another position at the same rate of pay pending the outcome of the confirmatory test and any requested confirmatory re-test. If a tested employee is suspended without pay, he/she will be reinstated with backpay if the confirmatory test or requested confirmatory re-test is negative.

Confidentiality: Test result reports and other information acquired in the drug or alcohol testing process are private data as that phrase is defined in Minnesota Statutes, Chapter 13. Provided, however, that evidence of a positive test result may be disclosed in administrative hearings under Minnesota Statutes, Chapter 93 A, when otherwise required or allowed by state or federal law, and to substance abuse treatment facilities for the purpose of evaluation and treatment of the employee or job applicant tested.

Appeal Procedure: Employees may appeal decisions made by the City under this policy according to the remedies available through their respective collective bargaining units. Employees who are not represented by a collective bargaining unit may appeal decisions through the City's personnel policy. The City will not retaliate against an employee who pursues an appeal or who exercises their rights under Minnesota Statutes, Section 181.956.

Notification of Convictions: An employee shall notify the employer in writing of any criminal drug statute conviction no later than five (5) days after such conviction. The City of Alexandria shall notify the appropriate federal agency of such conviction within ten (10) days after receiving notice. Employees who drive for work purposes must notify the employer if they lose their driver's license.

Procedures Applicable to Job Applicants and Employees

Procedures for Testing:

1. *Notification form.* Before requesting an employee or job applicant to undergo drug or alcohol testing, the City will provide the individual with a form on which to:
 - Acknowledge that the individual has seen a copy of the employer's drug and alcohol testing policy;
 - Indicate any over-the-counter or prescription medications that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or the explanation for, a positive test result;
 - Indicate consent to undergo the drug and alcohol testing.
2. *Test sample.* The test sample shall be obtained in a private setting which

ensures privacy to the employee or job applicant to the extent practicable, but consistent to prevent tampering. Testing procedures may include a witness, and shall conform to all applicable rules of the Minnesota Commissioner of Public Safety. No test sample shall be taken on the City's premises or be collected by a City employee. Employee shall be driven to the collection point.

2. *Identification of samples.* Each sample shall be sealed into a suitable container free of any contamination that could affect test results. The sample shall be identified for processing by the licensed testing laboratory.
3. *Chain of custody.* The City shall use a collection facility and a testing laboratory which have established reliable chain-of-custody procedures to ensure proper recordkeeping, handling, labeling, and identification of the sample. The procedures will require the following:
 - Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory.
 - The sample must always be in the possession of, must always be in view of, or must be placed in a secured area by a person authorized to handle the sample
 - A sample must be accompanied by a written chain-of-custody record.
 - Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.
4. *Laboratory.* The City shall use the service of a testing laboratory that meets criteria for drug and alcohol testing listed in Minnesota Statutes Section 181.953 Subdivision 1. The laboratory will notify the City only of the presence or absence of controlled substances and their metabolites and/or alcohol in the sample tested.
5. *Methods of Analysis.* The testing laboratory shall use methods of analysis and procedures to ensure reliable drug and alcohol testing results, including standards for initial screening tests and confirmatory tests.
6. *Retention and storage.* A laboratory shall retain and properly store for at least six (6) months all samples that produce a positive result.

AGILITY AND HEALTH- FITNESS TESTING

A. Each active firefighter must biannually achieve a successful performance rating on the Firefighter Physical Agility Test (FPAT) and the Health Fitness Test administered by the Department.

B. If a firefighter does not successfully complete the bi-annual FPAT or Health Fitness Test, the firefighter shall be immediately placed on leave for a period not to exceed six months. The firefighter must successfully complete the FPAT and Health Fitness Test before expiration of the leave period.

C. During the leave period, the firefighter may consult with a personal physician to determine whether the firefighter is medically able to attempt the FPAT and/or Health Fitness Test.

- 1.) If the firefighter's personal physician advises in writing that the firefighter is medically disqualified from attempting either the FPAT or the Health Fitness Test, the firefighter shall be classified as medically disabled from performing the duties of a firefighter and placed on medical leave.

a) If the medical leave continues for six months, the firefighter shall be classified as disabled and given a medical disability discharge from the Department.

b) If within six months the firefighter's personal physician advises in writing that the firefighter may attempt the FPAT and Health Fitness Test without undue risk, the firefighter must successfully complete the FPAT and Health Fitness Test to become reinstated as a Department member.

D. If the firefighter does not receive the medical certification establishing ability to attempt the annual testing without medical risk or excuse, the firefighter shall be discharged from the Fire Department for medical reasons.

E. If the firefighter does not successfully pass the bi-annual FPAT or Health Fitness Test within the six-month period; the firefighter shall be discharged from the Department.

**ALEXANDRIA FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

APRIL 3, 1993

Revised, 1996, 2001, 2004, 2008, 2010, 2013, 2017

NO. STANDARD OPERATING GUIDELINES

INDEX

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- 200 APPARATUS**
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- 600 CONFINED SPACE OPERATIONS**
- 700 TRENCH RESCUE/BUILDING COLLAPSE**
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- 900 GRASS/BRUSH FIRES**
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*** New format envisioned: Multi Family-Multi level, Highrise,RIT, Freeway/Interstate, MayDay, Mental/Behavioral, Fire Alarm-Canceled Calls, Rehab, Collapse, Radio Communications, Carbon Monoxide, Mutual Aid response, Magellan (large facilities?), Vehicle/Defensive driving (to include backing up, seatbelts), active shooter/bomb threat? Hazmat (fuel spills/chlorine), Natural Gas leak response, Rail/Train derail-fire-leak , drownings, search for missing person.....This will be a evolving work in progress with officers and membership.

NO. 100 STANDARD OPERATING GUIDELINES

101 PROTECTIVE CLOTHING PERSONAL SAFETY

PURPOSE: To establish procedures to maximize firefighter safety.

SCOPE: This procedure is to be followed by all members and officers of department. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation.

101.1 PROTECTIVE CLOTHING

101.1.1. All firefighters will wear protective turnout gear and clothing while at and hazardous locations.

101.1.2. All firefighters shall be responsible for their gear and protective clothing. Any problems with gear and/or protective clothing shall be reported to the company Captain.

101.1.3. Any firefighter who feels his gear is inadequate or substandard in any way will report his findings to the company Captain.

101.1.4. All firefighters will be issued the following protective clothing:

- a. Turnout pants.
- b. Turnout coat.
- c. Turnout boots.
- d. Helmet with shield.
- e. Nomex hood x 2.
- f. Gloves (OSHA approved).
- g. Spanner wrench and belt.
- h. Flashlight
- i. SCBA mask

101.1.1.5 – ALL TURNOUT GEAR SHALL BE WASHED AT LEAST 2 TIMES PER YEAR – FIREFIGHTERS RESPONSIBILITY

101.2 PERSONAL SAFETY

101.2.1. The Safety Officer is the most senior firefighter on the 2nd arriving apparatus.

See Safety Officer 101.4.1

101.2.2. The Safety Officer shall be responsible for detecting unsafe conditions that may result in an unsafe situation for the firefighters.

101.2.3. The Safety Officer will have the authority to call off or completely stop a scene they deem necessary.

101.2.4. Personal safety shall be the responsibility of the individual firefighters.

101.2.5. Firefighters shall use the helmet shield or eye protection whenever using tools the power saws, Hurst Tools, air chisels and any other equipment, which may cause injuries.

101.2.6. Firefighters will be familiar with the written policy regarding the use maintenance of self-contained breathing apparatus (SCBA).

101.2.7. Firefighters will not wear beards; long sideburns, long mustaches, or which would interfere with sealing a face piece of the SCBA.

101.2 PERSONAL SAFETY (cont.)

101.2.8. No one shall be permitted to ride on the outside or on the rear tailboard of any fire apparatus.

101.2.9. Entry teams will consist of at least two firefighters at all times they are in building with back-up team.

101.2.10. Entry teams must have a charged hose line in the building as long as are in it and until the fire is deemed to be completely extinguished and radio communications.

101.2.11. Firefighters will follow the guidelines and procedures of the Alexandria Fire Department Exposure Control Plan adopted January 1, 1993. A copy of this plan is on file at fire station.

101.2.12. All firefighters shall stay on apparatus until they received assignment.

101.3 ACCOUNTABILITY

101.3.1. The Accountability Officer shall be responsible for overall personnel accountability for the incident. The Accountability Officer shall initiate an accountability and inventory worksheet at the very beginning of operations and shall maintain that system throughout operations.

101.3.2. The Incident Commander shall maintain an awareness of the location and function of all companies and sections.

101.3.3. Sector officers shall directly supervise and account for the companies operating in that sector.

101.3.4. Accountability Officer shall maintain an ongoing awareness of the location and condition of all company members.

101.3.5. Where assigned as a company, members shall be responsible to remain under the supervision of their assigned Company Officer.

101.3.6. Members shall be responsible to follow personnel accountability system procedures.

101.3.7. The standard operating guidelines shall provide the use of additional accountability officers based on the size, complexity, or needs of the incident. The accountability officers shall work with the Incident Commander and sector officers to assist the ongoing tracking and accountability of members.

101.3.8. The first on scene firefighters shall give accountability tags to Officer before leaving apparatus. When an Accountability Officer is established, they should be in the vicinity of the scene and Unit #27 to monitor the firefighters re-entering the scene.

101.3.9. The Accountability Officer maintains radio communication with Command.

101.4. SAFETY OFFICER

101.4.1. The senior ranking Fire Fighter or his/her designee on the 2nd arriving apparatus will assume the Safety Officer position after a situation update from Incident Command and Operations.

101.4.2. Safety Officer should be transferred as soon as possible and works closely with Command, Operations and Accountability to ensure overall fire ground safety.

101.4.3. The Safety Officer will ensure that a 360 has been completed if not done already.

101.4.4. The Safety Officer must meet all requirements of being a firefighter, or their current rank, if higher.

101.4.5. The Safety Officer shall have the responsibility to identify and cause correction of

health and safety hazards.

101.4.6. The Safety Officer shall have authority to cause immediate correction of situations that create an immediate hazard to personnel.

101.4.7. At an emergency incident, when activities are judged by the Safety Officer to be unsafe and to involve an imminent hazard, the Safety Officer shall have the authority to alter, suspend, or terminate those activities.

101.4.8. The Safety Officer shall immediately inform the Incident Commander or Operations of any action taken to correct imminent hazards at an emergency scene.

101.4.9. The normal role of the Safety Officer would be to operate a safety sector at emergency incidents. The safety sector could be comprised of the Safety Officer alone, or with additional members assigned to assist in providing the level of safety supervision appropriate for the magnitude of the incident and the hazards associated with it

101.4.10. The functions of the Safety Officer at high-risk incidents shall be integrated with the command structure and the Safety Officer shall report to the Incident Commander.

101.4.11. The Safety Officer shall recommend and be involved in the process of post-incident critiques in order to review the safety factors involved in emergency incidents.

AFD Air Management Policy

101.5. Air Management

PURPOSE: This guideline shall be used whenever AFD personnel are using Self-Contained Breathing Apparatus (SCBA). This policy shall be followed to reduce the possibility of injury or death due to personnel running out of air in a hazardous atmosphere. Optimal firefighter safety would have firefighters exited and out of a hazardous atmosphere prior to the low air alarm going off.

101.5.1 Firefighters with donned SCBA shall turn on air and look at pressure prior to entry of a hazardous atmosphere or environment. The firefighter will make a note of starting air pressure. Firefighters shall do a radio check prior to entry with the following information (Accountability, Direction of entry and air pressure)

101.5.2 At the time during a “work cycle” inside a hazardous atmosphere a firefighters ½ full air alarm goes off; the entire team will withdraw and immediately exit. A firefighter’s situational awareness should gauge how long it took team to enter to progress to current location.

101.5.3 PAR (Personnel Accounting Report) will be called by Accountability at 15 -20 minute intervals. At this time, the INTERIOR team should report as follows: All accounted for, location and either the air pressure PSI or air good, status (progress or lack of).

101.5.4 After a “work cycle” /1 (one) bottle, the firefighter should go to REHAB area to have vitals checked, water, rest and rehab The firefighter will be released by REHAB personnel with vitals are within normal parameters prior to using a 2nd bottle for another “work cycle”. IF a firefighter works till the low air alarm goes off prior to exiting, the firefighter has exceeded an acceptable “work cycle”- therefore he MUST go to REHAB for at least 20 minutes or till REHAB releases firefighter. (Taken out of the “game”)

101.5.5 EXCEPTIONS: It is the responsibility of the Incident Command/ Operations to evaluate the time needed to safely evacuate a structure (situational awareness). The IC/Operations shall reduce the “work cycle” of the firefighters when necessary to ensure their return to a safe environment prior to the low air alarm going off.

101.5.6 The Incident Command / Operations may allow the team members to continue working until the Low Air (¼ Full) alarm under the following conditions:

- Fire is declared under control.
- A structural evaluation is made by IC/ Operations to determine that there is no structural collapse or entanglement hazard, crew’s visibility is not impaired and a PAR indicates that crew is; accounted for, all good, intact and able to continue. (it is intended that this would only occur when conditions are; LIGHT overhaul, fire investigation, or difficult ventilation operations that require a SCBA to complete.)
- All Crew members will immediately exit when the Low Air (1/4 Full) alarm goes off.

NO. 200 STANDARD OPERATING GUIDELINES

201 APPARATUS

PURPOSE: To establish procedures to maximize firefighter safety.

SCOPE: This procedure is to be followed by all members and officers of department. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation.

201.1 UNIT #22. (Engine)

201.1.1. This Unit shall respond to all calls with a compliment of six (6) firefighters on board before leaving the station. Inform IC by radio when arriving on scene.

201.1.2. The four firefighters in the back seat shall don SCBA enroute or at scene.

201.1.3. The firefighter in the "shotgun" position, an Officer whenever possible, shall establish *OPERATIONS* on the scene.

201.1.4. The driver/engineer will not charge the hose lines until ordered.

201.1.5. All firefighters will be belted in with seat belts provided while apparatus is in motion.

201.1.6. Compressed Air Foam System (CAFS) shall be utilized when to extinguish fires when appropriate.

201.1.7. The Thermal Imaging Camera shall be used on all interior fire attacks and for rescue and overhaul.

201.1.8. The SAFETY OFFICER shall be the most senior firefighter in back of engine.

201.2 UNIT #27. (Fire Rescue)

201.2.1. This Unit shall respond to all calls with a compliment of (4-7) firefighters. Inform IC by radio when arriving on the scene.

201.2.2. The firefighters should don SCBA enroute or at the scene.

201.2.3. The driver should stay near the truck until either the truck is released from the scene or they are relieved.

201.2.4. The firefighter in the passenger seat should assist the driver and be Accountability Officer for the incident. The information recorded by Accountability Officer could be name, time in, time out, number of air bottles used, and location of structure.

201.2.5. All firefighters will be belted in with seat belts provided while apparatus is in motion.

201.2.6. The SAFETY OFFICER shall be the most senior firefighter in back of truck.

201.3 UNIT #30. (Chief Vehicle)

201.3.1. This unit will respond to all calls with a Chief or ranking officer who will assume command of the incident upon arrival. Inform dispatch by radio when on the scene.

201.3.2. Unit #30 will be the command post on the scene.

201.3.3. All firefighters will be belted in with seat belts provided while apparatus is motion.

201 APPARATUS (cont.)

201.4 UNIT #21. (Engine)

201.4.1 This Unit is primarily an engine to be hooked to a hydrant. It should be at the nearest hydrant until Operations orders it on the scene. (Level I Staging). Inform IC by radio when arriving on the scene. Unit #21 will be used for mutual aid pumper.

201.4.2. The three (3) firefighters in the back will don SCBA enroute or at scene.

201.4.3. This Unit shall have a compliment of five (5) firefighters.

201.4.4. The driver will engineer the truck and the firefighter in the passenger seat will assist until released to go to the scene by the driver.

201.4.5. The engineer will NOT charge the hose line until ordered.

201.4.6. All firefighters will be belted in with seat belts provided while apparatus is in motion.

201.5 UNIT #23. (Engine)

201.5.1. Unit #23 will respond to a second calls.

201.5.2. For city calls, Unit #23 will be placed in the rear of the building involved. It should standby a hydrant near the rear of the scene until Operations orders it on to the scene. Unit #23 will respond to all city calls as second engine with 5 fighters when possible.. Inform IC by radio when arriving on scene.

201.5.3. The driver will engineer the truck and the passenger will assist the driver until released to go to the scene by the driver.

201.5.4. The engineer will NOT charge the hose lines until ordered.

201.5.5. All firefighters will be belted in with seat belts provided while apparatus is in motion.

201.6 UNIT #28. (Ladder)

201.6.1. Unit #28 will respond to alarms in the City or to rescue situations ordered by Operations. Standby at least a block away from the scene until Operations orders it on the scene. Inform IC by radio when arriving on the scene.

201.6.2. The driver will engineer the truck and the passenger will assist the driver until released to go to the scene by the driver.

201.6.3. Unit #28 normally will hook a hydrant and proceed to the scene to be spotted by Operations. (Forward Lay).

201.6.4. The driver/engineer will be on the platform at all times whenever personnel are up in the bucket. Care should be taken because of exhaust fumes (carbon monoxide gas).

WATCH OUT FOR OVERHEAD POWERLINES.

201.6.5. Unit #28 will have compliment (4-6) firefighters.

201.6.6. The driver/engineer will NOT charge the hose lines until ordered.

201.6.7. All firefighters will don SCBA and fall arrest device while in the bucket of Unit #28.

201.6.8. All firefighters will be belted in with seat belts provided while apparatus is in motion.

201 APPARATUS (cont.)

201.7 UNIT #26. (Tender)

201.7.1. Unit #26 is our primary water hauler and is not to be driven as a response vehicle. Inform IC by radio when arriving on the scene.

201.7.2. The driver will engineer the truck and the passenger will assist until released to go to the scene by the driver.

201.7.3. Unit #26 is to be refilled at a hydrant or in the station after it has emptied its water.

201.7.4. The driver/engineer will NOT charge the hose lines until ordered.

201.7.5. All firefighters will be belted in with seat belts provided while apparatus is in motion.

201.7.6. Unit #26 is the primary water hauler for grass fire situations.

201.8 UNIT #29. (Tender)

201.8.1. Unit #29 is our secondary water hauler and is not to be driven as a first response vehicle.

201.8.2. The driver will engineer the truck and the passenger will assist until released to go to the scene by the driver.

201.8.3. Unit #29 is to be refilled at a hydrant or in the Station after it has dumped its load.

201.8.4. The driver/engineer will NOT charge the hose lines until ordered.

201.8.5. All firefighters will be belted in with seat belts provided while apparatus is in motion.

201.9 UNITS #20 and #25. (Grass Rigs)

201.9.1. Units #20 and #25 are our primary grass and brush fire units.

201.9.2. The driver will engineer the truck and the passenger will assist the driver until released to go to the scene by the driver. Inform IC by radio when arriving on the scene.

201.9.3. Unit #20 or #25 may be used for rescue calls if a winch is needed.

201.9.4. Unit # 20 or #25 will be designated as the primary hydrant vehicle.

201.9.5. All firefighters will be belted in with seat belts provided while apparatus is in motion.

201.10 UNIT #24 (Quick-Response Rescue)

201.10.1 Unit #24 will be used for rescue incidents and grass or brush fires

201.10.2 The driver will engineer the truck and the passenger will assist the driver until released to go to the scene by the driver. Inform IC by radio when arriving on the scene.

201.10.3 All firefighters will be belted in with seat belts provided while apparatus is in motion.

201.11 UNIT #19 (Personnel Vehicle)

201.11.1 Unit #19 will be used for investigation, personnel & equipment carrier, fire prevention.

201 APPARATUS (cont.)

201.12 HOSE LINE OPERATIONS

201.12.1. Hand tighten couplings (may use spanner to disconnect).

201.12.2. Use two lengths to replace one length in line on a lay.

201.12.3. Protect the threads on couplings and the nozzles whenever moving when they are not in use.

201.12.4. Crawl up a loose or broken line to control whip action until pressure reduced and the water supply is shut off.

201.12.5. Pull 1-1/2 inch, or larger diameter, hose for all fire suppression purposes. The booster lines are only to be used for salvage and overhaul operations.

201.12.6. Leave the nozzle open enough to keep the water from freezing when use.

201.12.7. Replace wet, dirty hose with dry, clean hose when returned to the station. Wash and dry hose and hang it in the hose tower to dry. Dry hose should be rolled and placed in the rack for storage.

TRUCK RESPONSE ORDER

<u>STRUCTURAL (CITY)</u>	<u>STRUCTURAL (RURAL)</u>	<u>EXTRICATION</u>	<u>GRASS</u>
UNIT 22	UNIT 22	UNIT 27	UNIT 25
UNIT 27	UNIT 27	UNIT 22	UNIT 20
UNIT 28	UNIT 26	UNIT 24	UNIT 22
UNIT 23	UNIT 29	UNIT 25	UNIT 27
PERSONNEL UNIT 19	HYDRANT UNIT 25	IF CALLED UNIT 23	UNIT 26
IF CALLED UNIT 21	IF CALLED UNIT 21		UNIT 29
	PERSONNEL UNIT 19		IF CALLED UNIT 24
			PERSONNEL UNIT 19

NO. 300 STANDARD OPERATING GUIDELINES

301 INCIDENT COMMAND SYSTEM

PURPOSE: To establish procedures for an effective incident command operation. This is a nationally recognized system used by multiple agencies involved in services.

SCOPE: This procedure is to be followed by all members and officers of department. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation.

301.1 ORGANIZATION AND OPERATIONS

301.1.1. COMMAND will be established at ALL incident scenes. Normally this will be the senior officer first arriving on the scene. COMMAND will be responsible for determining strategies for the incident.

301.1.2. OPERATIONS will be established at all incident scenes. Normally this will be the second senior officer first arriving on the scene. OPERATIONS will be responsible for directing the tactics at the scene.

301.1.3. SECTORS will be established by OPERATIONS and will report directly to him. They are to stay in position until ordered to move. Some examples are ROOF, 1st FLOOR, BASEMENT, BACK, FRONT etc. Sector leaders are responsible and accountable for the personnel in their sector at all times.

301.1.4. WATER SUPPLY, STAGING OFFICER, MEDICAL, INFORMATION and others as needed will be established by COMMAND and will report directly COMMAND

301.2 COMMUNICATIONS

301.2.1. Use Standard Operating Guidelines to minimize radio traffic. Only to SOG's needed to be verbalized.

301.2.2. Communications should follow the INCIDENT COMMAND SYSTEM. The Fire TALK GROUP should be used for on-scene traffic with OPERATIONS.

301.2.3. "MAY DAY" is to be used when radio priority is needed. Radio silence is required until the priority situation is under control.

301.2.4. "RED ALERT" is to be used whenever immediate evacuation is necessary. All emergency vehicles will sound all sirens, air horns, and horns for approximately ten seconds.

301.2.5. Changes in COMMAND and OPERATIONS can be made only upon complete briefing and updating and notification of personnel.

NO. 400 STANDARD OPERATING GUIDELINES

401 VEHICLE FIRE INCIDENTS

PURPOSE: To establish procedures to maximize firefighter safety during vehicle fires.

SCOPE: This procedure is to be followed by all members and officers of department. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation.

401.1 PERSONNEL SAFETY.

401.1.1. Develop perimeter safety boundaries where all persons within boundaries must wear required safety SCBA.

401.1.2. Approach all vehicle incidents with caution.

401.1.3. Establish a safe buffer zone between the incident and the moving traffic.

401.1.4. When on a roadway, face traffic when working if possible.

401.1.5. When possible, approach hood area from the side.

401.1.6. Use pike poles to prop open the hoods.

401.1.7. Always use shields or eye protection when using extrication tools.

401.1.8. Cut the negative battery cable when readily accessible.

401.1.9. Law Enforcement Officers should handle traffic control when available.

401.1.10. Use a 1 3/4" line with light water foam capabilities.

401.2 APPARATUS OPERATION

401.2.1. Apparatus placement should be done with safety concerns in mind. Leave all emergency warning lights on at the scene and place at an angle to provide safe area.

401.2.2. Apparatus should be placed so as not to block any other emergency vehicles.

401.2.3. Protect working area with apparatus, position at angle/front wheels away from scene.

401.2.4. Use light water when dealing with petroleum products.

401.2.5. Stay upwind and above grade from hazardous material incidents.

402 RESCUE /EXTRICATION INCIDENTS

PURPOSE: To establish procedures to maximize firefighter safety during rescue/extrication incidents.

SCOPE: This procedure is to be followed by all members and officers of department. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation

402 RESCUE /EXTRICATION INCIDENTS (cont.)

UNIT #30

402.1. Respond to ALL Rescue calls with 1 or 2 Chief Officers and establish IC (Incident Command System)

UNIT #27

402.2. Respond first to ALL Rescue calls with Engineer driver, Operations Officer in passenger seat, and (4-6) firefighters when available. Inform IC when arriving on scene.

402.3. Establish 2 plans of attack and assign tasks enroute. Communicate and coordinate with all members. Start generators enroute

402.4. Make sure scene is clear of any hazards (power lines, electrical boxes, gas leaks, or other hazards)

402.5. All personnel shall be in FULL TURNOUT GEAR with leather gloves or extrication gloves. Helmets with face shields down. Latex rubber gloves when involved in any patient contact.

402.6. Stabilize vehicle using cribbing, blocks, air bags, deflate tires or winch.

402.7. Contact dispatch or EMS to get patient priority status.

402.8. All personnel shall be aware secondary hazards (undeployed vehicle airbags, bumper shocks, hatch back and hood lifts, catalytic converters, vehicle contents)

402.9. Only personnel in full PPE allowed inside vehicle during extrication.

402.10. Cover patient(s) in vehicle with blankets to protect from glass, sharp object and to keep warm.

402.11. Assist EMS personnel in moving patient and monitoring status.

402.12. Use ALL power tools safely.

UNIT #22

402.13. Respond to ALL rescue calls with Engineer driver, Officer in passenger seat and three (3) firefighters donned in full PPE and SCBA's. Inform IC by radio when arriving on the scene.

402.14. Firefighters shall have a charged 1 3/4" hose line with CAFS ready for suppression

UNIT #20/25

402.15 Respond when requested by IC to assist in stabilization with winch. Inform IC by radio when arriving on the scene.

UNIT #23

402.16 Respond when requested by IC for additional Hurst tools and rescue equipment. Inform IC by radio when arriving on scene.

402.17. Personnel stay with truck until requested by Operations.

402.18. Firefighters shall have a charged 1 3/4" hose line ready for suppression

402 RESCUE /EXTRICATION INCIDENTS (cont.)

UNIT #24

402.19 Respond when requested by IC for additional Hurst tools and rescue equipment. Inform IC by radio when arriving on scene.

402.20. Personnel stay with truck until requested by Operations.

402.21. Firefighters shall have a charged 1 3/4" hose line ready for suppression

NO. 500 STANDARD OPERATING GUIDLINES

501 MUTUAL AID

PURPOSE: To establish procedures to maximize firefighter safety.

SCOPE: This procedure is to be followed by all members and officers of this department. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation.

501.1 REQUESTING AID FROM OTHER DEPARTMENTS.

501.1.1. COMMAND contacts DISPATCH whenever mutual aid is requested.

501.1.2. COMMAND should direct arriving units to the staging area.

501.1.3. STAGING OFFICER will direct mutual aid units to OPERATIONS when requested on the scene. They will become part of an established SECTOR or become a separate SECTOR as needed.

501.2 RESPONDING TO MUTUAL AID CALLS.

501.2.1. The request for fire mutual aid must come only from other Fire Department officials (Not from property owners).

501.2.2. The officer in charge should ascertain the types of equipment and the number of personnel requested before leaving the station.

501.2.3. Unit #21 will be the normal responding unit for mutual aid fire calls. Special equipment requests will be honored also.

501.2.4. We will furnish the normal compliment of personnel for the units responding.

501.2.5. All AFD personnel will follow the chain of command for our Department. Take orders only from our officer.

501.2.6. Our officer in charge will report to the INCIDENT COMMAND shortly before arrival indicating the type of equipment, the number of personnel available, and request directions.

NO. 600 STANDARD OPERATING GUIDELINES

601 CONFINED SPACE OPERATIONS

PURPOSE: To provide personnel guidelines for confined space and rescue operations that are consistent with OSHA and safe practices for all members.

SCOPE: This procedure is to be followed by all members and officers of the department. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation.

601.1 OPERATION

601.1.1. SIZE-UP. Locate, Access, Stable, Extricate, Restore Priorities 1.) Life Safety 2.) Stabilization 3.) Property Conservation 4.) System Restoration 5.) Environment Protection. Use written Confined Space Rescue Checklist.

601.1.2. Personnel respiratory protection (SCBA or SAR). Atmospheric testing for O₂, CO, H₂S, LEL and Toxicity.

601.1.3. Victim respiratory protection (space ventilation or supplied air).

601.1.4. Personnel fall protection (Class III harness) with tag line.

601.1.5. Stabilization - LOCK OUT, TAG OUT.

1.) Shut down All electrical power sources (water, gas, incoming product and mechanical devices in place).

2.) Secure covers or loose items around entry/exit.

601.1.6. Ventilate and Light area (12 volt or fluorescent) ALL intrinsically safe?

601.1.7. Adequate resources - backup personnel, breathing equipment, EMS and technical rope equipment and skills.

601.1.8. All personnel understand the rescue plan and what their task is.

602.1 TACTICS

602.1.1. Establish Incident Command System (ICS) and size-up incident.

602.1.2. Inform ALL personnel of Operational Plan.

602.1.3. Assign sectors/tasks (Minimum 7 personnel including IC).

602.1.4. Establish Accountability (Set up teams' 2-Entry, 2-Backup, 1-Air Monitor/Safety, 2-Riggers, 1-IC).

602.1.5. Safety and Air Monitoring/Testing in safe location.

602.1.6. Review Operational Plan with IC.

602.1.7. Control Entry beyond plane of entry to be assigned, appropriate PPE.

602.1.8. Check all technical rope rigging and harnesses for fit, degradation, safe knots and set up.

602.1.9. Set up schedule for air to be rechecked for O₂, CO, H₂S, LEL and Toxicity.

602.1.10. Continuous ventilation of fresh air blown in.

602.1.11. Document air supply of Entry Team.

602.1.12. Set up quad pod-Class III harness, tag line for vertical rescue.

602.1 TACTICS(cont.)

602.1.13. Use sound powered hard wire communications (intrinsically safe?) when possible. As backup review tag line signals with tender (OATH System) OK-1 Pull, Advance-2 Pulls, Take Up-3 Pulls, Help-4 Pulls

602.1.14. Check air supply, check knots and rigging, check headlight

602.1.15. Entry person upon reaching victim reports to IC.

602.1.16. Victim removal with ABC's/spinal immobilization as conditions permit.

602.1.17. All equipment should be attached when entering confined space.

602.1.18. Tear down; inspect ALL equipment before putting away.

602.1.19. Critique-All personnel shall meet to discuss the positive aspects of incident and constructively criticize negative aspects. CISM may be considered if necessary.

NO. 700 STANDARD OPERATING GUIDELINES

701 TRENCH RESCUE /BUILDING COLLAPSE

PURPOSE: These are guidelines for personnel involved in where a structural collapse or trench cave in.

SCOPE: This procedure is to be followed by all members and officers of the department. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation.

701.1. OPERATIONS

701.1.1. Keep apparatus at least 100 feet from collapse and shut off engine.

701.1.2. Size up incident and establish safety zones (HOT, WARM, and COLD)

HOT ZONE - within trench or collapse zone extending 10 feet from trench or the distance of the remaining height of outer walls of collapse building.

WARM ZONE - outside of hot zone for manpower support, relief/rehab and command.

COLD ZONE -at least 100 feet from outer perimeter of hot zone for equipment, Law Enforcement, EMS, media.

701.1.3. Determine number of victims and location.

701.1.4. Determine if rescue or recovery.

701.1.5. Establish Command and Safety Officer. Post Safety Officer in unobstructed viewing area.

701.1.6. Notify utility companies if involved to shut off utilities.

701.1.7. Approach trenches from the end.

701.1.8. Halt any vehicle traffic within 500 feet of collapse.

701.1.9. Temporary emergency shoring set up to protect partially buried victims from further collapse.

701.1.10. EMS care shall include ABC's, not to delay extrication.

701.2. TACTICS

701.2.1. All personnel shall wear appropriate PPE.

701.2.2. Prior to initiating shoring, trench borders should be protected with plywood or boards (ground pads) to reduce chance of rescuers at lip causing secondary collapse. Spoil pile removal.

701.2.3. Non-entrapped victims should be removed from trench. Other personnel collect lumber, cutting, and digging. etc.

701.2.4. Digging crews should be limited to twenty (20) minute shifts. Accountability Officer to keep times and may order crew changes as needed for physical or psychological reasons.

701.2.5. Maintain contact with victim(s) at all times.

701.2.6. Do not remove victim(s) until all body parts are uncovered to avoid further injury.

701.2.7. Safety Officer has authority to suspend operations at any time if unsafe situation.

701.2.8. Critique - All personnel shall meet after incident to discuss any aspects of incident. CISM may be considered if necessary.

NO. 800 STANDARD OPERATING GUIDLINES

801 THERMAL IMAGING CAMERA

PURPOSE: To provide personnel of the Alexandria Fire Department guidelines for the use of thermal imaging in Rescue procedures, Fire - detection, containment, confinement, suppression and salvage/overhaul operations.

SCOPE: This procedure is to be followed by all members and officers of the department. Authority to deviate from this procedure rests with the Incident Commander who is solely responsible for the results of any deviation.

801.1.1. The Thermal Imaging Camera (TIC) shall be stored in the cab of the first arriving pumper.

801.1.2. The Thermal Imaging Camera (TIC) shall be kept in the cab of Unit #22. The Second Thermal Imaging Camera (TIC) shall be kept in Unit #27 and used for 2nd Interior Attack line or multiple Search & Rescue incidents

801.1.3. One Firefighter on the first attack hoseline shall be responsible for the TIC operations when requested.

801.1.4. The firefighter shall turn on the TIC prior to entry to insure it is in proper working condition and make a radio check with monitor operations and/or Incident Operations.

801.1.5. Upon entering - buildings, hallways, rooms or confined spaces, the operator shall scan from top to bottom, left to right and communicate findings with hoseline team and Incident Command.

801.1.6. Firefighters and /or Incident Command monitoring the Monitor shall inform the interior attack team of any images they view or want checked out.

801.1.7. Upon discovering a victim, Standard Rescue Guidelines shall be followed and implemented.

801.1.8. During Salvage/Overhaul, the TIC shall be transferred to the interior crew to use for discovery of "hot spots" and fire extension.

801.1.9. At the conclusion of the incident, the TIC shall be inspected for any damage, cleaned and put back into its location. Batteries shall be switched and put in charger

801.1.10. Critique - All personnel shall meet to discuss the positive aspects of the incident and to constructively criticize the negative aspects. In the event of victim rescue/recovery, CISM may be considered at this time for this incident.

NO. 900 STANDARD OPERATING GUIDLINES

901 GRASS/BRUSH FIRES

PURPOSE: To establish guidelines for responding to grass/brush fires.

SCOPE: These procedures are to be followed by all members and officers of the department. The authority to deviate from these procedures rest with the Incident Commander, who is solely responsible for the results of any deviation.

Firefighters responding in Units 20 and 25 may wear Wildland PPE. All other firefighters may wear Wildland PPE but must also have Structural PPE aboard the apparatus that they came with.

Unit #25 shall respond first with two (2) firefighters, one to run the pump and the other to handle hoseline.

Unit #20 shall respond next with two (2) firefighters, one to run the pump and the other to handle hoseline.

Unit #22 shall be the pumper used next with a compliment of four (4) firefighters, one engineer and officer/firefighter in "shotgun seat" to establish Operations. Others to don water packs to suppress fire.

Unit #27 shall respond next with four (4) firefighters, one driver, the others shall check with Operations to get assignments. This may include donning water packs and/or assisting

Units #20 and #25 with suppression equipment shall inform Operations when on the scene.

Unit #26 tanker shall be next to respond with one (1) firefighter or two (2) if available. Truck may be used to refill grass rigs or to suppress fire. Inform Operations when on scene.

Unit #29 tanker shall be next to respond with one (1) firefighter or two (2) if available. Truck may be used to refill grass rigs or to suppress fire. Inform Operations when on scene.

Unit #23 shall respond with any available firefighters if needed for manpower. Truck may also be used for suppression. Inform Operations when on scene.

Unit #30 shall leave station as soon as a Chief arrives and establish mobile Command.

If no Engineers are available, firefighters on AFD drivers list may drive truck to scene and inform Operations of the situation.

All personnel shall be belted in with seat belts provided while vehicle is in motion.

NO. 1000 STANDARD OPERATING GUIDLINES

1001 SOCIAL MEDIA RULE AND REGULATION / SOG

PURPOSE: To establish guidelines for social media rules and regulations.

SCOPE: These procedures are to be followed by all members and officers of the department. The authority to deviate from these procedures rest with the Chief of the Department, who is solely responsible for the results of any violation.

1001.1. The Alexandria Fire Department (AFD) developed this Social Media Rule and Regulation/SOG to address social media usage. While AFD understands and appreciates that we now live in a 24/7 world regarding electronic technology, and its usefulness and benefits as a vehicle for information to be communicated regarding: Public Information, Public Relations, (Open House), Department training/Operations (Drills), fundraising, Explorers, image, etc. This Rule and Regulation / SOG must also ensure that it also protects AFD (the fire department, its firefighters (members), assets, brands, image, and reputations by having a proper guideline in place to ensure the public's trust that has been granted to us remains steadfast.

1001.2. The members of the Alexandria Fire Department shall not communicate details, images, photos and/or video of emergency incidents (i.e.; Fire calls, rescue calls, vehicle fires, patients,) this encompasses any and all emergency scenes that AFD has been paged out and responded to). This includes, but is not limited to; written, auditory and/or visual messages (video or photo) communicated (transmitted) via on Department resources or via personal devices, such as, cell phones, PDA's, etc. and / or social media (You Tube, Facebook, Twitter, My Space, Instagram, Snap Chat, Tumblr, etc.)

1001.3. Any written, auditory and / or visual messages communicated by a member that is/are relative in any capacity to the Alexandria Fire Department are "sole property" of the Alexandria Fire department. This includes but is not limited to any written, auditory and/or visual messages communicated via or on Departmentresources or via on personal devices and/or social media.

1001.3. Any member violating this rule by communicating written, auditory, and/or visual messages (video or photo) of an emergency scene via or on Department resources or personal devices such as cell phone, PDA's, social media, etc. shall be subject to disciplinary actions by the Fire Chief.

1001.4. Written documentation will be put into personnel file and time will be added to the end of the members career/tenure as a member of the Alexandria Fire Department, and as well as a members career/tenure of the Alexandria Fire Department Relief Association, if so indicated.

1001.5. Members of the Alexandria Fire Department that wish to communicate written, auditory, and/or visual (video or photo) messages via or on personal devices, such as; cell phones, PDA's, social media of any Department members at Department functions (banquets, parades, open houses, etc.) shall get the permission of that member before posting, communicating.

1002 ALEXANDRIA FIRE DEPARTMENT EXPLORER POST #400

Purpose:

The purpose of this SOG is to provide suggested operating guidelines for the organization and operations of the Alexandria Fire Department Explorer Post.

Exploring is a vocation-based program of *Learning for Life*, a subsidiary of the *Boy Scouts of America*, for young men and women who are 14 through 20 years old. Exploring “posts” usually have a focus on a single career field, such as, fire/rescue/EMS. The post may be sponsored by a government (fire department) or business entity. For young men and women who are interested in careers in the field of fire service, Exploring offers experiential learning with hands-on activities that promote the growth and development of youth.

The Alexandria Fire Department Explorer post is youth-led, supported by adult advisors dedicated to help youth develop leadership, technical skills, engage in community service and experience the profession of public safety. It is the mission of *Learning for Life* to enable young people to become responsible individuals by teaching positive character traits, career development, leadership and life skills so they can make ethical choices and achieve their full potential-Alexandria Fire Department and its members supports that mission.

EX100- DEFINITIONS

Adult Leader: An active Alexandria Fire Department firefighter, or participant’s parent, over the age of 21 that has been approved by an advisor in leading Exploring activities and skills training.

Assistant Advisor: An active Alexandria Fire Department that is registered with the BSA as an approved advisor, and approved by the Alexandria Fire Department Fire Chief. Assistant Advisors will assist in the execution of post activities and assume leadership of the post in the absence of the Lead advisor.

Lead Advisor: An active Alexandria Fire Department firefighter that is registered with the BSA as an approved advisor, and approved by the Alexandria Fire Chief. The Lead Advisor is responsible for the administration, operations and training of the program, and provides direction to the Assistant Advisors and adult leaders.

Explorer Motto: To be determined by AFD advisors and Explorers.

Fire Explorer: Program participant aged 14-20 years old, registered with the BSA as an approved Explorer, and actively participates in training and post activities.

Post Officers: Participants elected by active Explorers and approved by the Advisors to provide leadership to the post, including leading regular training sessions and providing direction to the other youth participants.

EX101-GENERAL PROGRAM RULES AND POLICIES

The Alexandria Fire Department Explorer Post is an extension of the Alexandria Fire Department. Members of the Explorer post must adhere to the policies and procedures found in the Alexandria Fire Department Handbook and these Explorer SOGs, and all policies set forth by the BSA/Learning for Life program.

In addition, all Explorers are expected to comply with the following specific requirements:

- May not enter any IDLH environment of an incident or training session.
- May not drive Department apparatus.
- May not climb aerial ladders, or ground ladders that exceed 35 feet in length.
- May not operate powered tools, including hydraulic rescue tools, without the direct supervision of an adult leader.
- May not use any tools on energized electrical equipment.
- May not consume alcoholic beverages or controlled substances.
- May not smoke or use smokeless tobacco products at any Exploring functions, meetings and activities.
- Must wear seat belt at all times when riding on Department apparatus or for Exploring activities.
- Must properly use personal protective equipment that is appropriate for the activity being done.
- Must maintain confidentiality of all information related to Department business and emergency calls.
- Must follow the direction of Post Officers, advisors and other adult leaders.

EX103- PROGRAM ORGANIZATION

ADULT LEADERSHIP- AFD shall provide at least two program advisors (registered in the *BSA/Learning for Life program*).

- AFD shall maintain adequate adult supervision of Explorers whenever they are involved in Post meetings and functions. Adult supervision may consist of registered advisors, approved adult leaders, or approved parents or legal guardians.
- Two deep adult leadership will be required for all post activities. Two adult leaders are required for all trips or outings. Coed activities and overnight activities shall require male and female adult leaders. Female adult leaders can consist of; an AFD Auxiliary member, or wife of an AFD member, or parent of the female Explorer. Parents must be approved by the Lead Advisor.

Assistant Advisors: Generally, there will be one Assistant Advisor responsible for the Program, and another Assistant Advisor responsible for the administration and logistics of the post. The distribution of responsibilities will be at the discretion of the Lead Advisor.

POST MEMBERSHIP

- Membership shall be open to all youth (14-20 years old), subject to membership approval by the Post's advisors. An Explorer who graduates may continue to participate as an Explorer until December 31st of the year of graduation (the Governor's State Fair Competition.)
- Color, race, religion, gender, sexual orientation, ethnic background, economic status, and citizenship will not be used as criteria for determining membership in the Explorer program.
- Membership may be withdrawn from any participant that does not comply with established policies and guidelines.
- Post membership is contingent on maintaining a satisfactory academic record. If a member does not pass a subject, participation in the Explorer program may be suspended until the member can improve their academic standing.

To optimize effectiveness and achieve the greatest potential of the program, a limit of **11** participants will be set as the maximum number of the Explorer post participants.

The following guidelines will apply when determining membership:

- One or more advisors initially shall interview potential Explorer candidates. After the program is established, a Post Officer shall also be involved with the interview process.
- The interview panel shall make their membership selection recommendations to the Lead Advisor and AFD Fire Chief based on an assessment of the candidates attitude, service and commitment.
- Those applicants not selected due to space limits may be placed on a waiting list and invited to join when openings arise.

EX104- POST OPERATIONS

Attendance and Participation

- Members are expected to actively participate in all the functions and activities of the post, to the maximum extent possible. If an Explorer cannot attend a meeting or event they are expected to contact a Post Officer prior to the meeting or event.
- If an Explorer has two or more consecutive unexcused absences they may be put on a probationary status and have loss of privileges and assignments.
- Active participation extends beyond attendance and includes demonstration of positive attitude, leadership, skills development and overall performance.
- The AFD Explorer post will participate/drill with the Alexandria Fire Department on the first (1st) Monday of each month beginning at 6:00 pm. Subject to change with Explorers schedules.
- The AFD Explorer post will drill as a group, with advisors/adult leaders present on the fourth (4th) Monday of each month beginning at 6:00 pm. Subject to change with the Explorers schedules.

Post Officers

- The post is youth led, and will be directed by the appointed Post Officers.
- One Captain and two Lieutenants will be appointed , initially by the Advisors and the Lead Advisor.
- The Captain will have overall responsibilities for the post operations, and will work closely with the advisors and post officers to direct training, activities, and operations.
- The potential Captain and Lieutenants candidates will be interview by the advisors, and then they will be presented to the Explorer membership upon appointment.
- The Lead advisor will confirm all appointments.

Uniforms and Personal Protective Equipment

- An AFD logo T-Shirt will be provided for all training and functions.
- All members will be issued the following structural firefighting personal protection equipment (turnout gear); bunker coat, bunker pants, boots, gloves, and helmet with face shield.
- Appropriate personal protection equipment shall be worn whenever involved with training operations.

ALEXANDRIA FIRE DEPARTMENT RESPIRATORY PROTECTION PROGRAM

1. The Alexandria Fire Department shall use the positive pressure demand self-contained breathing apparatus in all operational areas where such respirators are necessary.
2. The Alexandria Fire Department instructs its firefighters to use this mentioned SCBA on ALL environments, which might require SCBA's and will serve in any hazardous areas where these devices are required.
3. The training officer of the Alexandria Fire Department shall conduct a Department drill at least once a year on the proper use and limitations of the self-contained breathing apparatus and shall also instruct or assign another firefighter to instruct all new firefighters on the use and limitations of SCBA's within the first three months of active duty on the department.
4. At the annual training session mentioned in #3 above, all firefighters shall be instructed in proper fitting and wearing of the SCBA, including but not limited to:
 - a. Adjustment of shoulder straps
 - b. Adjustment of chest strap
 - c. Adjustment of waist belt
 - d. Adjustment of height of tank on back
 - e. Release of shoulder straps
 - f. Release of chest strap
 - g. Release of waist belt
 - h. Wearing of facepiece
 - i. How to put facepiece on
 - j. How to properly tighten straps
 - k. How to properly release straps
 - l. How to check for proper seal
 - m. How to operate regulator valves
 - n. Warning whistle operation
 - o. How to clean regulator after use
 - p. How to clean facepiece after use and seal
 - q. How to clean backpack after use
 - r. How to clean reassembled unit after use
 - s. How to store reassembled unit after use
 - t. When not to wear SCBA; i.e., beards, sideburns, or temple pieces on glasses which all prevent good seal or facepiece. This seal shall be tested each time the facepiece is worn.
5. All SCBA's used by the Alexandria Fire Department shall be positive pressure units as approved by the U.S. Bureau of Mines.
6. The SCBA will be used by all firefighters where respiratory protection is required.
7. SCBA's shall be regularly cleaned and disinfected as frequently as necessary to insure the protection of the wearer.
8. SCBA's shall be stored in a convenient, clean and sanitary location. Emergency use SCBA's shall be inspected monthly and a record kept of this inspection.
9. SCBA's used routinely shall be inspected during cleaning.
10. Defective SCBA's shall be repaired by qualified individuals before use.
11. The program of inspection and maintenance shall be reviewed annually to determine the effectiveness of the program.
12. No firefighter shall be assigned a task requiring use of SCBA's unless it has been determined that he is physically able to perform the work and use the equipment. The Fire Department's Medical

advisor shall determine what health and physical conditions are pertinent. The SCBA user's medical status shall be reviewed annually.

13. All SCBA inspection and maintenance procedures shall follow the manufacturer's handbook and checklist.

14. All other references to parts, preparation for use, use in toxic atmospheres and care and cleaning shall follow the manufacture guidelines.

15. All general aspects of firefighter training and use of SCBA's shall have reference to the IFSTA Manual "Self-Contained Breathing Apparatus," First Edition, 1982. This is on file at the Fire Station.

**ALEXANDRIA FIRE DEPARTMENT
EXPOSURE CONTROL PLAN
29 CFR 1910.130
JANUARY 1, 1993**

I. PURPOSE

To establish uniform guidelines and procedures that will limit occupational to blood and other potentially infectious materials, since any exposure could result in transmission of bloodborne pathogens which could lead to disease or death.

II. DEFINITIONS

A. **Blood:** Human blood, human blood components and products made from human blood

B. **Other Potentially Infectious Materials (OPIM):** The following human body fluids are to be considered potentially infectious: semen, vaginal secretions, cerebrospinal fluid, synovial (joints) fluid, peritoneal (abdominal) fluid, amniotic (pregnancy) fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. OPIMs also include any unfixed tissue or organ other than intact skin from a human (living or dead).

C. **Bloodborne Pathogens:** Pathogenic microorganisms that are present in human blood and body fluids that can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV), Hepatitis C, Human Immunodeficiency (HIV), malaria, syphilis, and tuberculosis.

D. **Personal Protective Equipment (PPE)** and supplies: specialized clothing or equipment worn by an employee for protection against a hazard.

E. **Contaminated:** The presence or reasonably anticipated presence of blood or other potentially infectious human body fluids on an item or surface.

F. **Decontamination:** The use of physical or chemical means to remove inactivate or destroy blood borne pathogens on surface or items to the point where they are no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use or disposal.

G. **Parenteral:** Piercing mucous membranes or skin barriers through such events as needle sticks, human bites, cuts, and abrasions.

H. **Universal Precautions:** An approach to infection control where all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, AIDS other blood borne pathogens.

I. **Exposure Incident:** A specific eye, mouth, other mucous membrane non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of duties. An exposure incident includes a human bite.

J. **Occupational Exposure:** Means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

K. **Regulated Waste:** means liquid, semiliquid or other potentially infectious materials, contaminated items that would release blood or other potentially infectious materials in a liquid or semiliquid state if compressed; items that are caked with dried blood or other potentially infectious material and are capable of releasing these materials during handling contaminated sharps and pathological and microbiological wastes containing blood or other potentially infectious material.

III. POLICY

A. All of members of the Alexandria Fire Department have the potential to come in contact with Bloodborne Pathogens in the performance of their duties as firefighters. Duties where firefighters may reasonably anticipate coming in contact with human blood and other potentially infectious material include, but are not limited to responding to all medical calls in-house or other, accidents w/injuries,

administration of intravenous therapy, blood draws, airway insertions, assisting in body removal, handling amputated body parts, mouth to mouth resuscitation and during search and rescue situations while involved in structure fires.

B. A firefighter shall take universal precautions when performing official duties where it may reasonably be anticipated that he/she may come in contact with human blood and OPIM. This includes the use of appropriate personal protective equipment (PPE) to minimize or eliminate exposure. The exception to this rule is when the firefighter can show that the temporary and brief decline to use PPE was under rare and extraordinary circumstances. It must be in the firefighter's professional judgment that in the specific instance, its use would have prevented the delivery of health care or public safety service or would have posed an increased hazard to the safety of the firefighter or other firefighters.

C. Firefighters shall ensure that they have all the issued PPE readily accessible to them at all times while responding to calls. Issued PPE shall include, but is not limited to disposable type gloves; eye-nose-mouth protection (helmet with face shield or protective glasses with side shields and a vapor/mist/dust face mask); CPR pocket mask with one-way valve, plastic bags, biohazardous tags, antiseptic hand wipes and/or EPA rated germicide, paper/cloth towels, and disposable blankets.

D. It is recommended that firefighters follow universal precautions and use PPE when participating in Good Samaritan acts.

IV. VACCINATIONS

A. The Alexandria Fire Department provides to all firefighters at no expense, voluntary hepatitis B and tetanus vaccinations. Vaccinations of newly hired firefighters will be provided within 10 working days of initial assignment. If the vaccine is not available within the 10 working days following initial assignment, the newly hired firefighter will be instructed to keep his/her exposure risk at a minimum until the vaccine can be administered.

B. Firefighters must sign a declination form (Addendum 4) if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost. Should booster doses later be recommended by the United State Public Health Services USPHS), firefighters will be offered them. (See Addendum One).

V. PROCEDURES: PPE AND WORK PRACTICES

A. Precautions should be taken by firefighters to protect any open breaks in the skin of the hands including cuts and abrasions, with an appropriate bandage and protective covering (gloves). These preventive measures should be initiated prior to responding to calls.

B. If a garment(s) is penetrated by blood or other potentially infectious materials, the garment(s) shall be removed as soon as feasible.

C. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and when handling or touching contaminated items or surfaces. Disposable single use gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured or when their ability to function as a barrier is compromised. Disposable gloves shall not be washed or decontaminated for re-use. Utility gloves are not required, however, when used should be worn over disposable gloves for added protection. Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration, or when their ability to function as a barrier is compromised.

D. Eye/nose/mouth protection shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated all eyes, nose, or mouth contamination can be reasonably anticipated.

E. Rain gear and plastic covering or rubber overshoes can be used to protect clothing and footwear against contamination when appropriate. Disposable blankets may also be used to assist in protecting against contamination.

F. A CPR pocket mask with a one-way valve and airways is required when performing mouth-to-mouth resuscitation. Mouth-to-mouth resuscitation should only be done in the event there is not a positive pressure ventilator available.

G. Extraordinary care should be taken to avoid accidental wounds from sharp objects or instruments including broken glass, needles, razors, nails, etc., since these objects may be contaminated with blood of OPIM.

H. Broken glass, which may be contaminated, shall not be picked up directly with the hands.

I. No smoking, eating or drinking will be allowed on Alexandria Fire Department vehicles that are routinely involved in rescue situations or patient transports.

VI. DECONTAMINATION

A. Personal:

1. Firefighters shall ensure that they wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Firefighters shall ensure that they wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas within blood or OPIM.

2. If soap and water are not available, an antiseptic towelette containing 70% isopropyl (rubbing) alcohol or an EPA registered germicide can be used to disinfect the wound. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as possible.

B. Equipment, PPE, and Clothing:

1. The Alexandria Fire Department will clean, launder, dispose of, and replace required PPE at no cost to the firefighter. All PPE should be washed in the extractor at least twice a year, preferably, after calls.

2. Consideration should be given to reducing the contamination of other items, surfaces, or clothing.

3. Equipment and work surfaces which have become contaminated with OPIM shall be decontaminated as soon as feasible.

4. When contaminated PPE is removed, care should be given to avoiding skin contact. PPE shall be placed in a leak-proof labeled biohazard tag or container for storage, washing, decontamination or disposal.

5. Contaminated clothing shall be removed as soon as discretely possible after contamination. Extreme care should be taken to minimize skin contact using gloves. Such contaminated clothing shall be placed using gloves in a leak proof labeled bag for decontamination or disposal. Care shall be given not-to contaminate the outside of the bag.

6. If outside contamination of a primary container is present, the primary container shall be placed in a secondary container to prevent leakage during handling, storage transportation, or shipping. The container shall be properly labeled with a biohazard tag. If the specimen could puncture the primary container, the primary containers shall be placed within a secondary container, which is puncture-resistant in addition to the labeling requirements.

7. Contaminated clothing shall be dry cleaned as soon as practical. When using a commercial dry cleaning facility, advise the proprietor of the presence of blood and/or OPIM. The clothing shall be delivered to the dry cleaner in a biohazard labeled bag. The cleaning cost will be paid with a purchase-order. Under no circumstances shall contaminated clothing be laundered at home.

8. Other surfaces may be decontaminated using gloves and hot, soapy water and disinfectant using a solution of bleach in water. If splashing of clothes, skin, face or shoes, are anticipated additional PPE will be required. prior to starting, visible material should first be removed with disposable towels. The recommended ratio is one-quarter cup of bleach to a gallon of water (1:100 solution). This procedure is to be used for color safe items.

9. The disposal of regulated waste must be through an authorized disposal site. Arrangements have been made through local medical facilities able to have contaminated items. The Chief must authorize any expenditure for such disposals.

VII. BIOHAZARD COMMUNICATION

A. Firefighters shall affix warning labels (orange or orange-red biohazard symbol) to containers of regulated waste and other containers used to transport blood or OPIM. Red bags or containers may be used instead of labeling.

B. When equipment is contaminated, labels shall be attached to the equipment stating which portions remain contaminated.

VIII. POST EXPOSURE EVALUATION AND FOLLOW-UP

A. When a firefighter has an exposure incident, he/she will notify a supervisor as soon as feasible and will fill out a Pre-Hospital Communicable Disease Exposure & Response Form (Addendum 2). This shall be followed up with a First Report of Injury/Workers Compensation/Accident/Illness Report form to the City Finance Director within 24 hours of the incident. When appropriate PPE was not used, the firefighter shall include in the report the extenuating circumstances.

B. Following a report of an exposure incident, a supervisor shall make immediately available to the exposed firefighter and in no event later than 24 hours, a confidential medical evaluation and necessary follow-ups including at least the following elements: (See Addendum 3)

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.

2. Identification and documentation of the source individual unless the supervisor can establish that identification is unfeasible or prohibited by state law.

a. The source individual's blood shall be tested as soon as feasible after consent, if obtained in order to determine HBV and HIV infectivity.

b. If consent is not obtained, the supervisor shall establish that legally required consent cannot be obtained. When the source individual refuses testing, the supervisor should consult with the health care professional as to the necessity of a blood test including timeliness.

c. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

d. Results of the source individual's testing shall be made available to the exposed firefighter. The firefighter shall not disclose the identity and infectious of the source individual.

C. Collection and testing of the firefighter's blood for HBV and HIV serological status:

1. At the direction of the treating physician, the exposed firefighter's blood shall be collected as soon as feasible and tested after consent, if obtained.

2. If the employee consents to baseline blood collection, but does not give consent at the time for HIV serologic testing, a supervisor shall have the healthcare professional preserve the sample for at least 90 day. If within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

D. The safety officer shall ensure post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service (USPHS).

1. Counseling and
2. Evaluation of reported illness

E. Information provided to the healthcare professional

1. The supervisor shall ensure that the healthcare professional responsible for the firefighter's Hepatitis B Vaccination is provided a copy of the 29 CFR part 1910.1020. regulation.
2. The safety officer shall ensure that the healthcare professional evaluation a firefighter after an exposure incident is provided the following information:
 - a. Copy of 29 CFR Part 1910.1030
 - b. A description of the exposed firefighter's duties as they related exposure incident.
 - c. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
 - d. Results of the source individual's blood testing, if available, and
 - e. All medical records relevant to the appropriate treatment of the firefighter including vaccination status.

F. Healthcare Professional's written Opinion:

1. A supervisor shall obtain and provide the employee with a copy of the evaluation health professional's written opinion within 15 days of the completion of the evaluation.
2. The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for the firefighter, and if the firefighter has received such vaccination. When a Hepatitis B vaccination is recommended and the firefighter refuses, the EMS Officer shall have the firefighter sign a declination form (Addendum Four). After signing the declination form, he/she may exercise his/her right to receive the vaccine at any time thereafter.

X. RECORD KEEPING

A. The Alexandria Fire Department shall supply City of Alexandria with the originals of all required reports and related documents including but not limited to records of exposure incidents, post exposure follow-up, hepatitis B vaccinations, non-use of PPE, etc. The Alexandria Fire Department will file the required records and related documentation in firefighters' personnel files. The Alexandria Fire Department should maintain copies for future reference.

B. Medical records must include name and social security number; hepatitis B vaccination status, including dates and any medical records relative to the firefighter's ability to receive vaccinations as required, results of any examinations, medical testing and follow-up procedures as required, a copy of the healthcare professional's written opinion, and a copy of information provided to the healthcare professional.

C. All medical records shall be treated as confidential and are not to be disclosed without the firefighter's written consent as required by law. Medical and Training records must be made available to the subject firefighter upon request.

D. Medical records are to be maintained for each firefighter with an occupational exposure for the duration of employment.

E. Firefighters shall complete Addendum 5 when refusing post exposure evaluation and follow-up. When a vaccine is recommended by the healthcare professional and refused by the firefighter, the firefighter shall sign an additional declination Form C found on Addendum 4.

F. Firefighter training records will be maintained at the Alexandria Fire Department. Training records must be maintained for three years and must include dates, contents of the training program or a summary, trainer's name and qualification, names and job titles of all persons attending the sessions.

G. OSHA has a legal right to review and copy all records that are required to be maintained according to CFR 29 part 1910.1030.

H. All firefighters shall be made aware of the Alexandria Fire Department Blood Borne Pathogen Plan, Read it and Sign it.

XI. SAFETY OFFICER'S EVALUATION AND REEVALUATION

A. The safety officer shall ensure that firefighters use appropriate personal protective equipment as required in III.B. above.

B. OSHA regulations mandate that supervisors shall investigate and document violations as outlined in this Exposure Control Plan. Supervisors shall use Addendum 6 to report their investigation. Disciplinary action shall also be noted on Addendum 6.

C. The safety officer shall ensure that all required PPE is readily available.

D. The exposure control plan shall be updated annually or more often if necessary to accommodate workplace changes.

Fire Chief
Alexandria Fire Department

PASSED AND ADOPTED BY THE ALEXANDRIA CITY COUNCIL THIS ____ DAY
OF _____,

ALEXANDRIA CITY COUNCIL

Sara Carlson, Mayor

ATTEST: _____
Marty Schultz, City Administrator

**AFD EXPOSURE CONTROL PLAN
ADDENDUM FOUR**

HEPATITIS B VACCINATION, FORM A, B & C

In accordance with the new OSHA Standards, all Firefighters are required to complete one of the three forms listed below. The completed form is to be submitted to the safety officer.

**HEPATITIS B VACCINATION DATA
FORM A**

I have received the Hepatitis B vaccination series. The dates of the vaccinations and the medical provider are as follows:

Vaccination Dates: #1 _____ #2 _____ #3 _____

Medical provider _____

Signature _____ Date _____

Print Name _____

**HEPATITIS B VACCINATION
FORM B**

(Please check) I would like to be vaccinated against Hepatitis B at Alexandria Fire Department expense.

Signature _____ Date _____

Print Name _____

**HEPATITIS B VACCINATION DECLINATION
FORM C**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signature _____ Date _____

Print Name _____

**AFD EXPOSURE CONTROL PLAN
ADDENDUM SIX**

NON-USE OF PERSONAL PROTECTION EQUIPMENT

DOCUMENT FORM "Supervisors will ensure that the firefighter uses appropriate personal protective equipment in a hot zone. Supervisors will document non-use of such equipment, i.e. protective clothing. Documentation must verify that the firefighter, temporarily and briefly, declined to use personal equipment under extraordinary circumstances. Also, that in the specific instance it was in the firefighter's professional judgment that the use of personal protective equipment:

- (a) Would have prevented the delivery of public safety services, or
- (b) Would have posed an increased hazard to the safety of the worker or co-worker."

DOCUMENTATION

1. Identify Personal Protection Equipment (PPE) not in use. _____
2. Firefighter's Name: _____
3. Firefighter's reason for declining use of PPE identified in #1 above. _____
4. Does this qualify under (a) or (b) above? Yes____No____
5. If answer to #4 is yes, what changes can be instituted to prevent such occurrence in the future?

6. If answer to #4 is No, has corrective action been taken to ensure compliance with OSHA Regulations in the future? Yes____No____

Explain: _____

Date_____Chief's Signature_____

**GENERAL AUTHORIZATION AND RELEASE
PURSUANT TO MINNESOTA STATUTE 13.05, SUBD. 4
MINNESOTA DATA PRACTICES ACT**

TO: _____

I, _____, hereby authorize and grant my informed consent to permit you, the City of Alexandria, to release and to make available to the City of Alexandria and/or its agents and/or representatives data classified as private which concerns me and which may be in your possession. The data that I authorize to be released consists of private data, as defined by Minnesota Statute 13.02, Subd. 12, and has been collected by you as a result of my contacts and associations with you and/or your agents and representatives. The information for which release is authorized includes all data which has been collected, created, received, retained or disseminated in whatever form which in any way relates to my dealings with you or your agency. I understand that the purpose of permitting the City of Alexandria to have access to this information is to determine my suitability for employment with the City of Alexandria. I further understand that this information may subsequently be utilized for other purposes relating to my possible employment with the City of Alexandria including verification of my records and analysis by consultants to the City of Alexandria who may review my suitability for employment.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the Department or to you of that fact.

Signature

Date

Print Full Name (First, Middle ,Last): _____

Date of Birth: _____

Social Security Number: _____

Minnesota Driver's License Number: _____

**CITY OF ALEXANDRIA
DRUG SCREENING ACKNOWLEDGEMENT AND CONSENT FORM**

City policy requires that any employee or job applicant complete this form before undergoing a test for drug and alcohol use.

I, _____, voluntarily authorize the collection of my blood and/or urine in such a manner as the authorized testing laboratory deems appropriate for drug or alcohol testing purposes. In addition, I authorize the City to receive the results of the test from the designated laboratory analyzing the sample(s).

I have been given and have seen a copy of the Drug and Alcohol Policies of the City and Fire Department and consent to be tested. I understand that the results of this testing may affect my employment status with the City.

I understand that in order to ensure accuracy in this screening, I have the right to indicate any and all of the prescriptions drugs or over-the-counter medications I have taken within the last sixty (60) days, as well as any other information relevant to the reliability of, or explanation for, a positive test result. I, therefore voluntarily provide that I am currently taking, or have taken within the last 60 days, the following drugs/medications:
(Write "NONE" if applicable).

Signature _____ Date _____

Witness _____ Date _____

**CITY OF ALEXANDRIA
DRUG SCREENING REFUSAL**

I refuse to submit to a drug or alcohol test.

I have been given and have seen a copy of the Drug and Alcohol Policies of the City and Fire Department and understand that a refusal to submit to testing may disqualify me from consideration for employment or, if an employee, subject me to discipline including, but not limited to, discharge.

Signature _____ Date _____

Witness _____ Date _____

**ALEXANDRIA FIRE DEPARTMENT
NOTIFICATION FORM**

Instructions for notification in case of injury or death

Name _____

FIRST CONTACT

Name Relationship _____

Home Address _____

Work address _____

Phone number - Home _____ Work _____

How might the above party be reached if not at the above addresses or phones? _____

SECOND CONTACT

Name Relationship _____

Home Address _____

Work address _____

Phone number - Home _____ Work _____

How might the above party be reached if not at the above addresses or phones? _____

SPECIAL ARRANGEMENTS

Please designate here if you would like someone specific to make the first contact: _____

Is there someone specific you would like to have accompany the representative making the notification

Comments: _____

ALEXANDRIA FIRE DEPARTMENT

LESSON PLANS

DATE: _____

DRILLS

REG. _____
RESCUE _____
ENG. _____

TITLE: _____

INSTRUCTORS: _____

REFERENCES: _____

OBJECTIVES: _____

CRITIQUE AND COMMENT: _____

(Fill out this form and return to the Training Officer)
ALEXANDRIA FIRE DEPARTMENT

APPLICATION FORM



ALEXANDRIA FIRE DEPARTMENT
302 FILLMORE
ALEXANDRIA, MINNESOTA
320-763-6488

FIRE CHIEF: _____

BATTALION CHIEF 1: _____

BATTALION CHIEF 2: _____

BATTALION CHIEF 3: _____

MEDICAL INFORMATION

Date of last physical exam? _____

Results _____

Are you now under doctor's care? _____

Are you willing to take a physical exam? _____

Days of work missed in last 12 months: _____

Family physician: _____ Address: _____

MISCELLANEOUS INFORMATION

What do you do for recreation? _____

Clubs & organizations to which you belong (Exclude those based on race, religion national origin)

Are you willing to take a physical agility test as part of the application process? _____

THE FOLLOWING IS AGREED TO BY THE APPLICANT'S EMPLOYER:

I do hereby certify that this application is made with my knowledge and consent and I understand that if _____ is accepted to the Alexandria Fire Department that this individual
(Name of applicant)

will be giving part of their time to public service and will be expected to leave work when the alarm sounds.

Name of company where you are employed: _____

Address of employer: _____

Telephone of employer: _____

Name of supervisor: _____

Signature of employer: _____

Date: _____

BACKGROUND QUESTIONS

Applicants for the AFD must be from 18 to 40 years of age. Do you fit within that age range? _____

Monday nights and some weekends involve training; will you be able to commit those nights and weekends for the department? _____ If so, please describe.

Does your job or type of work take you out of town, if so how often? _____

How does your employer feel about you joining the Fire Department? _____

A pre-employment condition requires you be within a 8-minute response time for the Alexandria Fire Department located at 302 Fillmore, Alexandria, MN. 56308. This will be determined by a member of the fire department driving from your home address to the fire station three different times. The member will then calculate the average.

Do you understand to maintain your employment with the City of Alexandria/Fire Department; your residence must be within the 8-minute response time? _____

If accepted on the Fire Department you will be required to attend Firefighter 1 & 2, First Responder and Class B driver certification classes held outside the Fire Department. The classes would be held on weeknights up to twice a week, are you willing and able to give this extra time? _____

Do you have any previous fire fighting experience? _____

If yes, with what fire department or branch of service? _____

Applicant's Signature: _____

INVESTIGATION WAIVER

I, the above named individual, do hereby certify, by my signature below, that I do request full and complete details of my records that I may have with any Police Department, Sheriffs Office, Minnesota Highway Patrol, or any State or Federal Law Enforcement Agency, any court, or any school which I have attended, be furnished to the Alexandria Fire Department, 302 Fillmore, Alexandria, MN. 56308, in any matters appearing below.

1. Driving record
2. Employment record
3. Record of any arrests or convictions.

Applicant's Signature _____ Date _____

NOTES AND CONDITIONS

Each of the following items becomes part of your application record by your signature. Be sure to understand these notes and conditions before signing.

I voluntarily give the City of Alexandria/Fire department the right to make a thorough investigation of my past employment. I agree to cooperate in such investigation and authorize all prior employers to supply such information to the full extent allowed by law.

I understand the City of Alexandria/Fire Department may obtain an investigative consumer report on me.

I understand that false or misleading information given in my application or interview(s) may result in disqualification or, in the event of employment, dismissal. I attest that the information provided in this application is true and correct to the best of my knowledge.

I understand that, if offered employment, I may be required to undergo a physical examination and drug/alcohol pre-employment test and that some positions require future physical examinations and/or drug/alcohol tests. I consent to take the pre-employment physical examination and drug/alcohol test and any future physical examinations and/or drug/alcohol tests that may be required y the City of Alexandria/Fire Department at such times and places the City/fire Department may designate.

This application shall not be construed as a contract of offer of a firefighter position for any particular length of time. If an offer is extended to you, and if you accept that offer, the resulting employment will be AT WILL

The City of Alexandria/Fire Department reserves the right to change its policies or otherwise alter conditions of employment without notice as the City/Fire department deems appropriate.

Applicant's Signature: _____ Date: _____

ALEXANDRIA FIRE DEPARTMENT
FIREFIGHTER PHYSICAL AGILITY TEST

The following test is the minimum physical fitness test to qualify for the position at the Alexandria Fire Department. If the minimum standards are not met, the applicant failed the test for firefighter for the Alexandria Fire Department. This fitness test is part of the pre-employment offer and an applicant will have the opportunity to successfully pass up to 3 separate times. The test will be monitored by staff from the Physical Therapy Department of the Douglas County Hospital or the Screening Committee.

Instructor will read:

"You are now going to be examined for physical aptitude. You are to perform your very best on the series of tests. We shall clearly explain and demonstrate each test as you come to it. Be sure to listen and watch closely. You should exert yourself to the limit of your ability. If you get tired, continue on to obtain the highest score possible, thus demonstrating your true physical aptitude. You will be graded on a total of eleven test items. If you feel the need of additional loosening-up exercises, you may do so while waiting in line at any time during the examination. Your pulse will be taken before and after you complete test."

1.) Don turn out gear and SCBA

Each candidate must be able to don complete turn out gear and SCBA.

Instructions:

The candidates will don properly complete turn out gear including boots, pants, hood, coat, helmet, gloves and SCBA. (Demonstrate)

2.) Uncharged hose drag

Each candidate must be able to drag an uncharged 50 ft. length of 2 1/2" hose a distance of 50 feet wearing full turnout gear and SCBA.

Instructions:

The candidates will properly drag an uncharged hose 50 feet keeping the back straight and using the legs (Demonstrate).

3.) Charged hose drag

Each candidate must be able to drag a charged 50-ft. length of 2 1/2" hose a distance of 50 feet wearing full turnout gear and SCBA.

Instructions:

The candidates will properly drag a charged 50 feet keeping the back straight and using the legs (Demonstrate).

4.) Tire hit

Each candidate must be able to provide 15 hits to the tire with an 8lb sledgehammer wearing full turnout gear and SCBA.

Instructions:

The candidates will hit the tire 15 times. (Demonstrate)

5.) 30 Pull Downs

Each candidate must be able to do 30 pull downs with a pike pole in hose tower with a 40 lb. weight wearing full turnout gear and SCBA.

Instructions:

The candidates will properly complete 30 pull downs with a pike pole hooked in loop of rope in hose tower with a 40-lb. weight attached to the rope on pulley. (Demonstrate)

6.) Carry Hi-rise hose pack up stairs

Each candidate must be able to carry Hi-rise hose pack up to the top of hose tower and down (3 flights of stairs) wearing full turnout gear and SCBA.

Instructions:

The candidates will properly carry a Hi-rise hose pack up 3 flights of stairs in the hose tower.

7.) 1 ¾” hose raise

Each candidate must be able to raise 50ft of 1 ¾” hose by rope wearing full turnout gear and SCBA.

Instructions:

The candidates will properly raise 50ft of 1 ¾” hose by rope in the hose tower.

8.) Carry Hi-rise hose pack down stairs

Each candidate must be able to carry Hi-rise pack down from hose tower (3 flights of stairs) wearing full turnout gear and SCBA.

Instructions:

The candidates will properly carry Hi-rise hose pack back down 3 flights of stairs in the hose tower.

9.) Dummy Drag

Each candidate must be able to crawl 50 feet to and drag dummy back on a backboard 50 feet wearing full turnout gear and SCBA.

Instructions:

The candidates will properly on hands and knees crawl 50 feet to rescue dummy, stand up and drag dummy back on a backboard 50 feet keeping back straight and using their legs.

10.) Carry Electric Exhaust Fan

Each candidate must be able to carry electric exhaust fan 50 feet wearing full turnout gear and SCBA.

Instructions:

The candidates will properly pick up electric exhaust fan and carry 50 feet and properly set it down keeping back straight and using their legs.

11.) Fast Walk 300 Feet

Each candidate must be able to walk at a fast pace 300 feet wearing full turnout gear and SCBA.

Instructions:

The candidates will properly walk at a fast pace for 300 feet. At the completion of this test the candidate will take off SCBA and turnout gear and take their pulse.

ALEXANDRIA FIRE DEPARTMENT
FIREFIGHTER PHYSICAL AGILITY TEST

NAME: _____ DATE: _____
COMPANY: Alexandria Fire Department JOB: Firefighter

<u>Test Description</u>	<u>Critical Demands</u>	<u>Testing</u>	<u>Met</u>	<u>Not Met</u>
1. Don turn out gear and SCBA with mask & air.	1 rep.	___ rep.	_____	_____
* <u>Begin timing</u>				
2. Drag 50 ft. length of 2 1/2" hose. (non-charged)	50 feet	___ ft.	_____	_____
3. Drag 50 ft. of charged 2 1/2" hose.	50 feet	___ ft.	_____	_____
4. 15 hits to tire with 8lb sledgehammer.	15 rep.	___ rep.	_____	_____
5. 30 pull downs with pike pole in hose- tower with 40 lb. weight.	30 reps.	___ rep.	_____	_____
6. Carry Hi-Rise hose pack to top of hose tower (3 flights stairs)	1 rep.	___ rep.	_____	_____
7. Raise 50ft. length of 1 3/4" hose by rope.	1 rep.	___ rep.	_____	_____
8. Carry Hi-rise hose back down 3 flights	1 rep.	___ rep.	_____	_____
9. Crawl 50 ft. to 165 dummy, stand up and drag dummy 50 ft. back on backboard.	50 ft. crawl	___ ft.	_____	_____
	50 ft. drag	___ ft.	_____	_____
10. Carry electric exhaust fan 50 ft. and set down fan.	50 feet	___ ft.	_____	_____
11. Continue walking at a fast pace 300 ft.	300 feet	___ ft.	_____	_____

Stop timing - _____ minutes, Total time to complete items 2-11 should not exceed 10 min.
Air Pressure End _____ Heart Rate End _____ Blood Pressure _____ 2 min later BP _____
COMMENTS:

Physical abilities (Do/Do Not) match the functional requirements of the job description.
EVALUATOR _____ DATE _____

***Target Heart Rate information below taken from the American Heart**

Association:

The table below shows estimated target heart rates for different ages. Look for the age category closest to yours, then read across to find your target heart rate.

	Target HR Zone	Average Maximum Heart Rate
Age	50–85 %	100 %
20 years	100–170 beats per minute	200 beats per minute
25 years	98–166 beats per minute	195 beats per minute
30 years	95–162 beats per minute	190 beats per minute
35 years	93–157 beats per minute	185 beats per minute
40 years	90–153 beats per minute	180 beats per minute
45 years	88–149 beats per minute	175 beats per minute
50 years	85–145 beats per minute	170 beats per minute
55 years	83–140 beats per minute	165 beats per minute
60 years	80–136 beats per minute	160 beats per minute
65 years	78–132 beats per minute	155 beats per minute
70 years	75–128 beats per minute	150 beats per minute

Your maximum heart rate is about 220 minus your age x 90%. The figures above are averages, so use them as general guidelines.

City of Alexandria
TENNESSEN WARNING FOR EMPLOYEES

In accordance with the [Minnesota Government Data Practices Act](#), your employer is required to inform you of your rights as they pertain to the private information we collect from you. The information we collect from you is classified by law as either public (any one can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information). As a public employee or an applicant for public employment, most of the data we maintain about you is public according to Minnesota Statutes, section 13.43, subdivisions 2 and 3.

The information we request from you may be used for one or more of the following purposes:

- To distinguish you from all other applicants or employees and identify you in our personnel files;
- To determine your eligibility for employment or promotion;
- To contact you or other significant persons in an emergency;
- To enroll you and your family members for health insurance;
- To enroll you for pension plans;
- To account for wages paid;
- To justify travel expense reimbursement;
- To account for other employer paid fringe benefits;
- To compile Equal Opportunity and Affirmative Action reports.

Information which you are asked to provide generally is not required by statute. However, it generally is to your benefit to provide it. Without the requested information, this employer may not be able to determine your eligibility for employment or promotion, compute your wages or provide you other fringe benefits.

Federal law permits government agencies to require an individual to provide his/her social security number for the administration of any tax. Please be aware when you are asked to give your social security number on Revenue forms, this collection is mandated by section 1211 of the Tax Reform Act of 1976 and also Minnesota Statutes, section 270.66. This information will be shared with the State Department of Revenue, the Internal Revenue Services, security tax programs. In most other cases the disclosure of your social security number is voluntary. If it is required by law, we will inform you of the statute which require collection.

The information you provide may be shared with the City's payroll and personnel staff and Human Resources staff who require the information to do their jobs, supervisory staff, accounting/Payroll Staff, City Attorney's Office, insurance contractors, PERA, IRS, and the State Departments of Revenue, Finance, Economic Security, Employee Relations, and Labor and Industry.

Information may also be shared with other agencies authorized by law to receive specific data relating to:

1. Absent/non-supportive parents;
2. Civil/human rights complaints;
3. Worker's Compensation;
4. Unemployment Compensation;
5. Labor contracts (to the extent specified in Minnesota Statutes, chapter 179);
6. Employee assistance programs;
7. Child/vulnerable adult abuse.

If you have any questions about this notice, Human Resources staff will explain it to you. The information on this form applies to your future contacts with this employer whether the contact is in person, by mail, or by phone.

Employee/Applicant: I have received the above Tennesen Warning.

Print Name

Employee/Applicant Signature

____/____/____
Date

Alexandria Fire Department
Performance Improvement Plan

Date: _____

Name: _____ Fire ID # _____

Behavior / Performance / Discipline Issue: _____

Negative Results of Behavior: _____

Who is responsible for change / why? _____

Why does Change need to take place? _____

What will each party do? _____

Follow up Date _____

Outcome / Results of Change _____

Discipline: _____ Verbal _____ Written _____ Suspension: 2 wks, 30day, 45day, 60day

Other:

Firefighter _____ Officer _____

**ALEXANDRIA FIRE DEPARTMENT
OUTLINE OF FIRE ORGANIZATIONS AND FUNCTIONS**

I. CITY OF ALEXANDRIA

- A. HOME RULE CHARTER CREATED THE FIRE DEPARTMENT.
 - 1. CHIEF TO BE HIRED AND CONFIRMED BY THE CITY COUNCIL.

- B. AUTHORITY TO RECEIVE AND DISBURSE FUNDS DELEGATED BY CITY COUNCIL.
 - 1. FIRE DEPARTMENT REGULATED BY STATE STATUTES.
 - 2. BUDGET APPROVED BY CITY COUNCIL.

- C. CITY'S GENERAL FUND FUNDED BY TAX LEVIES.
 - 1. SALARIES OF FIRE CHIEF AND MAINTENANCE TECHNICIANS.
 - 2. PAYROLL TAXES AND FRINGE BENEFITS.
 - 3. MOTOR FUELS, OFFICE SUPPLIES, GENERAL SUPPLIES, OPERATING BUDGET.
 - 4. TRAVEL ALLOWANCE, EQUIPMENT REPAIRS, MISCELLANEOUS.

- D. FIRE EQUIPMENT FUND. FUNDED BY 1/2 OF TOWNSHIP CONTRACTS AND BY APPROPRIATIONS FROM THE CITY FUNDS.
 - 1. TRUCKS AND MAJOR EQUIPMENT PURCHASED FROM THESE FUNDS.

- E. FIREFIGHTER'S RELIEF FUND FUNDED BY STATE AID AND TAX LEVIES.
 - 1. STATE AID RECEIVED FROM 2% OF FIRE INSURANCE PREMIUMS.
 - 2. LOCAL TAXES SUPPORT AS REQUIRED.

II. ALEXANDRIA FIRE DEPARTMENT

- A. ADMINISTRATION.
 - 1. LINE OFFICERS.
 - 2. STAFF OFFICERS.

- B. FINANCES.
 - 1. PUBLIC MONEY AND PUBLIC RIGHT TO KNOW.
 - 2. GENERAL FUND.
 - a. REVENUES FROM CITY GENERAL FUND APPROPRIATIONS
 - 1. FROM BALANCE OF 1/2 OF TOWNSHIP CONTRACTS AFTER REMOVING RURAL SHARE OF RETIREMENT FUNDING.
 - 2. FROM TRAVEL AND TRAINING ALLOWANCES.
 - b. REVENUES FROM DONATIONS, MBFTE REIMBURSEMENTS, GRANTS.

 - c. DISBURSEMENTS FOR OPERATIONS.
 - 1. SALARIES AND ALLOWANCES OF DEPARTMENT PERSONNEL.
 - 2. ANNUAL BANQUET, LUNCHES AFTER MEETINGS AND DRILLS, ETC.
 - 3. SCHOOLS, TRAINING, CONVENTIONS, PER DIEMS, ETC.
 - 4. TELEPHONE, OFFICE EXPENSE, DUES, RETIREMENT GIFTS, ETC.

- 3. SPECIAL FUNDS.
 - a. ESTABLISHED AS NEEDED FOR SHORT TERM PROJECTS.

III. ALEXANDRIA FIRE DEPARTMENT RELIEF ASSOCIATION

A. ADMINISTRATION.

1. OFFICERS AND TWO DIRECTORS ARE ELECTED ANNUALLY.
2. THE BUDGET COMMITTEE CITY COUNCIL MEMBER, CITY ADMINISTRATOR AND FIRE CHIEF ARE DIRECTORS BY STATUTE.
3. ORGANIZED AS A MINNESOTA CORPORATION AND TAX-EXEMPT FROM INCOME TAXES UNDER 501(c)(4).

B. FINANCES.

1. PRIVATE MONEY AND MEMBERS RIGHT TO KNOW.
2. GENERAL FUND.
 - a. FUND RAISERS.
 - b. LAKE EXPENSES.
 - c. STATION MEETING ROOM, HOUSE COMMITTEE NEEDS.
 - d. SPECIAL PARTIES ETC.
3. BUILDING FUND.
 - a. FUND RAISERS AND DONATIONS.
 - b. MUST BE USED FOR NEW BUILDINGS AT THE LAKE CAMP.
4. SPECIAL FUND.
 - a. FUNDS FROM STATE AID, INVESTMENT INCOME, MUNICIPAL SUPPORT, INCLUDING THE FAIR SHARE FROM TOWNSHIP CONTRACTS.
 - b. MUST BE USED FOR BENEFITS AND THEREOF.
 - c. BENEFITS PAID FOR RETIREMENT, DEATH OR DISABILITY.
 - d. BENEFITS ARE EXPLAINED IN THE BY-LAWS AND MUST BE APPROVED IN ADVANCE OF THEIR EFFECTIVE DATE BY THE CITY COUNCIL.
 - e. MEMBER OF THE VOLUNTEER FIREFIGHTERS ASSOCIATION.

IV. OTHER FIRE SERVICE ORGANIZATIONS

- A. DOUGLAS COUNTY FIRE CHIEFS ASSOCIATION.
- B. LAKE REGION FIREFIGHTER'S ASSOCIATION.
- C. MINNESOTA STATE FIRE DEPARTMENT ASSOCIATION.
- D. MINNESOTA STATE FIRE CHIEF'S ASSOCIATION.
- E. GREAT LAKES DIVISION, IAFC.
- F. INTERNATIONAL ASSOCIATION OF FIRE CHIEFS.
- G. NFPA-NATIONAL FIRE PROTECTION ASSOCIATION.
- H. MINNESOTA INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS

V. FIRE PROTECTION AREA SERVED BY ALEXANDRIA FIRE DEPT.

A. CITY OF ALEXANDRIA.-100%	\$1,218,415,100.00
(CLASS 3 ISO CITY RATING/ CLASS 6 ISO RURAL.)	
B. ALEXANDRIA TOWNSHIP -100 %.	\$325,338,800.00
C. CARLOS TOWNSHIP - 36%	\$152,205,100.00
D. HOLMES CITY TOWNSHIP - 54%	\$74,050,700.00
E. HUDSON TOWNSHIP - 30%	\$48,866,800.00
F. IDA TOWNSHIP - 33%	\$101,462,200.00
G. LAGRAND TOWNSHIP - 89%	\$491,648,200.00
H. LAKE MARY TOWNSHIP - 80%	\$149,762,700.00
I. ABOUT 135 SQUARE MILES.	
J. ABOUT 21,044 PEOPLE OR 65% OF DOUGLAS COUNTY.	
K: \$2,561,749,600.00 ESTIMATED MARKET VALUE OR 53% OF THE COUNTY. (2012)	

ACKNOWLEDGEMENT FORM

TO ALEXANDRIA FIREFIGHTERS:

I HAVE RECEIVED THE FIREFIGHTERS HANDBOOK AND HAVE READ
AND UNDERSTAND OR WILL READ AND UNDERSTAND THE PROVISIONS CONTAINED
IN THE HANDBOOK. IF I HAVE QUESTIONS ABOUT THE HANDBOOK, I WILL ASK THE
FIRE CHIEF FOR CLARIFICATION. I ALSO UNDERSTAND THAT THIS HANDBOOK IS NOT
A CONTRACT, PROMISE OR OTHER GUARANTEE OF MEMBERSHIP IN THE ALEXANDRIA
FIRE DEPARTMENT FOR ANY PARTICULAR LENGTH OF TIME.

PRINTED NAME

DATE

SIGNATURE

NEW RECRUIT ORIENTATION INFORMATION

(I found an old paper copy that will be updated and go here)**

1. WELCOME - LETTER FROM CHIEF

2. CALENDER OF YEAR

3. EXPLANATION OF RELIEF ASSOCIATION

4. EXPECTATIONS OF FIREFIGHTERS
RESPONSIBILITIES - PROBATIONARY
TRAINING REQUIREMENTS

5. FIREMENS' LODGE - HISTORY
RULES & REGULATIONS

6. PROTOCOL AT SCENE & STATION
CORRECT BEHAVIOR

7. OTHER ITEMS

**ALEXANDRIA FIRE DEPARTMENT
NEW FIREFIGHTER EQUIPMENT CHECKLIST**

NAME: _____

DATE: _____

___ **PAGER/ RADIO**

___ **AFD HANDBOOK**

___ **TURNOUT PANTS**

___ **TURNOUT COAT**

___ **BOOTS**

___ **HELMET**

___ **GLOVES**

___ **NOMEX HOOD**

___ **BRASS (BADGE, NAMETAG, PATCHES)**

___ **WHITE SHIRT**

___ **INSURANCE FORMS**

___ **RELIEF ASSOCIATION INFORMATION**

___ **VOLUNTEER BENEFIT ASSOCIATION INFORMATION**

___ **CLASS "A" UNIFORM**

FIREFIGHTER'S SIGNATURE: _____

ALEXANDRIA FIRE DEPARTMENT

POSITION DESCRIPTIONS

Fire Chief

Department:	Fire
Grade/Points Classification:	15/595
Reports to:	City Administrator
FLSA Status:	Exempt

OBJECTIVE

This position is responsible to lead, direct and coordinate the overall operation and administration of the Fire Department and related emergency services and performs fire suppression and emergency response activities, fire prevention education and fire code enforcement.

SUPERVISION RECEIVED & EXERCISED

- Works under the administrative direction of the City Administrator
- Exercises functional supervision over all Fire Department employees directly or through subordinate chain of command

ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

The duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

DIRECT, COORDINATE & OVERSEE OPERATIONS

- Maintains Department in a continual state of readiness in order to deal with emergency situations effectively; assigns personnel and equipment; remains on call at all times or assigns Assistant Chiefs to be on call; responds to alarms; directs the investigation of fires; advises commanding officers or assumes incident command as needed
- Directs, plans, coordinates, supervises and evaluates Fire Department operations; formulates and implements fire service policies, procedures, rules, regulations, and programs for various departmental operations in a manner that is consistent with best-practice professional standards, Department policies and the City's strategic plan
- Determines organizational structure; assesses Department needs; coordinates assignment of staff to special functions and projects; collects information regarding fire services and needs of the community; reviews and evaluates new concepts, techniques and equipment to determine applicability to services; provides recommendations to the City Administrator and/or City Council
- Prepares an annual budget for the Fire Department; directs the implementation of the Department budget; plans for and reviews specifications for capital improvements and new or replaced equipment; approves purchases, monitors expenditures and prepares capital outlay requests
- Projects a positive public service image by promoting cooperative relations between the Fire Department and other Departments, community service constituencies and citizen customers; serves as the Department's chief advocate & spokesperson with diplomacy and political awareness
- Participates on the City's leadership team; participates in strategic planning and the establishment of short and long-term goals with timelines in order to implement directives from the City Administrator and/or City Council
- Provides leadership to the Department employees and ensures the performances of Firefighters; participates in and recommends the selection of qualified personnel for hire within the Department and directs the orientation and training of newly hired employees
- Follows applicable safety practices, ensures safe work practices are being adhered to by personnel, monitors the safe and efficient operation of equipment, and ensures the safe handling and storage of chemicals; Participates on the City's Safety Committee; directs the review and evaluation of plans and

- specifications for fire safety equipment
- Performs general administrative duties in the management of the Fire Department; researches and prepares reports, plans, grant applications and projects; develop reports summarizing activities relative to Fire Department activities; ensures the timely and accurate submission of all reports required by state and federal agencies
- Directs the release of information and acts as the Public Information Officer for the Fire Department in accordance with the City's Data Practice Policy; provides assistance and interpretation of Department policies, activities and procedures in response to inquiries from the public and other City employees; Responds to concerns, issues, complaints, and questions and mediates disputes and resolves issues as appropriate
- Establishes and maintains mutual aid agreements with neighboring fire departments to ensure adequate response for emergency situations

PLAN REVIEW, INSPECTION AND INVESTIGATION

- Reviews plans, conducts inspections, evaluates fire safety conditions and abates fire hazards to assure conformance with applicable fire codes; coordinates with the building and zoning officials on the enforcement of state and local fire codes when building permits are issued
- Investigates fire code complaints and issue corrective orders when appropriate and directs the initiation of legal proceedings to require abatement of fire hazards
- Coordinates any changes in the Fire Department and fire code ordinances with the City Administrator keeping the Administrator informed of progress and problems on a regular basis, coordinating Fire Department functions with other city operations
- Meets with architects, engineers, contractors and others involved in development and construction activities which affect the fire code; interprets and explains provisions of fire and life safety codes, city ordinances and state statutes to building inspectors and fire prevention staff, building contractors and residents
- Assists the State Fire Marshal's Office and local law enforcement agencies with the investigation of suspected arson fires and other related matters as may be necessary to determine probable cause and prepares required reports
- Attends Development Review meetings to review new construction proposals as necessary

EDUCATION AND TRAINING

- Coordinates and implements programming to educate the community regarding fire prevention, fire safety and other related emergency activities
- Develops, schedules and manages a comprehensive training program for professional development, skills development and physical fitness; conducts or oversees training and maintains accurate records; ensures Fire Department is in compliance with all state and federal regulations
- Attends meetings of civic organizations, schools, and other public functions to promote the interests of the department's fire prevention and fire safety education programs
- Represents the Fire Department at local, regional or state fire service meetings, conferences or trainings as assigned

EMERGENCY MANAGEMENT

- Advises and coordinates overall emergency management efforts in the City; serves as the Emergency Management Director for the City
- Works closely with public safety and emergency managers and personnel within the City and with other government agencies and community organizations to develop various training and development programs; coordinates and maintain the City's Emergency Operation Plan and Emergency Resource Manual
- Assists local, state and federal departments and agencies to plan emergency management activities; prepares budgets for emergency management activities
- Prepares and updates emergency management plans for the City in coordination with the Douglas County plan; in an emergency assists and coordinates efforts set forth in the Alexandria Emergency Operation Plan, including warning and notification, direction and control, public information and damage assessment
- Participates on the City's Emergency Management Committee and in countywide planning and preparedness activities
- Works with County Emergency Management Director to maintain and monitor the City's emergency warning sirens to ensure adequate coverage in case of an emergency

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- **Technical Knowledge:** Thorough knowledge of modern fire suppression, fire prevention, hazardous materials; considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations; working knowledge of uniform building and fire codes and emergency management issues. Must be able to formulate, initiate and administer policies and procedures. Must be able to delegate, supervise and motivate personnel. Must be able to plan and develop organizational goals and objectives, take initiative, facilitate organizational change and communicate goals and objectives to personnel, officials and the general public.
- **Quality of Work:** Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively, including prioritizing work. Must be able to attend meetings outside of regular business hours.
- **Decision Making:** Must be able to manage an operation with diverse functions and to evaluate organization and management procedures and make recommendations for improvements. Must act in a decisive manner, using good judgment. Ability to evaluate situations, innovate, improvise as necessary and adapt in a timely fashion. Ability to work successfully under stress, pressure and changing conditions.
- **Communication:** Ability to communicate ideas and explanations clearly both orally and in writing. Must have the ability to actively listen to others for understanding of their needs and correspondence and directives. Ability to effectively present information and field questions in a wide variety of small and large group settings and make presentations. Able to manage information with discretion and in a confidential and professional manner.
- **Professional Attitude:** Must have a commitment to the City. Must have willingness to take initiative and be dependable. Ability to maintain a high level of integrity and ethical performance at all times. Ability to work with the public in a professional, friendly and tactful manner.
- **Interpersonal Relationships:** Ability to project a leadership style characterized by collaboration, innovation and involvement of stakeholders. Must be consistent in dealing with people. Must have tact and diplomacy and strive to promote a cooperative atmosphere. Must have ability to lead a team and work as a team member. Ability to establish and maintain positive, professional working relationships internally with personnel, officials and externally with representatives of a wide variety of local, state, and federal agencies and organizations.

PERFORMANCE FACTORS

Customer Service, Teamwork & Cooperation, Accountability & Attitude, Results Orientation, Judgment & Decision Making and Stewardship, Management & Supervision and Vision & Strategic Planning. Conflict Management; Initiative & Innovation; Project Management; Team Leadership; Enforcing Laws, Rules and Regulations and Professional Development

MINIMUM QUALIFICATIONS

- High School Diploma or General Education Degree (GED)
- Two year degree (A.A. or A.S.) in Fire Science, Fire Administration, Public Administration or a related field – (Eight (8) or more years of experience in management with involvement in budget preparation, purchasing, record-keeping, administration and supervision of staff can be substituted for the degree)
- Ten (10) years of progressive fire service experience, five (5) years of which must have been in an Officer role
- Current full certification as a Minnesota Firefighter Fire Fighter II and ability to perform all functions of an Alexandria Firefighter
- Successful completion of fire alarm training class (minimum of 12 hours) or ability to obtain within one (1) year of hire
- Successful completion of fire sprinkler plan review and inspection training class (minimum of 28 hours) or ability to obtain within one (1) year of hire
- Ten (10) minute response time requirement to Fire Hall while obeying traffic laws
- Must pass background investigation including consumer report
- Valid Minnesota Driver's License Class B with a good driving record

PREFERRED QUALIFICATIONS

- Working knowledge of fire prevention code and fire investigation
- Experience and/or accredited certifications by Minnesota Fire Service Certification Board or IFSAC including a graduate of the National Fire Academy's Executive Fire Officer Program, Fire Inspector, Fire Instructor, Arson Investigator, and a National Registry EMT or Paramedic certification

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical demands listed on the attached physical activity requirements and work environment sheet are representative of those that must be met by an employee to perform the essential functions of this job successfully.

ADA CONSIDERATIONS

The City of Alexandria is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Director.

NON-DISCRIMINATION STATEMENT

The City of Alexandria will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, status with regard to public assistance, membership on a local human rights commission or any other legally protected class or status.

ACKNOWLEDGMENT

I have read the requirements for this position and am able to perform all essential functions and physical demands associated with this position.

Print Name

Date

Signature

ALEXANDRIA FIRE DEPARTMENT

BATTALION CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

FLSA Status: Volunteer

(Officer Allowance)

Department: Fire

Date: 6/2017

POSITION SUMMARY

The Battalion Chief position manages city wide response to emergency incidents by the Alexandria Fire Department including its personnel, apparatus, and equipment; coordinates fire Department activities that occur in protection area; provides supervision to subordinate fire officers; participates as a member of the management team and executive committee of the fire department; responds to emergency incidents and assumes a leadership role; and carries out the duties of the Chief in the Chief's.

CHAIN OF COMMAND

The FF will report directly to their assigned Captain. The FF chain of command will be Captain Battalion Chiefs, and the Chief. Chain of Command during fire-ground operations and meetings shall be as described in the departments handbook.

SUPERVISION RECEIVED AND EXERCISED

Work is performed independently under the direction of the Fire Chief.
Performs varying forms of supervision and work direction for firefighters during response to emergency incidents, Captain and firefighters assigned to his Company.

ESSENTIAL FUNCTIONS (In addition to the Captains Essential Functions)

1. Manages city wide Fire Department response to major emergency incidents and serves in a command function at the scene or in an emergency operations center (EOC).
2. Manages and administers his Company, the personnel, apparatus and equipment.
3. Participates as a member of the management team/executive committee of the Fire Department and carries out the duties of the Chief in the Chief's absence.
4. Represent the Fire Department at local, regional, state and national fire service organizations as assigned.
5. Is responsible for Command of incidents, alarms and drills after hours, during weekends of his company's assigned month.

MARGINAL FUNCTIONS

1. Performs other related duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Operations, services and activities of the Alexandria Fire Department.
Principles, practices and methods of comprehensive fire suppression, fire prevention, and emergency services.
Principles of supervision, management, and administration including carrying out personal Improvement Plans. (PIPs)
Pertinent Federal, State and local laws, codes, regulations and ordinances.
City personnel policies and procedures.
Alexandria Fire Department training programs and drills.
Alexandria Fire Department Rules and Regulations, SOG'S, and administrative policies,
City of Alexandria / Douglas County Emergency Operations Plan.

Ability to:

Manage, lead and administer fire personnel, apparatus and equipment.
Plan, organize, direct and coordinate the work and drills of Captains and firefighters.
Train, develop and evaluate Captains and firefighters.
Communicate clearly and concisely, both orally and in writing.
Operate computer equipment and be proficient in fire data, word processing, and hazmat software (ImageTrend).
Establish and maintain effective working relationships with those contacted in the course of work.
Operate assigned equipment including vehicles and radios.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Ten (10) years of experience as a firefighter or Captain experience on the Alexandria Fire Department.

Training:

Must meet minimum requirements of a firefighter and Captain on the Alexandria Fire Department.
Strongly suggested: ICS 300, Fire Officer 1, MBFTE Leadership Academy, Leadership III,
Any additional training in supervision (coaching), management, administration and human resources preferred.

License or Certification

Certification of Firefighter II by the Minnesota Fire Service Certification Board.
Certification of First Responder emergency medical care training. (EMT or higher-level medical training preferred.)
Possession of Minnesota Commercial driver's license.

WORKING CONDITIONS

Same working conditions as listed in firefighter job description. (See below).

Environmental Conditions:

Combination of indoor office work, indoor and outdoor supervision of maintenance and training, indoor and outdoor response to emergency incidents. Environmental conditions in response to emergencies will have varying climate conditions and the individual may be required to work after appropriate training and with proper equipment in environments that are immediately dangerous to life and health.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time, manual dexterity, adequate hearing, vision and speech; may be required to operate assigned vehicle.

Must also be physically capable of completing the firefighter physical ability test on an ongoing basis.

WORKING CONDITIONS AS LISTED IN THE FIREFIGHTER JOB DESCRIPTION

Environmental Conditions:

- The work environment characteristics described here are representative of those a firefighter may encounter while performing the essential functions of the job.
- While wearing personal protective equipment which weighs approximately twenty-five pounds, and also wearing self-contained breathing apparatus (SCBA) which weighs approximately twenty-five pounds; the firefighter may work in areas that may or may not be protected from the weather. The firefighter may work in extreme cold temperatures or high temperatures of which either may cause marked bodily discomfort or reactions. The firefighter may encounter wet conditions and high humidity as well. The firefighter may have to perform rescue and/or lifesaving duties in and around stable and moving water environments where the water depth may be greater than the height of the firefighter. The firefighter may have to perform emergency response functions in confined spaces.
- The firefighter may work in environments that are immediately dangerous to life and health. The environment may include smoke or other toxic conditions, and the firefighter may be exposed to a variety of physical hazards, including unsound structures, moving mechanical equipment, electrical equipment, and working in elevated areas. The firefighter is at risk of being exposed to high temperatures, low temperatures, radiant energy, toxic chemicals, radioactive materials, biological agents, and explosives.
- Frequently encounters noise and/or vibration exceeding 80 decibels (constant or intermittent) to cause marked distraction or possible hearing loss.

ALEXANDRIA FIRE DEPARTMENT

Captain

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

FLSA Status: Volunteer

(Officer Allowance)

Department: Fire

Date: 06/17

POSITION SUMMARY

This leadership position serves as a mid-level supervisor/officer for the Alexandria Fire Department. This position is responsible for supervision of personnel, apparatus, and equipment; coordinates fire Department activities that occur within the protection area; provides supervision to firefighters; participates as a member of the management team for his assigned company; responds to emergency incidents and has ability to assume a leadership role/command role, and carries out the duties of the Battalion Chiefs in their absence as assigned.

CHAIN OF COMMAND

The FF will report directly to their assigned Captain. The FF chain of command will be Captain Battalion Chiefs, and the Chief. Chain of Command during fire-ground operations and meetings shall be as described in the departments handbook.

SUPERVISION RECEIVED AND EXERCISED

Work is performed independently under the direction of the Battalion Chiefs and Fire Chief. Performs varying forms of supervision and work direction for firefighters assigned to his company for drills, as well as at the scene of emergency incidents.

ESSENTIAL FUNCTIONS (in addition to the Firefighter Essential Functions)

1. Functions as supervisor, and is physically capable of completing firefighter physical ability test on an ongoing basis. Meets minimum educational requirements of the department.
2. Assists with management and administration of his assigned company, its personnel, apparatus and equipment as assigned by Battalion Chiefs and Fire Chief.
3. Responds to emergency incidents and serves in a command or supervisory role at the scene when needed.
4. Represents the Fire Department at local, regional, state and national fire service meetings and events as needed.

MARGINAL FUNCTIONS

1. Performs other related duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Operations, services and activities of the Alexandria Fire Department.
Principles, practices and methods of comprehensive fire suppression, fire prevention, and emergency services.
Principles of supervision, management, and administration including carrying out Personal Improvement Plans (PIPs)
Pertinent Federal, State and local laws, codes, regulations and ordinances familiarity.
City personnel policies and procedures.
Alexandria Fire Department training programs and drills.
Alexandria Fire Department rules and regulations, SOG's and administrative policies.
City of Alexandria / Douglas County Emergency Operations Plan.

Ability to:

Supervise AFD personnel, apparatus and equipment.
Plan, organize, direct, and coordinate the work and drills of firefighters.
Train and develop firefighters.
Communicate clearly and concisely, both orally and in writing.
Operate computer equipment and be proficient in fire data (Image Trend), word processing,
Establish and maintain effective working relationships with those contacted in the course of work.
Operate assigned equipment including vehicles.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years of experience as a firefighter on the Alexandria Fire Department.

Training:

Must meet minimum requirements of a firefighter on the Alexandria Fire Department.
Strongly suggested: National Fire Academy three-course series entitled *Managing Company Tactical Operations*, Fire Behavior Classes, "Art of Reading Smoke", 1st 5-10 minutes, Leadership I, Leadership II, Human Resources, Coaching/Mentoring class equivalents .

License or Certification

Certification of Firefighter II by the MN Fire Service Certification Board.
Certification of First Responder emergency medical care training. (EMT or higher medical training preferred).
Possession of a valid Commercial (CDL) Class B Minnesota driver's license.

WORKING CONDITIONS

Same working conditions as listed in firefighter job description. (See below).

Environmental Conditions:

Combination of in-door work, indoor and outdoor supervision or maintenance and training, indoor and outdoor response to emergency incidents. Environmental conditions in response to emergencies will have varying climate conditions and the individual may be required to work after appropriate training and with proper equipment in environments that are immediately dangerous to life and health.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time, manual dexterity, adequate hearing, vision and speech; may be required to operate assigned vehicle.

Must also be physically capable of completing the firefighter physical ability test on an ongoing basis.

WORKING CONDITIONS AS LISTED IN THE FIREFIGHTER JOB DESCRIPTION

Environmental Conditions:

- The work environment characteristics described here are representative of those a firefighter may encounter while performing the essential functions of the job.
- While wearing personal protective equipment which weighs approximately twenty-five pounds, and also wearing self-contained breathing apparatus (SCBA) which weighs approximately twenty-five pounds; the firefighter may work in areas that may or may not be protected from the weather. The firefighter may work in extreme cold temperatures or high temperatures of which either may cause marked bodily discomfort or reactions. The firefighter may encounter wet conditions and high humidity as well. The firefighter may have to perform emergency response functions in confined spaces.
- The firefighter may work in environments that are immediately dangerous to life and health. The environment may include smoke or other toxic conditions, and the firefighter may be exposed to a variety of physical hazards, including unsound structures, moving mechanical equipment, electrical equipment, and working in elevated areas. The firefighter is at risk of being exposed to high temperatures, low temperatures, radiant energy, toxic chemicals, radioactive materials, biological agents, and explosives.
- Frequently encounters noise and/or vibration exceeding 80 decibels (constant or intermittent) to cause marked distraction or possible hearing loss.

ALEXANDRIA FIRE DEPARTMENT

Firefighter

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job nor limited to.

FLSA Status: Volunteer

Department: Fire

Date: 3/2017

POSITION SUMMARY

This volunteer firefighter position responds to fire, rescue, hazmat, limited medical, mutual aid, disasters and other emergency incidents including alarms and lift assists, participates in training and maintenance activities, and provides fire and safety education training to the public.

CHAIN OF COMMAND

The Firefighter will report directly to their assigned Captain. The Firefighter chain of command will be Captain, Battalion Chiefs, and the Chief. Chain of Command during fire-ground operations and meetings shall be as described in the departments handbook.

SUPERVISION RECEIVED AND EXERCISED

Work is performed independently and under the direction of fire Department officers.

ESSENTIAL FUNCTIONS

1. Responds to emergency incidents meeting minimum participation (70%) requirements.
2. Participates in Open House, Fire Prevention, Safety Education – Community Awareness activities as often as possible.
3. Participates in weekly drills, and other required training activities (fire schools), and meets minimum participation (70%) requirements. Additionally, 12 hours of continuing education is required.
4. Participates in station and apparatus maintenance activities.

MARGINAL FUNCTIONS

1. Perform other related duties as apparent or assigned/asked.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of the Alexandria Fire Department.
- Principles, practices, and methods of comprehensive fire suppression, fire prevention, and other emergency services.

Ability to:

- Operate equipment, which includes but is not limited to hand tools, power tools, light and heavy equipment, fire pumps, aerial ladders. Operate all fire Department vehicles including cars and fire apparatus.
- Perform addition, subtraction, multiplication, and division necessary for response to fire, rescue, limited medical emergency, and hazardous materials incidents .
- Keeps current by reading fire protection textbooks, first responder medical textbooks, and hazardous materials emergency response textbooks/internet articles.
- Communicate effectively orally and in writing. Must clearly speak the English language, as well as have full comprehension of the English language.
- Interpret instructions and use logic to solve concrete problems.
- Perform all physical duties normally expected of a firefighter. Shall meet minimum medical requirements as established by the fire Department handbook.
- Work as a member of a team under stress caused by emergencies, danger, or criticism. Make reasonable decisions regarding the safety of team members and his own self. Work under limited supervision in stressful situations.
- Present a positive, constructive image and attitude in the performance of firefighter duties. Establish positive working relationships with the public, City staff, fire personnel, and other agencies.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience in firefighting, rescue, EMS, or other public safety responder experience is desirable, but not required.

Training:

We will provide NFPA #1001 Firefighter 1 training and Firefighter will be State Certified FF1, NFPA #472 First Responder Operations Level Hazardous Materials Emergency Response Training, #1001 Minnesota Emergency Medical First Responder training within the first year is required.

State Certified Firefighter II, CDL Commercial B license, ICS 100, ICS 200, ICS 700 and ICS 800 required with-in 5 years. Advanced certification in firefighting, rescue, response to hazardous materials incidents is encouraged.

License or Certification

Possession of a MN driver's license.

Commercial Driver's License (CDL) Class B (with tanker and airbrake endorsement) is required within 5 years.

WORKING CONDITIONS

Environmental Conditions:

- The work environment characteristics described here are representative of those a firefighter may encounter while performing the essential functions of the job.
- While wearing personal protective equipment which weighs approximately twenty-five pounds, and also wearing self-contained breathing apparatus (SCBA) which weighs approximately twenty-five pounds; the firefighter may work in areas that may or may not be protected from the weather. The firefighter may work in extreme cold temperatures or high temperatures of which either may cause marked bodily discomfort or reactions. The firefighter may encounter wet conditions and high humidity as well. The firefighter may have to perform rescue and/or lifesaving duties in and around stable and moving water environments where the water depth may be greater than the height of the firefighter. The firefighter may have to perform emergency response functions in confined spaces.
- The firefighter may work in environments that are immediately dangerous to life and health. The environment may include smoke or other toxic conditions, and the firefighter may be exposed to a variety of physical hazards, including unsound structures, moving mechanical equipment, electrical equipment, and working in elevated areas. The firefighter is at risk of being exposed to high temperatures, low temperatures, radiant energy, toxic chemicals, radioactive materials, biological agents, and explosives.
- Frequently encounters noise and/or vibration exceeding 80 decibels (constant or intermittent) to cause marked distraction or possible hearing loss.

Alexandria Fire Department
Officer Application

Applications Due by _____,

Name: _____ Dept ID#: _____ Date: _____

Position: Battalion Chief Captain Chief Engineer Director of IT Secretary

(Check all that you are applying for...only one application is needed.)

Description/Responsibility: The Battalion Chiefs (BC) will be responsible for responding/taking Command of incidents and alarms from 430pm on weekdays and complete weekends on a monthly rotation, or in the absence of the Fire Chief. The BC will be able to trade or switch as has been practice of the previous command structure. In the event the Fire Chief and BCs are unable to respond, Command will be delegated to the Captains. The BCs/Captains will be tasked with training, equipment, extra-curricular, community, Rescue, EMS, Image Trend/call reporting facets of the fire Departmentor anything else that is deemed necessary by the Fire Chief.

- There will be a yearly stipend/allowance provided for each respective responsibility.
 - The Battalion Chief will work under the administrative direction of the Fire Chief.
 - The Captain's will work under the administrative direction of the BCs and Fire Chief.
 - All positions will be a part of the Officer Core and fall under the Chain of Command.
 - The Fire Chief, Battalion Chiefs, Secretary, Director of IT will have administrative control of the reporting to Image Trend.
-

1. Which of the following best describes your years of firefighter service?

- 1 - 5 years
- 6 - 10 years
- 11 -15 years
- 16-20+ years

2. Do you have any of the following Officer experience (Check all that apply)?

- LT/Rescue/Chief Engineer
- Captain
- Assistant Chief
- Other, Explain: _____

3. Which of the following best describes your day time response availability?

- Not Available
- Limited – Available but no alarms
- Available – No limitations

What is your day time response time? 0-5 minutes Over 5 minutes

4. Which of the following best describes your night time response availability?

- Not Available
- Limited – Available but no alarms
- Available – No limitations

What is your night time response time? 0-5 minutes Over 5 minutes

5. Which of the following best describes your Operations Experience?

- 1-5 times
- 6-10 times

- 11-15 times
- Over 15 times

6. Which of the following best describes your Command Experience?

- 1-5 times
- 6-10 times
- 11-15 times
- Over 15 times

7. Select your skill level in the following areas: Circle one

Microsoft Word Proficiency: never used limited skills average skills highly skilled

Microsoft Excel Proficiency: never used limited skills average skills highly skilled

Microsoft Outlook Proficiency: never used limited skills average skills highly skilled

8. List any additional experience or training that applies to or benefits the position you are applying for.

- Education:

- Technology:

- Training:

- Other:

Please provide no more than one sheet attached for your answers to the following questions:

9. Why do you want this position?

10. Provide three 'visions' you have for AFD? (If relative; three visions for Chief Engineer or Director of IT)

11. If asked, how would AFD members describe your conflict resolution style?

12. What is your philosophy on how you lead/motivate people and inspire a team atmosphere?

13. What is your philosophy on community events and participation at community events?

14. If asked, how would AFD members describe your leadership style?

15. What are the most important values and ethics you will demonstrate as an AFD Officer? How would the AFD members perceive and describe their trust in you?

16. How does Management and Leadership differ?

By my signature below I acknowledge I have read and understand the responsibilities for the position of which I am applying and that I am able to take on this responsibility and the tasks associated.

Signature: _____ Date: _____

PAST ALEXANDRIA FIRE CHIEFS

NAME	TERM
ARNOTT, P.	1883-1885
TRENHAM, N.H.	1886
NORD, N.P.	1887, 1889
KORTSCH, G.A.	1888, 1890-1899
MITSON, W.B.	1900-1902
KENT, L.S.	1903-1919
COLE, C.L.	1920-1927
MCFARLANE, WILLIAM	1928-1930
ALLEN, ALBERT	1931
ANDERSON, ARTHUR	1932-1933, 1935-1936
BOWERS, P.B.	1934
BUNDY, WORTH	1937-1946, 1952-1956
LUND, CONRAD	1947-1949
DRUSSELL, EARL	1950
JENSEN, NORMAN	1951
ENGSTROM, EDWIN	1957-1969
PETERSON, ERNEST	1970-1973

PAST ALEXANDRIA FIRE CHIEFS

<u>NAME</u>	<u>TERM</u>
WESTERFIELD, MERLE JR.	1974-1979
NELSON, RICHARD A.	1980-1984
NESS, H. DAN	1985-1989
ELLINGSON, PAT	1990-1995
GLADE, RICK	1996-1999
MIKE DONNAY	2000-2003
SHANE SCHMIDT	2004-2009
JEFF KARROW	2010-