

# Nixa Fire Protection District

Policy Manual

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## MISSION



The mission of the Nixa Fire Protection District is to protect the quality of life and the property of those who live, work, invest, or visit our community.

# Nixa Fire Protection District

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## VALUES, GOALS, VISION, TAGLINE



### VALUES

"Respect, Integrity, Compassion, Courage, Honesty"

### GOALS

To accomplish this mission the Nixa Fire Protection District establishes the following goals:

We will maintain adequate emergency preparedness to handle a variety of potential life or property threatening situations.

We will promote personal development while utilizing effective principals and practices of modern fire and life safety technology.

We will establish and maintain relationships with other entities and agencies.

### VISION

The Nixa Fire Protection District is committed to honor the rich heritage of the fire service and be recognized as a model of excellence in providing service through commitment.

### TAGLINE

"Service through Commitment"

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## **FIREFIGHTER OATH**

“I (state your name) do hereby declare  
that I will support the Constitution of the United States,  
and the Constitution of the State of Missouri.

I will faithfully execute the duties of Firefighter for the citizens  
of the Nixa Fire Protection District to the best of my ability. I will  
promote and protect their best interest by “Service through commitment”.  
I solemnly swear to uphold the values of the Nixa Fire Protection District  
with respect, integrity, compassion, courage, and Honesty”.

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## **Chapter 1 - Fire Service Role and Authority**

## Fire Service Authority

### 100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the legal authority of the Nixa Fire Protection District and the individual members.

### 100.2 POLICY

It is the policy of the Nixa Fire Protection District to limit its members to only exercise the authority granted to them by law.

While the Nixa Fire Protection District recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this district does not tolerate abuse of authority.

### 100.3 ORGANIZATIONAL POWERS

This District is authorized by Missouri law to perform fire suppression and related services including, but not limited to, the following ([§ 320.310.2, RSMo](#)):

- (a) Fire prevention and fire code enforcement
- (b) Fire suppression services
- (c) Fire cause and origin investigation
- (d) Emergency Medical Services (EMS)

Additionally, the District shall annually register with the State Fire Marshal as prescribed by Missouri law ([§ 320.271, RSMo](#)).

### 100.4 FIREFIGHTER POWERS

Firefighters are sworn, certified, appointed or elected members of this district and are authorized to exercise the following authority pursuant to applicable Missouri law:

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, marine, wildland and other types of fires
- (c) Investigate the cause and origin of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (f) Provide fire code enforcement inspection and plan review services
- (g) Provide public education and fire prevention activities and services

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### *Fire Service Authority*

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#### **100.5 CONSTITUTIONAL REQUIREMENTS**

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and Missouri Constitutions.

#### **100.6 SUPERVISORY AUTHORITY**

Any chief officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the appropriate Assistant Fire Chief, followed by written documentation of the charges, in accordance with district procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

## Chief Executive Officer

### 101.1 PURPOSE AND SCOPE

This policy identifies the education, experience or certifications desired for the Fire Chief.

### 101.2 POLICY

It is the policy of the Nixa Fire Protection District to have a highly qualified Chief Executive Officer.

### 101.3 CHIEF EXECUTIVE OFFICER

Higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO) and the Center for Public Safety Excellence Chief Fire Officer (CFO) programs as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire Chief.

### 101.4 DESIRED QUALIFICATION

The International Fire Service Accreditation Congress (IFSAC) Fire Officer II is a desired qualification for a Chief Executive Officer. The certification requirements are described by the IFSAC and delineated by the Missouri Department of Public Safety (DPS) Office of the State Fire Marshal.

## Oath of Office

### 102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate or required, are administered to district members.

### 102.2 POLICY

It is the policy of the Nixa Fire Protection District that, when appropriate, district members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the District and the dedication of its members to their duties.

### 102.3 OATH OF OFFICE

Upon employment, and if required, personnel should take and subscribe to the following oath or affirmation in addition to any other form of oath or affirmation required.

"I (state your name) do hereby declare that I will support the Constitution of the United States, and the Constitution of the State of Missouri. I will faithfully execute the duties of Firefighter for the citizens of the Nixa Fire Protection District to the best of my ability. I will promote and protect their best interest by "Service through commitment". I solemnly swear to uphold the values of the Nixa Fire Protection District with respect, integrity, compassion, courage, and Honesty".

When a person to be sworn has conscientious scruples against taking an oath, he/she shall be permitted to be affirmed. The words of the affirmation shall be the same as the words of the prescribed oath, except that the word "affirm" shall be substituted for the word "swear."

### 102.4 MAINTENANCE OF RECORDS

If administered, the oath of office should be filed as prescribed by local practice and in accordance with the established records retention schedule.

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# Policy Manual

## 103.1 PURPOSE AND SCOPE

The Policy Manual of the Nixa Fire Protection District is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this district. All members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders and regulations that are in conflict with this manual are revoked, except to the extent that portions of the existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

## 103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this district under the circumstances reasonably available at the time of any incident.

### 103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Nixa Fire Protection District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for district administrative action, training or discipline. The Nixa Fire Protection District reserves the right to revise any policy content, in whole or in part.

### 103.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, District policy or collective bargaining agreement, such law, District policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the District will seek to resolve the conflict.

## 103.3 AUTHORITY

This organization, known as the Nixa Fire Protection District, herein known as the "District", was established August 19, 1986 through Revised Missouri State Statute Chapter 321, by the constituents of the District, to provide emergency services to protect the quality of life and property



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within the District. The District is governed by a five member board, elected by the constituents of the District, for the purpose of providing protection to the property within the District, and on its behalf, the Board shall have the powers, authority, and privileges as outlined by [RSMO Chapter 321](#).

The Board through State Statute, Ordinances, Resolutions, Policy, Procedure, Programs, and basic employment practices shall govern the operation of the District. The Board shall appoint a Fire Chief to oversee the District in completing the mission, vision, goals, and objectives of the District.

The Fire Chief shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Fire Chief or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

The Fire Chief and Staff shall fulfill the mission, vision, goals, and objectives through guidance of the policies, procedures, programs, and basic employment practices set forth herein by the Board of Directors.

#### **103.4 DEFINITIONS**

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 17 years of age or older ([§ 211.021.1\(1\), RSMo](#)).

**District** - The District of Nixa Fire.

**Civilian** - Employees and volunteers who are not engaged in fire suppression as part of their primary duties.

**District/NFPD** - The Nixa Fire Protection District.

**Employee** - Any person employed by the District.

**Firefighter/Sworn, appointed or elected** - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed or elected members of the Nixa Fire Protection District.

**Health and Safety Officer** - Members designated by the Fire Chief as responsible for the administration of health and safety-related programs and policies for the Nixa Fire Protection District. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

**Manual** - The Nixa Fire Protection District Policy Manual.

**May** - Indicates a permissive, discretionary or conditional action.

**Member** - Any person who is employed or appointed by the Nixa Fire Protection District,

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- Full- and part-time employees
- Sworn, appointed or elected firefighters
- Civilian employees

**On-duty** - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The title of the classification held by a firefighter.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other district members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

### **103.5 DISTRIBUTION OF THE POLICY MANUAL**

An electronic version of the Policy Manual will be made available to all members on the district network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

### **103.6 PERIODIC REVIEW OF THE POLICY MANUAL**

The Fire Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

### **103.7 REVISIONS TO POLICIES**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

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Each Assistant Fire Chief will ensure that members under his/her command are aware of any Policy Manual revision.

All district members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

## **Chapter 2 - Organization and Administration**

## Organizational Structure

### 200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Nixa Fire Protection District. This policy also provides guidance regarding the district's reporting process through the chain of command.

### 200.2 POLICY

It is the policy of the Nixa Fire Protection District to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

### 200.3 DIVISIONS

The Fire Chief is responsible for managing the Nixa Fire Protection District. The Fire Chief provides administrative support to the Board of Directors; prepares and coordinates the district budget; acts as liaison with the Divisions regarding recruitment, promotion and performance appraisals. The following Divisions make up the Nixa Fire Protection District:

- Administration Division including Prevention
- Fire Operations Division
- Training Division

#### 200.3.1 ADMINISTRATION / PREVENTION DIVISION

The Administration /Fire Prevention Division is directed by the Assistant Fire Chief and manages information technology systems and payroll functions; and reviews, prepares and presents reports to the District, the District staff and District officials.

It is the responsibility of the Administrative Assistant to prepare and maintain a current organizational chart.

The Fire Prevention Division's mission is to engage in origin and cause investigation, education, prevention and mitigation of fire incidents or accidents.

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division conducts pre-construction plan review and may be the lead agency or act as a support service in the investigation of all major fires occurring within the jurisdiction of the Nixa Fire Protection District. This Assistant Fire Chief supervises the Fire Inspector.

# Nixa Fire Protection District

## Policy Manual

### *Organizational Structure*

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#### 200.3.2 FIRE OPERATIONS DIVISION

The Fire Operations Division is directed by a Assistant Fire Chief. The Fire Operations Division responds to all fire, rescue and medical aid calls for service; manages major disaster responses; and staffs various emergency response apparatus and support units.

The Fire Operations Assistant Fire Chief may also oversee the management of the Dispatch Center.

#### 200.3.3 TRAINING DIVISION

Under Construction

#### **200.4 UNITY OF COMMAND**

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct the subordinate of another supervisor if an operational need exists.

#### **200.5 CHAIN OF COMMAND**

Respect for rank is essential for administrative and operational efficiency. All members of the Nixa Fire Protection District shall adhere to the [chain of command](#) .. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each district member. This supervisor/ commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the district's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Nixa Fire Protection District shall generally conduct district business through the established chain of command. Members shall consult with and report to their commanding officer/ supervisor when making recommendations for changes, alterations or improvements concerning district matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memorandum or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the Nixa Fire Protection District shall initiate contact with any member of the governing board or with any other local, regional, state or federal official regarding any matter affecting the Nixa Fire Protection District without having first informed the Fire Chief through the chain of command.

## *Organizational Structure*

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### **200.6 DIRECTIVES AND ORDERS**

Members shall comply with lawful directives and orders from any district supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor that he/she intends to disobey what he/she reasonably believes to be a conflicting or unlawful order.

A member's decision to disobey an order that he/she believes to be unlawful is not a bar to discipline should the order be determined as lawful.

### **200.7 ALTERNATE CHANNELS OF COMMUNICATION**

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare or operations of the District.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the established chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the District or involves other members or supervisors, the member may consult directly with the Assistant Fire Chief, the Fire Chief or a representative of the Administration.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to the health, safety and security of the public or members without fear of actual or threatened discrimination, retaliation or reprisal. Such complaints are not subject to the chain of command and may be made to any supervisor or directly to the Administration. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable state law, ordinance or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).

# Emergency Action Plan and Fire Prevention Plan

## 201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any district facility and to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP).

## 201.2 POLICY

The Nixa Fire Protection District is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

## 201.3 TRAINING

The District should provide training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy.

## 201.4 DISASTER SUCCESSION

### 201.4.1 BACKGROUND

International interest in the matter of infectious disease, bio-terrorism, and disasters, natural or human-made, has been brought to the forefront in the United States. Any disaster may achieve pandemic proportions or overwhelm resources. During a disaster, it may be necessary to make painful decisions regarding limited response in the face of increase demand and decreasing resources. These decisions will be difficult, as in triage at a Mass Casualty Incident (MCI). The goal of our approach to a disaster must be to maximize the use of available resources and provide reasonable help to the greatest number of people. While compassion and caring are always appropriate, it is imperative that we do not allow these natural, human feelings to cloud our judgment in making treatment, transport, or resource decisions. It is important that we give these topics some consideration so that we will be better prepared operationally and emotionally if or when any disaster occurs.

### 201.4.2 OBJECTIVE

A disaster or outbreak may cause a staffing shortage of employees as well as an increase in calls for service. The objective is to mobilize the resources to an elevated level. This may require a commitment beyond normal daily capabilities and operations. The Command Staff will determine and facilitate the coordination with the Christian County Emergency Management Office, Christian County Health Department, Christian County Ambulance District, and Christian County Sheriff's Department, Christian County Commissioners, the City of Nixa and any other affected agency.

The following issues should be addressed;

- Analyze the situation.
- Determine what resources are needed.



# Nixa Fire Protection District

## Policy Manual

### *Emergency Action Plan and Fire Prevention Plan*

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- Place additional resources in service as needed.
- Develop appropriate response alterations.
- Prioritize requests.
- Support the Christian County Emergency Operations Plan.
- Select Staff to support the Christian County Emergency Operations Center

#### 201.4.3 RESPONSE

In the event of a disaster, significant adjustments may be necessary in the procedures covering dispatch, response, treatment and transportation.

The decision to activate any temporary procedures in relation to a disaster shall be jointly made by the Command Staff, with recommendations from Federal, State, Local Officials, and the Medical Director if EMS issues are involved. These procedures must support the Christian County Emergency Operations Plan.

#### 201.4.4 SUCCESSION

In the event a disaster affects the staff of the District the following succession shall take place;

- Fire Chief
- Deputy Chief
- Asst. Chief (most senior)
- Asst. Chief
- Board Appointed

## Departmental Directives

### **202.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish a process to make immediate changes to district policy. The Nixa Fire Protection District will, as necessary, issue Departmental Directives that will immediately modify or change and supersede the sections of this manual to which they pertain.

### **202.2 POLICY**

It is the policy of the Nixa Fire Protection District to make any immediate changes to policy and procedure in accordance with the current collective bargaining agreement and as permitted by applicable law or code. Generally, the establishment of Departmental Directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between labor groups and authorized district representatives.

### **202.3 RESPONSIBILITIES**

The Fire Chief shall issue all Departmental Directives.

All district officers and/or supervisors shall be responsible for communicating Departmental Directives to all members under their command and/or direct supervision.

Departmental Directives will be rescinded upon incorporation into this manual.

All Departmental Directives shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the District.

## Training Policy

### 203.1 PURPOSE AND SCOPE

It is the policy of this district to administer a training program that will provide for the professional growth and continued development of its members. By doing so, the District will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

### 203.2 POLICY

The District seeks to provide ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the District will use courses certified by the Missouri Department of Public Safety, Office of the State Fire Marshal, Division of Fire Safety Training and Certification Unit, the U.S. Department of Homeland Security or other accredited entities.

### 203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Increase the technical expertise and overall effectiveness of district members.
- (c) Provide for continued professional development of district members.
- (d) Reduce risk and enhance safety.

### 203.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Division Assistant Chief. It is the responsibility of the Training Division Assistant Chief to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.

### 203.5 TRAINING NEEDS ASSESSMENT

The Training Division Assistant Chief will conduct an annual training needs assessment. The needs assessment will be reviewed by command staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

## Disclosure of Financial Interest

### 204.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a uniform method for complying with Missouri law and the requirements for filing a financial interest statement (§ 105.483, RSMo; § 105.485, RSMo).

### 204.2 POLICY

Designated members of the District shall comply with state requirements regarding the filing of financial interest statements with the District.

### 204.3 DISTRICT RESPONSIBILITIES

The Fire Chief shall designate a person to be the Conflict of Interest Filing Officer for the District, who shall be responsible for administering the filings including ensuring timely compliance and maintaining a list of all district members who are required to file a statement (§ 105.483, RSMo; § 105.487, RSMo).

All financial interest statements shall be screened for compliance and potential conflict of interests by the Conflict of Interest Filing Officer. Members in designated classifications are required to disclose certain financial interests, which may include investments, interests in real property, income and business interests (§ 105.485, RSMo).

## Liability Claims

### **205.1 PURPOSE AND SCOPE**

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the District.

### **205.2 POLICY**

It is the policy of this district to evaluate and resolve claims in a timely manner, as appropriate.

### **205.3 RESPONSIBILITY**

The Fire Chief should designate a risk manager to receive, investigate and evaluate any claim for loss or damage received by the District.

Any member of this district who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the District, shall forward the information to the risk manager as soon as practicable.

### **205.4 RESPONSE TO CLAIMS**

The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the district's governing body.

The risk manager should ensure the claim is accepted or rejected. Notice of acceptance or rejection should be given to the claimant in writing. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely.

## Electronic Mail

### 206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the District.

### 206.2 POLICY

Nixa Fire Protection District members shall use email in a professional manner in accordance with this policy and current requirements of the Missouri Sunshine law.

### 206.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

### 206.4 RESTRICTED USE

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the District.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire district are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

## *Electronic Mail*

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### **206.5 EMAIL RECORD MANAGEMENT**

Email may, depending upon the individual content, be a public record under the Missouri Sunshine Law and must be managed in accordance with the established records retention schedule and in compliance with state law (§ [610.010, RSMo](#); § [109.180, RSMo](#)).

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.

## **Administrative Communications**

### **207.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the District.

### **207.2 POLICY**

It shall be the policy of the Nixa Fire Protection District to control the use of the name of the District and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

### **207.3 PERSONNEL ORDERS**

Personnel orders may be issued periodically by the Fire Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

### **207.4 CORRESPONDENCE**

In order to ensure that the letterhead and name of the District are not misused, all external correspondence shall be on district letterhead.

### **207.5 MEMORANDUMS**

Memorandums are a necessary and important component of effective operations at all levels of the District. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between district members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the District, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized district memorandum format include:

- A standard heading, including the name of the District.
- The date of the memorandum.
- The intended recipient of the memorandum.
- The name, rank and division of the District member creating the memorandum.
- A brief statement of the subject of the memorandum.



## *Administrative Communications*

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### **207.5 FACSIMILE COVER SHEETS**

All outgoing facsimile transmissions should include a standard district cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

### **207.6 SURVEYS**

All surveys made in the name of the District shall be authorized by the Fire Chief or the authorized designee.

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## Minimum Staffing Levels

### 208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for unit staffing levels based on daily operational needs, and unique local or regional circumstances, consistent with any collective bargaining agreement.

Staffing levels may be established through adopted Standards of Cover or at levels approved by the Authority Having Jurisdiction (AHJ), the Fire Chief and any collective bargaining agreement.

#### 208.1.1 DEFINITIONS

Definitions related to this policy include:

**Qualified** - Any member who has satisfactorily met the requirements for the position (e.g., firefighter/operator, Company Officer), either through promotional examination or a training program approved by the District.

**Out of title assignment (OOT)** - Any situation in which a member of the District functions in a rank above his/her normal position description and job duties.

### 208.2 POLICY

The District balances the member's needs and wishes with the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the principle concern is the need to meet the operational requirements of the District.

### 208.3 OUT OF TITLE ASSIGNMENTS AND SUPERVISION

In order to accommodate operational flexibility and other unforeseen circumstances, any firefighter or an firefighter/operator, if qualified, may be used as a Company Officer for a limited time consistent with any existing and applicable collective bargaining agreement.

With prior authorization from the Assistant Fire Chief or the authorized designee, a qualified Company Officer may act as the Battalion Chief for a limited time.

Decisions regarding supervision should result in each firefighter and firefighter/operator being supervised by a single Company Officer or acting Company Officer. Each Company Officer should be supervised by a Battalion Chief or an acting Battalion Chief.

As employees are released to work out of title they will perform this function as a training mechanism for personal growth and development. Once the employee meets the prerequisites as set forth in Policy 1003 they may receive additional payment of \$3.00 per hour for working out of title.

### 208.4 MINIMUM STAFFING GUIDELINES

In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:

# Nixa Fire Protection District

## Policy Manual

### *Minimum Staffing Levels*

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There shall be a maximum of two (2) personnel scheduled off during any given shift. The rank and placement of personnel shall be such to meet the District's needs. The District will review personnel assignments for the purpose of maintaining efficiency, equalization of personnel, and any other function that may be required to assign personnel accordingly. Shift employees may not leave their assigned tour of duty until relieved by on-coming personnel.

If staffing falls below minimum guideline levels, the Battalion Chief shall have the authority to call back a sufficient number of personnel to fill vacancies. This includes holding over personnel from a previous shift. The Battalion Chief will attempt to fill the vacancy with an employee of equal rank.

To ensure adequate staffing, the Battalion Chief shall:

- Immediately send an Active 911 alert upon notification of the staffing situation. The alert shall advise personnel of the need for staffing, the duration, the needed rank, and that the staffing need will result in a holdover. The first qualified employee to respond to the alert shall be used to fill the vacancy.
- If the required staffing need is not filled through Active 911 and a forced holdover is used, a second Active 911 shall be sent indicating that members have been placed on mandatory holdover due to insufficient staffing. The alert will specify the need for staffing, the duration, and the needed rank. The staffing request shall remain valid until a qualified employee responds to the alert or the employee on mandatory holdover volunteers to cover the full shift.

In order to create fairness in the mandatory holdover process, Company Officers shall maintain a running holdover list for their shift. The list shall be divided by rank. If an employee volunteers to holdover then the list is bypassed. If an employee has scheduled vacation following their regularly scheduled shift, the next employee on the list shall be utilized.

Employees dispatched to an emergency that carries them past the end of shift shall remain on-duty until relieved or until the assignment is completed.

The Company Officer is responsible for promptly notifying the Battalion Chief in the event that the number of available on-duty personnel falls below the recommended minimum staffing guidelines.

Should a situation arise where an apparatus responds with less than the minimum number of qualified personnel, the officer in charge should notify the Dispatch Center that the unit is understaffed and request that an additional unit respond, if necessary.

#### 208.4.1 SCHEDULING SHIFT VACANCIES

Personnel wishing time off shall make the request through the appropriate supervisor. Requests for vacation and educational leave should be made as far in advance as possible. When time allows, open positions shall be posted via email, text, or Active 911 to obtain coverage. This coverage should be awarded on a first come first serve basis. Open shifts created by sick time or last minute leave requests, may be toned over the paging system or requested over Active 911 for coverage. These openings shall be awarded on a first come first service basis.

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### *Minimum Staffing Levels*

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#### **208.5 CHIEF OFFICER COVERAGE**

Due to scheduling with vacation, education, emergency calls, and meetings the fire district at times may be without Chief Officer Coverage.

In order to assure a Chief Officer will be scheduled to oversee emergency and non-emergency operation of the district the following procedure will be followed.

In the event that an OOT Officer cannot move up to cover the absent Battalion position, coverage for the Battalion Chief will be other chief officers. In the event chief officers cannot cover the shift, it will be open to any officers that are qualified to cover the battalion position out of title (paid or training). If no chief officer or qualified officer is available to cover the shift then other Battalion Chiefs can work the shift at their regular hourly rate of pay. Due to their exempt status overtime will not be allowed.

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## Post-Incident Analysis

### 209.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weaknesses within the District. This policy describes the various types of PIA that can be used in the evaluation of district performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

### 209.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this district to use the PIA as a tool for Incident Commanders (ICs), Fire Inspector, Battalion Chiefs, and command staff to identify areas of strength and weakness within the District on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in district-wide training to communicate continuous improvement of emergency scene operations and fireground safety.

#### 209.2.1 RESPONSIBILITIES

The ICs, Fire Marshals, Battalion Chiefs, and command staff have shared responsibility for the overall effectiveness of the PIA process.

The IC should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the IC should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

### 209.3 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the District to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

- (a) A PIA may include:
  - 1. Evaluation of the overall operational effectiveness.

## *Post-Incident Analysis*

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2. Evaluation of safety procedures.
  3. Evaluation of the success or failure of tactical objectives.
  4. Evaluation of the application and effectiveness of policies and/or procedures.
  5. Specific knowledge that might be beneficial.
- (b) The information gained from a PIA should be used by Company Officers and staff teams to:
1. Reinforce the incident management system.
  2. Evaluate current training programs and/or identify training needs.
  3. Evaluate current policies and procedures.
  4. Identify and prioritize planning needs for the future.
  5. Identify equipment problems/concerns.
  6. Evaluate fire prevention inspection and public education effectiveness.

### **209.4 TYPES OF POST-INCIDENT ANALYSIS**

#### 209.4.1 HOT WASH

An incident "hot wash" should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An IC may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the IC to:

- Meet in a safe area, even if it requires relocating to another area.
- Ensure that the meeting area is inaccessible by the public and media.
- Consider the impact of company downtime.
- Consider public perception.

#### 209.4.2 INFORMAL PIA

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. The IC or a designated representative should arrange for and conduct the informal analysis.

## *Post-Incident Analysis*

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### 209.4.3 COMPANY-LEVEL PIA

A company-level PIA is highly encouraged and should be a standard communication tool for all Company Officers. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

Company-level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company-level PIA can take place while at the fire station or any location that provides privacy.

### 209.4.4 FORMAL PIA

- (a) A formal PIA should be conducted following all:
  - 1. Multiple-alarm structure fires.
  - 2. Multiple-alarm brush fires.
  - 3. Multiple-alarm Emergency Medical Services (EMS) incidents.
  - 4. Multiple-alarm special operations incidents.
  - 5. Major disaster drills.
  - 6. Unusual incidents identified by the IC or other staff officers.
- (b) A formal PIA should be considered for:
  - 1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
  - 2. Any incident in which an unusual event occurs (e.g., explosion, collapse).
  - 3. Any fire resulting in a fatality.
  - 4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
  - 5. Any "close call" incident where firefighters could have been injured.
  - 6. Any hazardous materials incident with multi-company involvement.
  - 7. Any specialty rescue operation with multi-company involvement.
  - 8. Any incident, at the IC's discretion or at the request of a Company Officer.
- (c) The Training Division Assistant Fire Chief is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:
  - 1. Setting a presentation date and location within three days (whenever possible) of the incident.
  - 2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
  - 3. Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.

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## Policy Manual

### *Post-Incident Analysis*

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4. Notifying Shift Commanders.
5. Coordinating/scheduling with other departments or outside agencies that worked the incident.
6. Arranging move-up and/or cover companies from other departments.

The Battalion Chief is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged to allow them to prepare or gather any necessary documentation.

Copies of the AAR should be posted at each fire station for all personnel to review.

A copy of all PIAs and AARs shall be forwarded to the Fire Chief for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.



# Annual Planning Master Calendar

## 210.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the development of a master schedule of annual activities that will assist with the overall planning and coordination of district resources, training and other activities.

### 210.1.1 DEFINITIONS

Definitions related to this policy include:

**Target hazard** - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; and have a significant impact on the community if the building or occupancy were destroyed.

## 210.2 POLICY

The Nixa Fire Protection District will establish, update and maintain a master schedule of annual activities to facilitate the overall planning and coordination of activities and resources.

## 210.3 RESPONSIBILITIES

The Administration is responsible for creating and maintaining a calendar that includes a schedule of all training required in compliance with state and federal regulations, required inspections and other significant activities. The calendar should include at a minimum:

- (a) All necessary National Incident Management System (NIMS) training.
- (b) All required Emergency Medical Technician (EMT) and EMT-Paramedic (EMT-P) recertification training as necessary to meet the local Emergency Medical Service (EMS) authority, Missouri Department of Health and Senior Services and National Registry of Emergency Medical Technicians (NREMT) requirements.
- (c) Training required for maintaining competencies in job-specific duties and functions, including emergency response roles, the Incident Command System (ICS) and voluntary certification training from the Missouri Office of the State Fire Marshal Fire Safety Division, in addition to hazardous material training, wildland interface training and target hazard training as required by federal, state and local law or regulatory agency. Training may include manipulative exercises, didactic classroom work and simulations.
- (d) An annual vehicle inventory.
- (e) An inspection and review of all plot plans and pre-fire plans.
- (f) Protective clothing inspections.
- (g) Self-contained breathing apparatus (SCBA) inspections and testing.

# Nixa Fire Protection District

## Policy Manual

### *Annual Planning Master Calendar*

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- (h) Hose and ladder inspection, including aerial inspections.
- (i) Vehicle and pump capacity inspection and testing.
- (j) Annual medical evaluation of personnel.
- (k) Annual quantitative and qualitative fit testing of respiratory protection devices.
- (l) All other training and inspections required by any federal, State of Missouri or local agency.

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## Solicitation of Funds

### 211.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that fundraising activities associated with the District are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the District or the use of the District name, insignias, equipment or facilities.

#### 211.1.1 DEFINITIONS

Definitions related to this policy include:

**Fundraising** - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

### 211.2 POLICY

It shall be the policy of this district that all fundraising activities involving on-duty members or use of district equipment for the financial benefit of the District must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the District. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

### 211.3 GUIDELINES

Fundraising activities or events involving the District should incorporate:

- (a) Compliance with applicable federal, state and local laws and regulations.
- (b) Compliance with district and governing-body policies.
- (c) A benefit to the District that is consistent with the District mission.
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors.
- (f) Identification of the individual soliciting funds as a volunteer, a member of this district or a hired solicitor.
- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.

# Nixa Fire Protection District

## Policy Manual

### *Solicitation of Funds*

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- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored.
- (i) Respect of donors' privacy and a commitment that the District will not sell donors' names and contact information.

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

#### **211.4 DISTRICT-SPONSORED EVENTS**

The following also apply to district-sponsored fundraising events:

- (a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- (b) At least one member should be present during the entire event.
- (c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- (d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- (e) Funds raised should be deposited no later than the next business day.
- (f) All donors should receive a receipt for the amount of their donation. In efforts involving a less formal "drop" collection, receipts need not be issued unless requested.
- (g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- (h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- (i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants. Proper safety apparel shall be worn when in roadways or traffic areas.

#### **211.5 FUNDRAISING ON BEHALF OF OTHERS**

Fundraising for the benefit of a nonprofit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the District is permissible provided that the fundraising standards and event prerequisites listed above are followed.

Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the District and the organizers of the activity that includes:

# Nixa Fire Protection District

## Policy Manual

### *Solicitation of Funds*

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- (a) Written verification that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.
- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other district funds.

The District reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

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## Investments

### 212.1 PURPOSE AND SCOPE

As custodians of the public trust, preservation of capital and the protection of investment principal shall be the primary objective. In order to maintain this objective, diversification is required, as much as possible or reasonable, to avoid incurring unreasonable risks regarding specific security types and individual financial institutions. All investments shall be made in conformance with federal, state and other legal requirements.

The District shall maintain sufficient liquidity to meet operating requirements. Attainment of a market rate of return throughout budgetary and economic cycles, acknowledging the District's investment risk constraints and the cash flow needs of the District. It is the District's wish to earn a rate of returns at least equal to a "risk free" rate of return indicator, such as the return on three (3) month Treasury Bills or federal funds. Where possible, prepayment funds for long-term debt service shall be invested to ensure a rate of return at least equal to the interest being paid on the bonds.

### 212.2 POLICY

It is the policy of the District to invest public funds in a manner which insures maximum security of principal, produces optimal investment returns, meets daily cash flow requirements, and conforms to all state laws and District ordinances governing the investment of public funds. Effective cash management is recognized as essential to good fiscal management. A stable cash management and investment policy will be pursued to take advantage of investment interest as viable and material revenue to all District funds.

### 212.3 INVESTMENT ACTIVITIES

This investment policy applies to activities of the District with regard to investing the financial assets of all funds, including but not limited to:

- General Revenue Fund
- Debt Service Fund
- Capital Projects Fund

Funds will be invested and collateralized in compliance with the provisions of [Missouri Revised Statutes 110.010 and 110.020](#). Investments will be in accordance with written policies and administrative procedures. Investment of all funds will comply with federal legislation and regulations governing reinvestment of proceeds and arbitrage. Earnings from investments will be used in a manner that will best serve the interests of the District, in accordance with generally accepted accounting principles.

## Pay Administration

### 213.1 PURPOSE AND SCOPE

It is the District's intent to establish and maintain a compensation system that will reward qualified personnel at all levels of responsibility, reflect the difficulty and responsibility of jobs and be internally consistent and fair to motivate the employees to carry out the mission of the District and to strive to the achievement of the District's goals and objectives by controlling direct and indirect personnel costs, be flexible and simple to administer and comply with applicable laws.

### 213.2 POLICY

It will be the policy of this District to establish a wage and salary range that reflects the value to the District of the various job positions, as determined by the continuing system of job evaluation and review as determined by a systematic program of performance based evaluation and ensure that compensation is not influenced by age, sex, creed, race, or national origin.

### 213.3 PROCEDURE

The following statements express the District's procedure with respect to the salary schedules for all employees. The District recognizes that not all of these procedures may be completely achieved at all times for employees, but they are set forth to serve as guides against which proposed actions are to be evaluated. The District performs payroll through direct deposit. An employee, who wishes to allow a third party to receive or pick up his/her paperwork, written permission must be received by the District. If an employee wishes to rescind, alter or add his/her permission, written authorization must be provided to the District.

### 213.4 EVALUATION

During the budget development process the Fire Chief and Board of Directors shall evaluate the pay scale for any increases. The cost of living pay increase (COLA), if given, shall be instituted at the beginning of a calendar year. The Fire Chief will annually evaluate local, regional, and national consumer price indexes, other governmental pay increases, and surveys in comparable job positions in order that he/she may recommend an appropriate salary adjustment to the Board of Directors. Pay increases that relate to educational incentive and the longevity incentive shall be instituted at the beginning of the calendar year.

### 213.5 PAY CYCLE

The District's pay date shall be every two weeks (on Thursdays). The District will make every effort to prepare payroll on the last working day immediately preceding the normal pay period when the payday falls on an observed holiday. It is the employee's responsibility to forward all hours, to include regular, recall, events, and overtime hours, worked to the Battalion Chief for documentation. These hours must reflect the time started and the time ended.

## *Pay Administration*

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### **213.6 DEDUCTIONS**

Only the Board of Directors may approve voluntary payroll deductions. Once the Board has approved a specific type of deduction, each individual employee must provide the District with written notice allowing the deduction from his/her compensation. Deductions will not terminate until written notice is provided to the District.

#### **213.6.1 UNION DUES**

The District shall deduct dues and assessments in an amount to be certified by the Treasurer of the Local 152 from the pay of those employees who individually request said deductions to be made. The District shall remit the total amount of deductions monthly, to the treasurer of Local 152.

### **213.7 WORKING OUT OF TITLE / GRADE**

Employees may work out of grade upon approval of their immediate supervisor and staff. As employees are released to work out of title / grade they will perform this function as a training mechanism for personal growth and development. Once the employee meets the prerequisites as set forth in Policy 1002 they may receive additional pay for working out of title or grade.



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## Purchasing/Surplus Property

### 214.1 PURPOSE AND SCOPE

This purchasing policy is intended for use as a guide to the Nixa Fire Protection District purchasing methods and practice. When used properly, the policies and procedures established herein will enable the District to obtain needed goods and services efficiently and economically.

### 214.2 POLICY

The goal of this policy is to give structure to the Nixa Fire Protection District procurement methods and to give guidance for surplus property.

### 214.3 AUTHORIZED PURCHASERS

#### Captain and Lieutenant

May purchase goods or services for station and apparatus maintenance to a limit of one hundred (\$100.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by a Chief Officer.

#### Battalion Chief

May purchase goods or services for the District to a limit of five hundred (\$500.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by a Chief Officer.

#### Assistant Fire Chief

May purchase goods or services for the District up to a limit of one thousand (\$1,000.00) dollars without prior approval, if the item or service was a budgeted item. Any purchase exceeding this limit will require prior approval by the Fire Chief.

#### Deputy Chief

May purchase goods or services for the District up to a limit of one thousand five hundred (\$1,500.00) dollars without prior approval, if the item or service was a budgeted item. Any purchase exceeding this limit will require prior approval by the Fire Chief.

#### Fire Chief

May purchase goods or services for the District to a limit of two thousand five hundred (\$2,500.00) dollars without prior approval, if the item or service was a budgeted item. Any purchase exceeding this limit will require prior approval by the Board of Directors.

All goods or services over \$100 or purchased from the internet must be accompanied by a purchase order form and the receipt for such goods and services. Any purchase, outside of reciprocating monthly bills, that exceeds five hundred (\$500.00) dollars shall be accompanied by a purchase order number. Any purchase made that exceeds the authorized spending level shall be approved (with a signature) by an immediate supervisor. The District shall strive to purchase goods and services locally.

## *Purchasing/Surplus Property*

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### **214.4 BIDDING PROCESS**

Scale of bid requirements:

- (a) Any single item or service that costs less than \$500.00 shall require no special bidding requirements.
- (b) Items \$500.00-\$4,999.99 shall receive a minimum of two (2) telephone bids.
- (c) Items \$5,000.00-\$9,999.99 require a minimum of three (3) written proposals.

The purchase of goods or services over ten thousand (\$10,000.00) dollars, except those professional services exempt by state statute, will require advertisement in at least one (1) local newspaper.

Bids must be sealed until the advertised date to open the bids. Staff will open bids, review, and prepare a spreadsheet and recommendation for Board approval. Advertisement of request for bids includes publishing in the local newspaper once, fourteen (14) days prior to the closing date of bid acceptance.

On specialty items (where there are limited numbers of fire apparatus manufacturers or fire appliance manufacturers) invitations to bid will be sent so as to insure that a competitive sampling of the market is obtained.

At times, the District may request bids for goods and services from employees with specific talents or desires. These goods and services will be outside the normal scope of job duties. Requests for bids will be posted in each station and or sent to each station by e-mail. Posting shall be no less than seven (7) calendar days.

Under no condition will employees of the District enter into arrangements with distributors affecting pricing or undermining fair competition.

Staff may utilize bids for goods or services that were awarded to other governmental entities without completing the policy above.

#### **214.4.1 EXCEPTION**

Purchases in the event of an emergency. The Fire Chief has the authority as designated by the Board of Fire Directors in the case of a declared emergency to purchase items and equipment as needed.

### **214.5 INSUFFICIENT FUNDS / RETURNED CHECK**

When personal checks from individuals, other than employees, are returned to the District for reasons of insufficient funds from the bank on which the check is drawn, the responsible party will be charged twenty (\$20.00) dollars. In addition, the responsible party will be required to make payment in cash or money order. If the responsible party is a student in a Nixa Fire Protection District sponsored training program, the student will be denied entry into the class until such time as the payment and penalty is paid.

## *Purchasing/Surplus Property*

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### **214.6 SURPLUS PROPERTY**

This policy shall establish the process of the Nixa Fire Protection District in removing surplus property from the District. The District recognizes all assets are purchase with public funds and the District should follow a standard to relinquish surplus property in a manner that allows the fire service abroad as well as the community members and opportunity of purchasing surplus property.

The District shall divide items into two categories:

1. General Items
2. Firefighting Equipment

#### **214.6.1 FIREFIGHTING EQUIPMENT**

This category shall include items that are specific to fire fighting operations, technical in nature, and would be of little to no use to the general citizen. The District shall promote firefighting equipment surplus throughout the fire service arena. This may be done via any combination of the following, but not limited too;

- email systems
- faxes
- postings
- websites
- newspaper advertisements

#### **214.6.2 GENERAL ITEMS**

This category shall include items that could be of use to the general citizen. The District shall promote general items within the District. This may be done via any combination of the following, but not limited too:

- email systems
- faxes
- postings
- websites
- newspaper advertisements

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## Municipal Securities Post-Issuance Compliance

### 215.1 PURPOSE AND SCOPE

This policy covers all Nixa Fire Protection District (also defined in this policy as Obligated Person's) employees and officials specific to disclosure documents filed with the SEC, statements made in the Obligated Person's Audited Financial Statements and in any unaudited interim reports, as well as public statements made by authorized officials.

The Nixa Fire Protection District is committed to fair post-issuance disclosure. The goal is to establish and maintain guidelines for presenting related financial reports and events to interested third parties, financial institutions and the general public in compliance with the Rule and the Obligated Person's continuing disclosure undertakings.

### 215.2 POLICY

Nixa Fire Protection District shall comply with the Municipal Securities Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) System rules and requirements related to continuous disclosure.

### 215.3 REPORTING REQUIREMENTS

The Nixa Fire Protection District, as an Obligated Person, shall provide necessary continuing disclosure documents and related information to the Municipal Securities Rulemaking Board's Electronic Municipal Market Access (EMMA) System. All actions shall conform to established time requirements. Continuing disclosure documents include:

- annual financial statements
- operating data of the Obligated Person
- event notices

Disclosure documents will be posted to the EMMA website by the 's Disclosure Dissemination Agent, Digital Assurance Certification, LLC ("DAC"), or its successor.

### 215.4 DISCLOSURE WORKING GROUP

The Nixa Fire Protection District has established a Disclosure Working Group (DWG) consisting of the Obligated Person's Fire Chief and assigned District members. In connection with each primary offering subject to the Rule, as well as annually in connection with its continuing disclosure filings required by the Rule, the DWG will systematically review filings, reports and other public statements to determine whether any updating or correcting of Information is appropriate. The DWG will review and update, if necessary, this disclosure policy on an annual basis. The DWG will react quickly to developments and events that affect the Obligated Person and notify its dissemination agent or the SEC, when appropriate.

The Obligated Person's primary spokesperson related to the Obligated Person's financial information, debt and financing, and other financial reports and events is the Obligated Person's

## *Municipal Securities Post-Issuance Compliance*

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Fire Chief. Others within the Disclosure Working Group may, from time to time, be designated by the Fire Chief as spokespersons on behalf of the Obligated Person and respond to specific inquiries. It is essential that the DWG be fully apprised of all material developments of the Obligated Person in order to evaluate, discuss those events and determine the appropriateness and timing for release.

The Obligated Person or its designated agent will provide continuing disclosure documents and related information to the [Municipal Securities Rulemaking Board's EMMA System](#). The continuing disclosure documents, which include annual financial statements, operating data of the Obligated Person and event notices, will be posted to the [EMMA website](#) by the 's Disclosure Dissemination Agent, Digital Assurance Certification, LLC ("DAC"), or its successor.

### **215.5 EVENT NOTICE REQUIREMENTS**

The Obligated Person's Fire Chief will be responsible for monitoring the occurrence of events, determining (if necessary) their materiality, and notifying the Dissemination Agent of the occurrence of an event for further filing with the [MSRB](#). The following are considered events :

- Principal and interest payment delinquencies
- Non-payment related defaults, if material
- Unscheduled draws on debt service reserves reflecting financial difficulty
- Unscheduled draws on credit enhancements reflecting financial difficulty
- Substitution of credit or liquidity providers, or their failure to perform
- Adverse tax opinions, the issuance by the IRS of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701 TEB) or other material notices of determination with respect to the tax status of the security or other material events affecting the tax status of the security
- Modifications to rights of security holders, if material Bond calls, if material, and tender offers
- Defeasances
- Release, substitution, or sale of property securing repayment of the securities, if material
- Rating changes
- Bankruptcy, insolvency, receivership or similar event of the obligated person
- The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material
- Appointment of a successor or additional trustee or the change of name of a trustee, if material

## *Municipal Securities Post-Issuance Compliance*

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In addition, the Obligated Person's Fire Chief will be responsible for providing notice, in a timely manner, of a failure to provide any of the Obligated Person's required annual financial information by the date specified in the continuing disclosure undertaking.

### **215.6 VOLUNTARY DISCLOSURE REQUIREMENTS**

In addition to preparing annual reports and event notices, the Obligated Person's Fire Chief may wish to keep investors informed by providing information that is not required to be provided under the Rule (for example, direct placements with banks, i.e., "bank loans") or its continuing disclosure undertakings. Examples of such types of information are investments, interim financial information, capital improvement plans, fund balance policies, etc. and financial forecasts.

Because providing this information is voluntary, the Obligated Person's Fire Chief must constantly monitor and seek out events which may impact the Obligated Person, so that a determination can be made if the event should be disclosed.

The below list is comprised of events and financial disclosure which the MSRB has suggested issuers may wish to voluntarily disclose. Some of these are not applicable to the Obligated Person's bonds, but the DWG may wish to consider filing some of these with the Obligated Person's Disclosure Dissemination Agent for further filing with the MSRB:

- amendment to continuing disclosure undertaking
- change in obligated person
- notice to investors pursuant to bond documents
- certain communications from the Internal Revenue Service
- secondary market purchases
- bid for auction rate or other securities
- capital or other financing plan
- litigation/enforcement action
- change of tender agent, remarketing agent, or other on-going party
- derivative or other similar transaction
- other event-based disclosures
- quarterly/monthly financial information
- change in fiscal year/timing of annual disclosure
- change in accounting standard
- interim/additional financial information/operating data
- budget
- investment/debt/financial policy

## *Municipal Securities Post-Issuance Compliance*

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- information provided to rating agency, credit/liquidity provider or other third party
- consultant reports
- other financial/operating data

### **215.7 COORDINATING CONTINUING DISCLOSURE WITH PRIMARY DISCLOSURE**

The DWG will be responsible for collecting and reviewing information set forth in official statements prepared in connection with new bond offerings.

The Management's Discussion and Analysis from the prior year's audited financial statements should be reviewed to ensure that the unaudited information which was provided in that portion of the financial statements is updated.

Careful review of the long-term debt notes in the financial statements and the checking of all bond ratings before each EMMA filing should be made. Measures should be taken to assure information publicly available to investors is accurate.

Coordination between the DWG and the Obligated Person's website manager is essential before posting of any financial information is made.

### **215.8 WEBSITE DISCLOSURE**

The Obligated Person will be responsible for monitoring website content and reviewing the information set forth on such website. Appropriate disclaimer language on the website will be considered in order to educate the viewer in terms of where information intended for investors can be found and the investor's acknowledgement of the limitations of such reliance. Coordination between the DWG and elected officials will occur before the release of any public statements about any financial condition.

### **215.9 TRAINING FOR EMPLOYEES AND ISSUER OFFICIALS**

For elected officials, compliance with federal securities law should be considered as important as compliance with local public meetings and records laws. An annual review of the continuing disclosure policies of the Obligated Person will be attended by each elected official and member of the finance department.

Additionally, on-going education will involve guest speakers, webinars and conference attendance, as well as, continuing legal and accounting education courses. Applicable policies and procedures will be updated by the Obligated Person to reflect such changes on an as-needed basis.

The SEC has recognized Digital Assurance Certification with the issuance of a "No Action" Letter. A copy of this SEC letter is posted to [DAC's website](#).

DAC also offers 15-20 hours of CPE credit annually on topics related to municipal securities, in which the Obligated Person's employees and elected officials may participate. Updated schedules of upcoming webinars are available [on line](#)

## **Chapter 3 - General Operations**



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# Incident Management

## 300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish operational guidelines for members of the District to use in the management and mitigation of all-hazards emergency incidents.

### 300.1.1 DEFINITIONS

Definitions related to this policy include:

**All-hazards** - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

## 300.2 POLICY

It is the policy of the Nixa Fire Protection District to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

## 300.3 INCIDENT MANAGEMENT

The Administration Assistant Fire Chief should ensure the District adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions. These procedures should be available to members. [Nixa Fire Protection District Procedure Manual: 300.2 NIMS](#)

Emergency incidents should be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command-level assignments.

## 300.4 STATEWIDE MUTUAL AID

NIMS, promulgated by the United States Department of Homeland Security, shall be used when requesting assistance or responding to a request for assistance involving a disaster or other public safety need pursuant to the Missouri statewide mutual aid system ([§ 44.090, RSMo](#)).

## Emergency Response

### 301.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of district members and the public by requiring operators of district vehicles and authorized member vehicles to conform to applicable Missouri laws and regulations during an emergency response (§ 304.022(4), RSMo; § 307.175, RSMo).

#### 301.1.1 DEFINITIONS

Definitions related to this policy include:

**Emergency response** - Any call for service or assistance involving fire, explosion or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb or threatened bombing; any act of terrorism; any natural disaster; or any other circumstance that presents a threat to life-safety or to property.

### 301.2 POLICY

It is the policy of the Nixa Fire Protection District to appropriately respond to all emergency calls and intends for all employees to meet and maintain requirements to operate vehicles in the emergency mode.

### 301.3 EMERGENCY CALLS

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment and shall sound the siren or other approved audible device as reasonably necessary (§ 304.022, RSMo).

Responding with emergency lights and siren does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a blue or red light and siren or other approved audible device does not provide any exemption from the Missouri Traffic Regulations (§ 304.022, RSMo).

Personnel should only respond with emergency lights and siren when dispatched to an emergency or when circumstances reasonably indicate an emergency response is required.

Personnel not authorized to respond with emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

### 301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

## *Emergency Response*

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### **301.5 INITIATING AN EMERGENCY RESPONSE**

If a Company Officer believes an emergency response to any call is appropriate..

### **301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL**

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property, while operating a vehicle en route to an emergency response.

In addition, emergency vehicle operators shall reduce speed at all street intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so. Vehicles must stop for all school buses that have lights flashing and stop signs extended.

During an emergency response, the operator of an emergency vehicle may (§ 304.022, RSMo):

- (a) Park or stand irrespective of the provisions of sections § 304.014, RSMo to § 304.025, RSMo.
- (b) Proceed past a red or stop signal or stop sign, but only after coming to a complete stop for safe operation.
- (c) Exceed the prima facie speed limit so long as the driver does not endanger life or property. Emergency equipment shall not exceed the posted speed limit more than 10 mph.
- (d) Disregard regulations governing direction of movement or turning in specified directions.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or Company Officer. If, in the judgment of either individual, the roadway conditions or traffic congestion do not permit such a response without unreasonable risk, the response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the Company Officer should ensure the Dispatch Center is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

### **301.7 FAILURE OF EMERGENCY EQUIPMENT**

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly.

### **301.8 LESS THAN TWO ON APPARATUS**

To reduce the chance of an accident due to only one driver/operator (no other firefighter or officer in the vehicle) in large apparatus the following will apply. In all cases that a driver is alone in operation of a tanker, engine, or ladder; that apparatus shall respond in NON-emergency response to all incidents.

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## Fireground Accountability

### 302.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

#### 302.1.1 DEFINITIONS

Definitions related to this policy include:

**Personnel Accountability Report (PAR)** - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

### 302.2 POLICY

It is the policy of this district that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

### 302.3 RESPONSIBILITIES

A personnel accountability system shall be established and implemented using thorough training procedures. This system should constantly monitor the status of all emergency personnel, both of district members and personnel from assisting agencies, during emergency incidents from their arrival until their official release from the incident.

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A personnel accountability system, should be used and a status board may be maintained. Individual crew names shall be posted in a conspicuous location in the cab of district vehicles.

Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The IC may designate an accountability officer to monitor who is in charge of each area, what crews are assigned to each area, where each area is located and the area assignment.

Division or group supervisors should be assigned to keep track of all crews under their supervision.

All members are responsible for participating in the accountability system, including checking in at approved locations. This includes members who arrive on-scene individually or in privately owned vehicles.

## *Fireground Accountability*

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### **302.4 REPORTING**

Ongoing, routine strategic and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions
- Change in strategy
- Change in fire conditions, such as crossing planned control lines

#### **302.4.1 PERSONNEL ACCOUNTABILITY REPORT (PAR)**

A PAR should be conducted within the first 20 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, fire crossing planned control lines or trigger points or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures, including notification to the IC, should be initiated.

## Rapid Intervention/Two-In Two-Out

### 303.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters who are operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating rapid intervention teams (RITs).

#### 303.1.1 DEFINITIONS

Definitions related to this policy include:

**Immediately dangerous to life and health (IDLH)** - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

**Initial rapid intervention team (IRIT)** - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention team (RIT) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident. An IRIT is also known as two-in/two-out.

**Mayday** - The nationally adopted "call for help" term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

**Rapid intervention team (RIT)** - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

### 303.2 POLICY

It is the policy of the Nixa Fire Protection District to ensure that adequate personnel are on-scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

### 303.3 PRE-DEPLOYMENT

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures.

## *Rapid Intervention/Two-In Two-Out*

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- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in radio, voice, or visual contact with one another at all times.
- (b) At least two additional firefighters should be located outside the IDLH environment.
  - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

### **303.4 INITIAL DEPLOYMENT**

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is identified during the initial phase of an incident, emergency rescue activities may be performed before a designated IRIT has assembled.

All members operating in IDLH environments should be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident.

### **303.5 RIT DUTIES**

The RIT should be assembled from resources at the scene, whose sole function is to prepare for, monitor and provide effective emergency rescue for responders.

See RIT Guideline (under construction)

### **303.6 EMERGENCY DEPLOYMENT OF A RIT**

See MayDay Operational Guideline. (Under construction)

## Urban Search and Rescue (USAR)

### 304.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Missouri and Federal Emergency Management Agency (FEMA) Urban Search and Rescue (USAR) Response System as resources available for disaster response.

### 304.2 POLICY

It is the policy of the Nixa Fire Protection District to utilize Regional Strike Teams, Missouri Task Force 1 (MO-TF1) and FEMA USAR resources in the event of an urban disaster, as appropriate.

### 304.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization:

- (a) Searches - Finding victims who are trapped after a disaster
- (b) Rescues - Freeing victims, including safely digging victims out of collapsed concrete or metal
- (c) Technical - Applying specialized structural knowledge to help make rescues safe for the rescuers
- (d) Medical - Caring for victims before and after a rescue

If a disaster warrants USAR support, Regional Strike Teams, MO-TF1 and FEMA USAR task forces may be deployed within six hours or less of notification. FEMA can provide additional teams as necessary to support the Nixa Fire Protection District's efforts to manage the incident and perform recovery operations.

MO-TF1, located in Boone County, can be deployed in-state by the Missouri State Emergency Management Agency (SEMA). Since MO-TF1 is also designated as a FEMA national team, it has resources and capabilities comparable to FEMA's other task forces.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver



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### *Urban Search and Rescue (USAR)*

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- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team
- Radio Direction Finding Team
- Swiftwater and Flood Search, and Dive Rescue Teams
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

## Tactical Withdrawal

### 305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at district members to justify the application of this policy.

### 305.2 POLICY

The Nixa Fire Protection District is committed to the safety of its members. It is the policy of the Nixa Fire Protection District to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

### 305.3 THREAT ASSESSMENT

All members of the District are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the District with violence or harm.
- (d) Any scene where members of the District are attacked in any way. Examples include rocks, bottles or other projectiles thrown or launched at members or district vehicles or apparatus; individuals attempting to gain access to district vehicles or apparatus; or any direct act of violence committed against members of this district.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

## *Tactical Withdrawal*

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The Incident Commander (IC), scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and relayed down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

### **305.4 CONDUCTING TACTICAL WITHDRAWALS**

#### **305.4.1 WITHDRAWAL OPTIONS**

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
  - 1. If a tactical withdrawal occurs during the response phase of an incident, the district member responsible for initiating the withdrawal is responsible for notifying all responding units and the Dispatch Center of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have the Dispatch Center notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
  - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify the Dispatch Center of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

#### **305.4.2 WITHDRAWAL GUIDELINES**

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual

## *Tactical Withdrawal*

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units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.

- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, the Dispatch Center should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

### **305.5 PATIENT CARE CONSIDERATIONS**

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and district members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

### **305.6 NOTIFICATIONS**

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the on-duty Battalion Chief. The Battalion Chief should ensure that all Fire Operations Division personnel are immediately notified of the location and circumstances of the incident.

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### *Tactical Withdrawal*

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The Battalion Chief should coordinate with the Dispatch Center and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

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## Aircraft Operations

### 307.1 PURPOSE AND SCOPE

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

### 307.2 POLICY

The Nixa Fire Protection District will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

### 307.3 ICS STANDARDS

Members should follow the district's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

### 307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

In creating those guidelines, the District should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.
- Procedures for ensuring qualified personnel are assigned to manage aircraft operations for the duration of the incident.
- Procedures for maintaining positive radio communications between the aircraft and landing zone coordinator.

# Atmospheric Monitoring for Carbon Monoxide

## 308.1 PURPOSE AND SCOPE

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

### 308.1.1 DEFINITIONS

Definitions related to this policy include:

**Calibration** - The process of resetting the values for each sensor in the instrument.

**Spanning** - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

## 308.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Nixa Fire Protection District to mitigate the health risks associated with exposure to CO by its members and the public.

## 308.3 RESPONSIBILITIES

Battalion Chiefs should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

## 308.4 PROCEDURES

### 308.1 CARBON MONOXIDE OPERATIONAL GUIDELINE

## 308.5 EMERGENCY MEDICAL TREATMENT

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

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### *Atmospheric Monitoring for Carbon Monoxide*

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#### **308.6 DOCUMENTATION**

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered on a log. The log should be submitted to a Battalion Chief once a month and retained in accordance with the established records retention schedule. The log documents will serve as a history of an instrument's performance.



## Staging

### 309.1 PURPOSE AND SCOPE

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

### 309.2 POLICY

It is the policy of the Nixa Fire Protection District to safely stage resources at emergency incidents.

### 309.3 RESOURCE STAGING

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines and positions consistent with the district's Incident Command System (ICS).

As incident resources grow, the Incident Commander (IC) should identify a staging area manager to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize units with the approval of the IC.

#### 309.3.1 PRIMARY AND SECONDARY STAGING

When establishing a staging location and conducting staging activities Nixa Fire Protection District personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging (Level 1) location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident until assigned by the IC.
- (b) During extended attack or multiple-alarm incidents, the IC should establish a secondary staging (Level 2) area location early and assign a staging area manager. Additional location factors should be considered when identifying and establishing staging areas:
  1. The secondary staging area should not affect incident operations and should be large enough for the incident resource needs. When possible, staging areas should be pre-planned and identified to cause minimal disruption to traffic flow, business activity and scheduled community activities.
  2. Public property should be utilized, if possible, as opposed to private property. Whenever private property, church property or commercial property is utilized, the IC or an authorized designee should, when practicable, contact the owner, administrator or property manager for permission to use the property prior to establishing a staging area. If any of these properties are utilized, the staging area should be configured to create the least possible disruption, including traffic flow in and around the property. The same applies to school property;

## Staging

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however, in addition, the Public Information Officer should notify local media. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

### Staging Procedure

#### **309.4 STAGE-AWAY OPTION**

The stage-away or scene not secure option should be used in any incident where there may be a violent encounter. A violent encounter should be anticipated in, but not limited to, the following categories of calls for service:

- Shootings or shots-fired
- Stabbings
- Civil disturbance
- Calls involving criminal gang activity
- Attempted suicide
- Domestic disputes, including family fights
- Unknown assault
- Bomb incidents

It is the policy of the Nixa Fire Protection District to use a nonstandard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, district members should take the following actions:

- (a) Whenever possible, the Dispatch Center should determine if violent subjects are involved in any call for service and, if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Additionally, and if applicable, the Dispatch Center may advise responding units to shut off lights and sirens as they approach the staging area. Any time the Dispatch Center or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer should also confirm with the Dispatch Center that law enforcement is responding to the incident.
- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.

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### *Staging*

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- (d) All units should report "on-scene staging" upon arrival at the staging point.
- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify the Dispatch Center of the circumstances and request law enforcement support.

All district personnel will use the following codes when requesting Law Enforcement:

- Code 1 - Backup needed; Routine response (give reasoning, low priority)
- Code 2 - Backup needed; Response without delay (give reasoning, higher risk)
- Code 3 - Backup needed immediately (life threats, no reasoning needed)

All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.

# High-Rise Incident Management

## 310.1 PURPOSE AND SCOPE

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

### 310.1.1 DEFINITIONS

Definitions related to this policy include:

**High-rise** - For the purposes of this policy a high-rise is any building more than 75 feet tall measured from the lowest point accessible by district vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

## 310.2 POLICY

It is the policy of the Nixa Fire Protection District to utilize the Incident Command System (ICS) for high-rise incident management.

## 310.3 PROCEDURES

All incident-related activities should be performed in accordance with the established ICS methods and procedures as specified in the Incident Management Policy.

Upon the initial arrival of units and apparatus, the assumption of a concealed fire should be made by the Incident Commander unless an initial size-up indicates otherwise. Initial arriving units should:

- Make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger and for the continued safe exit of all other building occupants.
- Identify the fire floor division, and provide a size-up of the conditions on both the fire floor and also the floor above.
- Establish a water supply for the initial attack. If the building has multiple standpipes, the member on the fire floor must identify which riser requires water and advise incident command.
- Deploy an attack on the fire floor using at least two companies.
- Make reasonable efforts to provide for the safety of any person in immediate danger.
- Establish lobby, elevator, stairway and alarm system control and stairwell support if necessary for a sustained fire attack.

## Elevator Entrapments

### 311.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safe and effective rescue of people who may become trapped in an elevator.

### 311.2 POLICY

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. It is the policy of the Nixa Fire Protection District to ensure the safe extrication of people trapped in an elevator while also providing for the safety of firefighters during the operation.

### 311.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify district-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

### 311.4 PROCEDURE

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?
- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator.)
- Can necessary lockout/tagout actions be accomplished prior to rescue activities?

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on-scene. Elevator entrapment rescue procedures typically include, but are not limited to:

## *Elevator Entrapments*

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- Lockout/tagout procedures to ensure continued stability of the elevator.
- Moving the elevator car.
- Use of an adjacent elevator car.
- Forcing the elevator doors open.
- Breaching the elevator shafts.
- Use of roof or side emergency exits.

### **311.5 TRAINING**

The Assistant Chief Training Division is responsible for ensuring that all personnel are properly trained in district-approved basic elevator rescue procedures.

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## Elevator Restrictions During Emergencies

### 312.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

### 312.2 POLICY

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

### 312.3 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander (IC) which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the IC, who shall make the final determination of whether the elevators are safe to use.

### 312.4 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

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# Swiftwater Rescue and Flood Search and Rescue Responses

## 313.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

## 313.2 POLICY

It is the policy of the Nixa Fire Protection District to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

## 313.3 PROCEDURE

Upon notification of a potential water rescue incident, district members are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

Responding personnel and specialized units should follow ICS methods and procedures upon arrival at the incident. This includes a safety briefing for all responders to ensure the development of situational awareness of the area, knowledge of potential hazards for rescuers and specific strategic objectives for the rescue, in addition to tactical objectives and assignments for each responder.

District members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- (b) Only properly trained water rescue teams certified for in-water rescues should approach or enter moving bodies of water and only when sufficient equipment and trained personnel are available to safely conduct the operation. All members actively involved in any swiftwater rescue event should don a personal flotation device and head protection before commencing any rescue efforts.



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### *Swiftwater Rescue and Flood Search and Rescue Responses*

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- (c) Surface support personnel who are not properly trained, certified and equipped for water entry may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.
- (d) District members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident. Whenever practicable, vehicles should be backed into position and face away from any expanding incident in case egress becomes necessary.

## Confined Space Rescue Response

### 314.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries.

#### 314.1.1 DEFINITIONS

Definitions related to this policy include:

**Attendant** - An individual stationed outside one or more permit spaces to monitor the authorized entrants and who performs all duties assigned.

**Confined space** - A space that:

- (a) Is large enough and so configured that a person can bodily enter and perform work.
- (b) Has limited or restricted means for entry or exit.
- (c) Is not designed for continuous human occupancy.

**Entry** - The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

**Entry supervisor** - The person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing and overseeing entry operations, and for terminating entry as required.

**Permit-required confined space** - A confined space that has one or more of the following characteristics:

- (a) Contains or has a potential to contain a hazardous atmosphere.
- (b) Contains a material that has the potential for engulfing an entrant.
- (c) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
- (d) Contains any other recognized serious safety or health hazard.

### 314.2 POLICY

It is the policy of the Nixa Fire Protection District to establish confined space incident response guidelines in keeping with best practice and required training and equipment to reasonably ensure members' safety while they are performing confined space rescues. The District responds to confined rescue at the operations level. Technician level teams should be requested by the Incident Commander.

### 314.3 GENERAL REQUIREMENTS

District procedures should meet the standards and requirements set forth in 29 CFR 1910.146 which represents the widely accepted best practice.

## *Confined Space Rescue Response*

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District standards and procedures should include, but are not limited to:

- (a) The requirements of an entry permit.
- (b) Training requirements for members entering into confined spaces.
- (c) Equipment requirements.
- (d) Notification to members entering a confined space of any known or suspected hazards that the member may face during entry and any other information necessary to enable the attendant to monitor safe entry by the member.
- (e) Requirements for members entering confined spaces.
- (f) Requirements of the entry supervisor.
- (g) Requirements for members who are assisting others within the confined space.

### **314.4 PROCEDURES**

District members should be trained to identify and measure atmospheric hazards within confined spaces. Reasonably practicable attempts at self-rescue or nonentry rescue should be made prior to any entry.

District members should adhere to National Institute for Occupational Safety and Health (NIOSH) guidance and 29 CFR 1910.146 when performing a confined space rescue.

Any time there is questionable action or lack of movement by the worker inside the confined space, a verbal check should be made. If there is no response, district rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

#### **314.4.1 PRECAUTIONS**

No ignition sources should be introduced into the confined space when atmospheric hazards are attributable to flammable or explosive substances or to lighting and electrical equipment.

Members should perform continuous atmospheric monitoring during all confined space rescue operations. If atmospheric conditions change adversely, members should exit the confined space until appropriate precautions for any new hazards are developed and implemented.

Work time should be closely monitored because heat stress emergencies may be caused by a warm atmosphere inside a confined space.

#### **314.4.2 HAZARD EVALUATION/PERMIT REQUIREMENTS**

If members of the District respond to an incident requiring permit-required confined space entry, a written hazard evaluation should be performed. The hazard evaluation should include, but is not limited to:

- (a) Recognition, determination and declaration of the situation as a permit-required confined space incident, including the date, time and location.
- (b) Denial of entry to unprotected persons.

## *Confined Space Rescue Response*

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- (c) Assessment of all readily available confined space documentation (e.g., Safety Data Sheets, any existing permits, plans or blueprints of the space).
- (d) Assessment of the purpose of the entry, number of victims, locations and injury conditions.
- (e) Discussions with witnesses, a supervisor and other sources of information.
- (f) Assessment of any current or potential space hazards, in particular, any hazards that led to the necessary rescue.
- (g) Measures used to isolate the space and eliminate or control the hazards.
- (h) Communications procedures used by entrants and attendants.
- (i) Determination and declaration if a body is recovered or a victim is rescued.

### **314.5 TACTICAL GUIDELINES**

#### **314.5.1 PRIMARY ASSESSMENT**

Upon arrival, the first-in company should:

- Establish command and provide a report of conditions.
- Assess immediate hazards to rescuers, contact witnesses or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victims, including the number, location and condition of the victims and how long they have been trapped.
- Establish communication with the victims, if possible.
- If applicable, locate any confined space permit that has information about the space.
- Determine whether the operation will be a rescue or a recovery.

#### **314.5.2 SECONDARY ASSESSMENT**

After completing the primary assessment, the first-in company should:

- Determine the type of confined space and what type of products are used or stored in the space.
- Identify any known hazards (e.g., electrical, mechanical, stored energy).
- Determine the stability of the confined space and conduct a hazardous materials size-up.

#### **314.5.3 INCIDENT COMMANDER RESPONSIBILITIES**

- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue.

## *Confined Space Rescue Response*

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- Determine whether the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, intrinsically safe lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment, victim removal equipment).
- Establish a perimeter and ventilation, if needed.
- Assign resources, which should include a hazards officer.
- Ensure all utilities are locked-out, including electrical, gas and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and backup personnel are wearing the proper level of personal protective equipment (PPE) (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA) and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure district-approved procedures are followed to perform the rescue.

### 314.5.4 VICTIM ASSISTANCE

- If possible, the entry team should bring a supply of breathable air for the victims.
- Rescuers shall not remove their SCBA and give them to the victims.
- If indicated and practicable, complete C-spine precautions should be taken.
- After treatment for immediate life-threatening injuries, the victims should be packaged appropriately for extrication (e.g., backboard, rescue basket).

### 314.5.5 VICTIM TRANSFER

Immediately after reaching the point of egress, the victims should be transferred to awaiting medical personnel.

### 314.6 TERMINATION OF THE RESCUE

At the conclusion of the rescue, the Incident Commander should:

- Account for all personnel.
- Ensure all tools and equipment used for the rescue/recovery are removed (unless there has been a fatality, then consideration may be given to leaving tools and equipment in place for investigative purposes).
- Ensure proper decontamination procedures are implemented if personnel or equipment have been contaminated during the operation.

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### *Confined Space Rescue Response*

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- Determine if a formal critical incident stress debriefing or a routine debriefing and Post-Incident Analysis (PIA), in accordance with the Post-Incident Analysis Policy, is warranted and, if so, implement as appropriate.

## Wildland Firefighting

### 315.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for wildland firefighting incidents.

### 315.2 POLICY

It is the policy of the Nixa Fire Protection District to provide wildland fire suppression services consistent with the availability of staffing resources and in compliance with state regulations. The District will utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

### 315.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire event occurs in the jurisdiction of the Nixa Fire Protection District, it is the responsibility of the Incident Commander (IC) to assess the potential for the fire to extend into either a State Responsibility Area (SRA) or Federal Responsibility Area (FRA). If the incident either involves or threatens to involve an SRA or FRA, the IC shall immediately notify the Missouri Department of Conservation, the U.S. Forest Service (USFS) or other federal agencies having jurisdiction of the incident. The IC shall also send notification up the chain of command to the on-duty Battalion Chief, the Fire Operations Assistant Fire Chief and the Fire Chief.

Whenever a wildland fire event occurs in the jurisdiction of the Nixa Fire Protection District it is also the responsibility of the IC to assess the potential for the fire to involve areas in bordering jurisdictions. If the IC determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct the Dispatch Center to notify the appropriate jurisdictions.

- (a) All air operations will be coordinated by State or Government officials.

## Trench Rescues

### 316.1 PURPOSE AND SCOPE

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations. Members of the District should follow the requirements for trench rescues as provided in 29 CFR 1926.650 et seq.

#### 316.1.1 DEFINITIONS

Definitions related to this policy include:

**Excavation** - Any man-made cut, cavity, trench or depression in the ground.

**Trench** - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet.

### 316.2 POLICY

It is the policy of the Nixa Fire Protection District to adopt and maintain a written response program with standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues.

### 316.3 PROCEDURES

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure and trauma can all occur due to the weight of a cave-in. There may be times when it is necessary to place the safety of the firefighter above the rescue of a victim who clearly has no chance of survival.

- (a) Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:
  1. Who is in charge at the site and what happened?
  2. How many victims are trapped and where are they located?
  3. Is a rescue possible or is this a body recovery?
  4. What kind of material is covering the victims (e.g., dirt, sand, rock)?
- (b) An extrication and safety officer should be assigned to:
  1. Monitor the status of all personnel involved in the rescue.
  2. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).
- (c) A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.



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- (d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include:
  - 1. A self-contained breathing apparatus (SCBA).
  - 2. A safety harness or line, or a basket stretcher.
  - 3. A helmet.
- (e) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered:
  - 1. Adequate ventilation has been established.
  - 2. When ventilation is in place, the air quality is being periodically tested.
  - 3. If water accumulation is a factor, protection from water hazards is in place.
  - 4. Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established.
- (f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

# Carbon Monoxide Detector Activations

## **317.1 PURPOSE AND SCOPE**

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

## **317.2 POLICY**

Exposure to CO can be hazardous to health. It is the policy of the Nixa Fire Protection District to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

## **317.3 RESPONSIBILITIES**

### 317.3.1 INVESTIGATING PERSONNEL

### [308.1 CARBON MONOXIDE OPERATIONAL GUIDELINE](#)

## Safe Place for Newborns

### 318.1 PURPOSE AND SCOPE

This policy establishes the guidelines to comply with the Missouri Safe Place for Newborns Act.

This policy addresses infants who are less than 45 days old and are relinquished under the terms of the Safe Place for Newborns Act. Abandonment of an infant not covered by this policy would be subject to the Child Abuse Policy.

#### 318.1.1 DEFINITIONS

Definitions related to this policy include:

**Relinquishing parent or person** – The biological parent or person acting on such parent's behalf who leaves a newborn infant with a member of the Nixa Fire Protection District.

### 318.2 POLICY

It is the policy of the Nixa Fire Protection District to provide an option to protect infants by allowing parents or those acting on their behalf to safely and confidentially relinquish an infant at any staffed fire station that has been designated as a Safe Place for Newborns site.

### 318.3 GUIDELINES

The Fire Chief shall identify qualified personnel to take custody of relinquished infants and ensure that such qualified personnel are available to receive any relinquished infants.

The following guidelines should be used by personnel at all district stations:

- (a) Site preparation:
  - (a) All district stations should clearly display the appropriate safe haven signage identifying the station as a drop-off location. In addition, fire station lobbies should display public outreach brochures obtained from the state or the local child welfare agency.
  - (b) The district will have a person designated as responsible to order, maintain and inventory, on a monthly basis pamphlets or brochures provided by the Children's Division regarding the Safe Place for Newborns Act.
- (b) Accepting a relinquished infant:
  - 1. Qualified personnel should accept a relinquished infant, even if the infant appears older than 45 days. If the infant appears to be older than 45 days, the receiving personnel should immediately notify law enforcement and the Children's Division, as provided in the Child Abuse Policy.
  - 2. If it appears that the infant has been the victim of child abuse or neglect, law enforcement personnel should be requested as provided in the Child Abuse Policy.

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### *Safe Place for Newborns*

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3. If it appears that the relinquished infant is a newborn, receiving personnel shall arrange for the newborn to be immediately transported to the nearest hospital (§ 210.950, RSMo).
- (c) Following acceptance of an infant:
1. Receiving personnel should make a good faith effort to provide to the relinquishing person pamphlets or brochures regarding the Safe Place for Newborns Act.
  2. Receiving personnel shall not attempt to locate or determine the identity of the infant's parent and may not disclose known information on the relinquishing parent except as permitted by law (§ 210.950, RSMo).
  3. The relinquishing person should be encouraged to accompany the infant to the hospital to give the medical history directly to the hospital staff and should be reassured that the same protection from prosecution and the ability to relinquish the infant is available at the hospital.
  4. If the relinquishing person does not wish to accompany the infant to the hospital, the relinquishing person should be encouraged to provide any pertinent medical history and should be given assistance, if needed.
- (d) Additional notifications and media concerns:
- (a) The receiving personnel shall notify the Dispatch Center and their appropriate supervisor as soon as practicable.
  - (b) The Station Officer will notify the Battalion Chief and the district Public Information Officer (PIO).
  - (c) The PIO may, as circumstances dictate, provide the following limited facts to the media:
    - (a) Date, time and fire station where the infant was relinquished
    - (b) The Children's Division representative's name and telephone number
    - (c) Under no circumstances shall the parent's name be released to the public or media.
- (e) Individuals who return to claim an infant:
1. If a parent who voluntarily relinquished an infant requests return of the infant, the parent should be referred to the Children's Division.
  2. The identity of the relinquishing person must still be kept anonymous and confidential.
  3. District members should not make any judgments about time frames or the individual's ability to care for the infant. The Children's Division will determine whether the infant is released to the individual.
- (f) Community donations:
1. Community groups, volunteers, foundations and individuals may express interest in helping with this program. Some may want to donate baby supplies,

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### *Safe Place for Newborns*

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such as baby food, diapers or blankets, directly to the fire station. The following guidelines are established:

- (a) Only new baby blankets in the original wrapper should be accepted.
- (b) Donors who wish to donate any other baby-related items, such as clothes, baby food or diapers, should be directed to a local social service agency and/or reputable charities.

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# Hazardous Materials Response

## 319.1 PURPOSE AND SCOPE

Hazardous materials (HAZMAT) may include toxic, flammable, corrosive, explosive, radioactive or reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

## 319.2 POLICY

It is the policy of the Nixa Fire Protection District to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents ([29 CFR 1910.120](#)). The District will respond at the Operations Level.

## 319.3 RESPONSIBILITIES

All HAZMAT responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with procedures of the Missouri Emergency Response Commission (MERC) and the Missouri Department of Public Safety's State Emergency Management Agency (SEMA) for emergency response and applicable federal laws.

### 319.3.1 INITIAL ACTIONS

If available, information should be provided by the Dispatch Center to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid, corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak) and any known dangerous properties of the materials.

The first-arriving unit approaching the incident should use caution, approach from upwind and upgrade of the incident, establish Incident Command and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to district personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include, but are not limited to, the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health ([NIOSH](#)) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, manifests or bills of lading, National Fire Protection Association (NFPA) placards, U.S. DOT placards and United Nations Substance Identification Numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center ([CHEMTREC®](#)), facility personnel, district specialists or manufacturers of the materials involved.

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The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

### **319.4 INCIDENT ACTION PLAN**

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE) and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command and command post location.
- (b) Information for responding units on the best route of travel, staging locations and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers.

When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include, but are not limited to:

- ICS-201 Incident Briefing
- ICS-202 Incident Objectives
- ICS-203 Organizational Assignment List
- ICS-204 Assignment List
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-207 Incident Organization Chart
- ICS-208 Site Safety and Control Plan

### **319.5 RESOURCE CONSIDERATIONS**

Most HAZMAT incidents will require the IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

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The response to a HAZMAT incident may require a large amount of specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup and required disposal of material.
- (c) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (d) Activation of local or regional Missouri HAZMAT emergency response teams for assistance.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) Public works and road departments for diking, diversion or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under federal regulations (29 CFR 1910.120). It is also important to consider the limitations of available personal protective equipment (PPE) and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

### **319.6 NOTIFICATIONS**

Managing the response to a HAZMAT incident may involve required notifications to various local, regional, state or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- (a) The public, media and other affected entities, such as schools and businesses
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and emergency management personnel
- (d) The Missouri Department of Natural Resources (MDNR) and the emergency coordinator for the Local Emergency Planning Committee (LEPC)
- (e) The Missouri Department of Health and Senior Services
- (f) Missouri Department of Transportation
- (g) United States Environmental Protection Agency National Response Center



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## News Media and Community Relations

### 320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media, community leaders, residents and businesses, and to establish procedures for interacting with media representatives at emergency scenes. Public comments at district board meetings. Additionally, this policy establishes an operating framework for integration of the Public Information Officer (PIO) into the incident management system.

### 320.2 POLICY

It is the policy of the Nixa Fire Protection District to establish and maintain a positive working relationship with the community, the citizens we serve, and the media in order to effectively communicate timely and accurate information.

### 320.3 PIO DESIGNATION

As soon as practicable on incidents where news media are present and requesting information, the Incident Commander (IC) will designate a PIO if the District does not have a full-time PIO. The PIO shall interface with and provide timely and relevant information to representatives of the community and media during critical command stages. A single PIO will typically be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

In multi-agency or multijurisdictional incidents, it may be necessary to establish multiple PIOs and a Joint Information Center (JIC) with a PIO and Assistant PIO. In all cases, the PIO shall be responsible for coordinating the dissemination of information that has been approved by the IC for release to the media, the community and other parties that may have been affected by the incident.

Upon arrival at the scene of the incident, the designated PIO will report to the IC, obtain an incident briefing and be assigned the PIO radio designator for the incident.

### 320.4 DISSEMINATION OF INFORMATION

The PIO should gather and disseminate the following information as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on-scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (high-rise, technical rescue, etc.)
- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred, including any rescue scenarios
- (f) Projected duration of the incident

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- (g) Approved evacuation notices and restricted areas

### **320.5 RESTRICTED INFORMATION**

The PIO shall ensure that legally protected information is not released to the media. The PIO should consult with the IC or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Serious Injury Notification Policy for additional considerations regarding communication with the media concerning a line-of-duty death or serious injury.

### **320.6 MEDIA INQUIRIES**

All media inquiries received by incident personnel shall be forwarded to the PIO for response. The PIO will endeavor to provide accurate information that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If the PIO finds it necessary to remain with media representatives, he/she may request assistance from the IC in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the PIO shall confirm that the next-of-kin has been notified. Next-of-kin notifications are generally handled by law enforcement and/or hospital personnel. The PIO should contact the Dispatch Center supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The PIO or the authorized designee should not speculate as to the cause of an incident.

### **320.7 MEDIA ACCESS AND SPECIAL TOURS OR BRIEFINGS**

Authorized members of the media, local leaders, their representatives and other visiting dignitaries may be provided access or tours of scenes of floods, storms, fires, earthquakes, explosions or other emergency scenes when such access can be accomplished safely and when the IC has authorized such activities.

The PIO shall be responsible for scheduling and arranging special tours or briefings in accordance with established National Incident Management System (NIMS) procedures.

Access by the media is subject to the following conditions:

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### *News Media and Community Relations*

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- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives shall be prevented from interfering with emergency operations and criminal investigations.
  - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.
- (c) In the case of a fire incident, the PIO may escort media representatives on a tour of a fire-damaged area following knockdown and after receiving authorization from the IC, in coordination with operations personnel. The PIO will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

#### **320.7.1 TEMPORARY FLIGHT RESTRICTIONS**

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the IC should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Dispatch Center. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

#### **320.8 NEWS RELEASES**

News releases are documents specifically prepared for release to the media. News releases should be authored by the PIO and approved by the Fire Chief, IC or the authorized designee prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved district standard.

#### **320.9 NEWS CONFERENCES**

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion or opening of a new fire station; news conferences can also be used when a representative of the District desires to make a public appearance. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time and location, and may reference other officials, dignitaries or agencies that may be in attendance.

The PIO should prepare the news release and/or a prepared statement for the district spokesperson. The PIO shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations and provide escorts, as necessary. The conference may include a moderator or the PIO, who should make introductory remarks

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and introductions, assist with any question-and-answer period that may follow and conclude the conference.

Specific information should not be released prior to the conference. The PIO should notify appropriate district personnel of the date, time and location of all news conferences. district members attending the news conference should wear their dress uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

#### **320.10 BOARD MEETINGS**

The Board of Directors invites constituents of the District to attend board meetings and will allow a limited time for the citizens to present questions or matters of concern. A standing item of "Guests/ Public Comments" will be included on all regular meeting agendas.

##### **320.10.1 GUEST PARAMETERS**

Citizens of the District who wish to present any matter of business regarding the Fire District shall state their name and address to be included in the board meeting minutes.

The Chairperson shall recognize no more than three (3) citizens per topic or issue. Each citizen will have five (5) minutes for their presentation unless the time is increased or decreased by a majority of the Board. Citizens should anticipate that the Board will take no action at that time, but all items will be taken under consideration.

This forum is allowed only for issues, not personality differences. The Chairperson reserves the right to cancel the remaining time of a citizen, if the presentation is simply a repetition of the same issues, with no additional information.

This policy shall not limit any employee, or their spouse from approaching the Board of Directors regarding issues, comments, or concerns that affect the organization as a whole. However, issues, comments or concerns that solely affect an individual employee must go through the Chain of Command.

##### **320.10.2 FORMAL PRESENTATIONS**

Citizens of the District who wish to have items of business or concerns placed on the formal agenda shall make a written request to the Fire Chief no less than seven (7) calendar days in advance of the regularly scheduled board meeting. The written request should provide an outline of their concerns.

The citizen shall have fifteen (15) minutes for their presentation. The above rules also apply to formal presentations.

## Scene Preservation

### 321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances district members must evaluate whether to enter a scene or to initiate mitigation activities.

#### 321.1.1 DEFINITIONS

Definitions related to this policy include:

**Evidence** - Any item or arrangement of items that may provide relevant information to an investigation.

**Scene** - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred; it need only be a location where items of evidentiary value are available for collection or documentation.

### 321.2 POLICY

It is the policy of the Nixa Fire Protection District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

### 321.3 SCENE IDENTIFICATION

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including, but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.

## Scene Preservation

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- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

### **321.4 ENTERING SCENES**

When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.

#### **321.4.1 STABLE SCENE**

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of district members.

When district members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, district members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

#### **321.4.2 UNSTABLE SCENE**

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or a threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

### **321.5 PRESERVATION OF EVIDENCE AT CRIME SCENES**

Whenever practicable, district members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, district members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather, the items should be left in the place to which they were moved. The appropriate investigator or

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law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

### **321.6 MEDICAL SUPPLIES AND DEBRIS**

When district members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by district members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, district members should clearly identify all such materials to the controlling authority at the scene.

## Child Abuse

### 322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting of suspected child abuse.

### 322.2 POLICY

It is the policy of the Nixa Fire Protection District to ensure the Children's Division is notified of suspected child abuse as required by law.

### 322.3 MANDATORY NOTIFICATION

Members of the Nixa Fire Protection District shall notify the Children's Division when there is reasonable cause to believe that a child has been or may be subjected to abuse or neglect or when the member observes conditions or circumstances that would reasonably result in abuse or neglect to a child (§ 210.115, RSMo).

In addition, members shall notify the appropriate medical examiner or coroner when there is probable cause to believe that a child has died as a result of abuse or neglect (§ 210.115, RSMo).

For purposes of notification, abuse is any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means by a person responsible for the child's care, except that discipline administered in a reasonable manner shall not be construed to be abuse. Neglect is a failure to provide the proper or necessary support; education as required by law; or nutrition, medical, surgical or any other care necessary for the child's well-being by a person responsible for the child's care, custody or control (§ 210.110, RSMo).

#### 322.3.1 NOTIFICATION PROCEDURE

Notification should occur immediately to the Children's Division by telephone or other method accepted by the Division. The notification should contain the following information, if known (§ 210.130, RSMo):

- (a) The names and addresses of the child, the child's parents or others responsible for the child's care
- (b) The child's age, sex, and race
- (c) The nature and extent of the child's injuries, abuse or neglect, including any evidence of previous injuries, abuse or neglect to the child or the child's siblings
- (d) The name, age and address of the person responsible for the suspected abuse or neglect, if known
- (e) The family composition
- (f) The source of the report and the name, address, contact information and occupation of the person making the report
- (g) The actions taken related to the initial investigation, including the taking of photographs or medical exams (§ 210.110 to 210.165, RSMo)



## *Child Abuse*

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- (h) Whether removal of the child was necessary
- (i) In fatality cases, whether the coroner or medical examiner was notified

The district Emergency Medical Services supervisor Manager should be notified of the incident as soon as practical. If part of local protocols, notification should also be provided to the medical control facility. A written report shall be prepared and, if requested, forwarded to law enforcement or the Children's Division. (Protected Services Kit)

If a child is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the child's arrival.

Failure to report an incident of known or reasonably suspected child abuse or neglect by a mandated reporter is a misdemeanor and may also result in discipline (§ 210.165, RSMo).

### **322.4 CONFIDENTIALITY**

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy (§ 210.150, RSMo).

## Disposition of Valuables

### 323.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

### 323.2 POLICY

The Nixa Fire Protection District will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

### 323.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the Incident Commander, or the member's commanding officer. When local law enforcement is available, valuable property should be transferred to legal custody.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the law enforcement officer and include it in the report of the call.

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report the disposition of any reasonably identifiable valuables. When applicable, notification to local law enforcement should be made.

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## Performance of Duties

### 324.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

### 324.2 POLICY

It is the policy of the Nixa Fire Protection District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

### 324.3 RESPONSIBILITIES

All members should be familiar with and in compliance with the policies, standard operating procedures, standard operating guidelines, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

### 324.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

### 324.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District. Unsatisfactory performance may include, but is not limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct
- Insubordination
- Noncompliance with district policy, guidelines, rules, directives and orders

### 324.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

## *Performance of Duties*

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### **324.7 DRIVER LICENSE**

All members, who drive as a part of their duties, shall possess a valid Missouri driver license (§ 302.020, RSMo) and should be familiar with the state traffic regulations, any manuals specific to driving or operating district apparatus and all other applicable district policies and procedures.

All members shall report to their supervisor any change in their driver license's status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action.

### **324.8 PROPER COMPLETION OF WRITTEN COMMUNICATION**

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable district policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

### **324.9 FIRE DEPARTMENT IDENTIFICATION**

Members shall carry identification cards on their persons while on-duty and in accordance with the Identification Card Policy, except when impractical or dangerous to their safety or a risk to an investigation.

Members shall furnish their names and district identification numbers to any person requesting that information, other than in situations in which the member's personal safety is at risk.

### **324.10 LOSS OF EQUIPMENT**

Members shall report to their supervisor the loss or recovery of any district badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

## Adult Abuse

### 325.1 PURPOSE AND SCOPE

This policy provides members of the Nixa Fire Protection District with guidance regarding when notification is to be made to law enforcement and/or the Department of Health and Senior Services (DHSS) of suspected abuse of certain adults.

#### 325.1.1 DEFINITIONS

Definitions related to this policy include:

**Adult abuse** - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

### 325.2 POLICY

It is the policy of the Nixa Fire Protection District to assist victims of adult abuse by making the proper notifications to those responsible for investigating these matters.

### 325.3 MANDATORY NOTIFICATION

Members of the Nixa Fire Protection District shall notify the DHSS when there is reasonable cause to believe that any of the following individuals have been abused or neglected or present a likelihood of suffering serious abuse or neglect:

- (a) A resident of a convalescent, nursing and boarding facility (§ 198.070, RSMo)
- (b) A person 60 years of age or older who is unable to protect his/her own interests, or adequately perform or obtain services that are necessary to meet his/her essential human needs (§ 192.2405, RSMo)
- (c) An adult with a disability between the ages of 18 and 59 who is unable to protect his/her own interests or adequately perform or obtain services that are necessary to meet his/her essential human needs (§ 192.2405, RSMo)
- (d) An in-home services client (§ 192.2475, RSMo)

For purposes of notification, abuse includes physical, sexual, or emotional injury or harm, financial exploitation or bullying (§ 192.2400, RSMo; §198.006, RSMo).

#### 325.3.1 NOTIFICATION PROCEDURE

Notification shall be made either orally or in writing ( [See attachment: Protective Services Kit.pdf](#) )as soon as practicable and may be made to the DHSS toll-free reporting number. The notification should include (§ 192.2410, RSMo; § 198.070, RSMo):

- (a) The name and address of any related facility.
- (b) The name of the victim.
- (c) Information regarding the nature of the abuse or neglect.
- (d) The name of the complainant.

# Nixa Fire Protection District

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### *Adult Abuse*

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- (e) Any other information that might be helpful to the investigation.

The district Emergency Medical Services supervisor should be notified of the incident as soon as practical. A written report shall be prepared and, if requested, forwarded to law enforcement or the DHSS.

If the person is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the person's arrival.

Failure to report an incident of adult abuse by a mandated reporter may result in criminal charges and may also result in discipline (§ 198.070, RSMo; § 192.2405, RSMo; § 192.2475, RSMo).

#### **325.4 RELEASE OF REPORTS**

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records Policy (§ 192.2500, RSMo)

Requests for information about an incident referred to law enforcement should be referred to the investigating agency.

## Traffic Accidents

### 326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic accidents involving district vehicles and district personnel on official business. This policy applies to accidents involving any district-owned vehicle and to accidents any time district business is being conducted, regardless of who owns the vehicle involved.

### 326.2 POLICY

It is the policy of this district to investigate all district traffic accidents with the intent of learning the cause of the accident, identifying contributing factors and implementing corrective measures when appropriate.

### 326.3 REPORTING RESPONSIBILITIES

All district members involved in a traffic accident in a vehicle owned by the District or while conducting district business, regardless of who owns the vehicle, shall immediately report the accident to the appropriate local law enforcement agency and notify an on-duty supervisor.

An onsite review of an accident shall be completed by the Battalion Chiefs or in his/her absence any Chief Officer. The appropriate forms and interviews will be completed for review. The following forms shall be utilized if appropriate; 1) employee's statement, 2) vehicle accident investigation, ( [See attachment: Vehicle Accident Form.pdf](#) ), 3) non-vehicle accident investigation ( [See attachment: Non-Vehicle Accident Form.pdf](#) ), 4) scene diagram, ( [See attachment: Scene Sketch Form.pdf](#) ), 5) exposure event, 6) casualty report.

Once notified of a traffic accident, the Battalion Chief is responsible for ensuring that the district investigation and review occurs in a timely manner.

### 326.4 TYPES OF REVIEWS

Traffic accidents subject to this policy will be classified, investigated and reviewed as follows:

#### 326.4.1 ACCIDENT LEVELS

- (a) A Level I accident is any traffic accident involving:
  1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.

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### *Traffic Accidents*

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2. Minor damage to district property or vehicles.
  3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II accident is any traffic accident involving:
1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.
  2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
  3. Major damage to a vehicle owned or operated by the District or major damage to district property.
- (c) A Level III accident is any traffic accident involving:
1. The death or anticipated disabling injury of a member of this district.
  2. The death or anticipated disabling injury of anyone other than a member of this district, a contract employee or other public agency employee when the traffic accident involves any district member, vehicle or property.

#### **326.4.2 REVIEW TEAMS**

Reviews shall be conducted by the on-duty Battalion Chief or respective manager for Level I accidents.

Level II and Level III accidents will be reviewed by a Battalion Chief or respective manager and a Assistant Fire Chief selected by the Fire Chief, a designated Health and Safety Officer or risk manager and a labor representative of the involved member. The Battalion Chief or manager is the team leader.

#### **326.5 ACCIDENT REPORTS**

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic accident, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

Reports involving Level I accidents will be submitted through the chain of command to the Assistant Fire Chief in charge of the involved member. Reports involving Level II and Level III accidents will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the district's Custodian of Records for filing.

A completed report should include the following:



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### *Traffic Accidents*

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- (a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic accident.
- (c) Accident scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.
- (d) Accident description: Describe the accident based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any district policies and procedures that are relevant to the accident. Assess the effectiveness of such policies and procedures as applied to the accident and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any district policies or procedures, the Battalion Chief should recommend that the matter be submitted for the initiation of possible administrative action.

# Line-of-Duty Death and Serious Injury Investigations

## 327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for investigating a serious injury or line-of-duty death, documenting of the events leading to the injury or death and making recommendations directed toward preventing similar occurrences in the future.

## 327.2 POLICY

It is the policy of the Nixa Fire Protection District to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

The District may utilize external resources to assist or lead the investigation. These resources include:

- The Missouri Department of Transportation (MODOT)
- The Missouri State Fire Marshal
- Local law enforcement
- Area fire department officials
- Missouri Department of Labor and Industrial Relations

In the event an investigation utilizes multiple agencies, the District will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

## 327.3 PROCEDURE

As soon as practicable after a serious injury or line-of-duty death has occurred, the Fire Chief or the authorized designee shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Assistant Fire Chief designated by the Fire Chief should function as the team leader and direct the investigation of the line-of-duty death or serious injury. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Nixa Fire Protection District shall give their full and complete cooperation to the investigation team.
- (c) The Missouri Department of Labor and Industrial Relations may conduct an investigation of the incidents involving the death of an employee.

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### *Line-of-Duty Death and Serious Injury Investigations*

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- (d) The Nixa Fire Protection District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal Nixa Fire Protection District administrative report.
- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Missouri Sunshine law.

#### **327.4 INVESTIGATION TEAM**

The investigation team shall consist, at a minimum, of the following team members:

- (a) Assistant Fire Chief
- (b) Fire investigator
- (c) District Health and Safety Officer
- (d)
- (e) Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency when there is reasonable cause to believe a crime may be connected with the investigation.

##### **327.4.1 DUTIES AND RESPONSIBILITIES**

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members of the District, represented members shall have the right to have their labor representatives present pursuant to the applicable collective bargaining agreement.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Connect with other agencies involved in the investigation of the incident.

## *Line-of-Duty Death and Serious Injury Investigations*

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- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Fire Prevention to avoid interference with any criminal investigation.
- (i) Ensure that a post-mortem examination is conducted on any member who dies as a result of the incident as well as on any other deceased person who may have been contributory to the event.
- (j) Activate the District or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

### **327.4.2 DOCUMENTATION**

The investigation team should ensure that the scene where the line-of-duty death or serious injury occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all personal protective equipment (PPE), breathing apparatus and equipment used by the seriously injured or deceased employee.
  - 1. A complete physical description of the PPE, breathing apparatus and equipment shall be included in the report of the incident.
  - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
  - 3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

### **327.5 FINAL REPORT**

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

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## National Fire Incident Reporting System (NFIRS)

### 328.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure district response information is properly reported to NFIRS.

### 328.2 POLICY

The Nixa Fire Protection District is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Nixa Fire Protection District to participate in NFIRS.

### 328.3 RESPONSIBILITIES

The Assistant Fire Chief may designate an NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure district information is compliant with the NFIRS reporting format and that the information is forwarded to the NFIRS Program Manager at the office of the Missouri State Fire Marshal or directly to NFIRS and the USFA at least monthly.

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

## Ride-Along Program

### 329.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience fire service functions first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

### 329.2 POLICY

It is the policy of the Nixa Fire Protection District to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

### 329.3 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be reviewed and scheduled by the Battalion Chief or the authorized designee.

The Battalion Chief or the authorized designee will schedule a date, based on availability, generally at least one week after the date of application. If approved, a copy will be forwarded to the respective Company Officer as soon as possible for his/her scheduling considerations.

If the ride-along is denied, a representative of the District will contact the applicant and advise him/her of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: students, Explorers, chaplains, reserves, applicants and others with approval of the Fire Operations Assistant Fire Chief.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the fire apparatus at a given time.

#### 329.3.1 PROGRAM REQUIREMENTS

Participants must be at least 18 years old, special consideration for those younger can be approved by Fire Operations Assistant Fire Chief. Prior to participating in a ride-along, every person must acknowledge the risks and sign a written waiver of claims and release of liability. [See attachment: RIDE ALONG WAIVER.pdf](#)

The participant must be in good health and must not be suffering from any illness or injury, including cold, flu or respiratory infection, on the day of the ride-along.

#### 329.3.2 ELIGIBILITY

The Nixa Fire Protection District ride-along program is offered to residents, students and those employed within the District. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause.

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Factors that may be considered in disqualifying an applicant include, but are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the District.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

### **329.3.3 AVAILABILITY**

The ride-along program is available on most days of the week, with certain exceptions. The ride-along times are established by the Fire Operations Assistant Fire Chief. No riders are allowed in the stations past 10 p.m.. Exceptions to this schedule may be made as approved by the Fire Chief or the Fire Operations Assistant Fire Chief.

### **329.3.4 SUITABLE ATTIRE**

Any person approved to ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks, uniform pants, clean / new jeans, and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the fire apparatus. Jewelry and tattoos should comply with the Personal Appearance Standards Policy. The Fire Operations Assistant Fire Chief, Battalion Chief or Company Officer may refuse a ride-along to anyone not properly dressed.

### **329.4 FIREFIGHTER RIDE-ALONGS**

Off-duty members of this district or any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the Fire Operations Assistant Fire Chief or the authorized designee. In the event that such a ride-along is permitted, the off-duty member shall not be considered on-duty and shall not represent him/herself as a firefighter or participate in any fire service activity except as emergency circumstances may require.

### **329.5 COMPANY OFFICER RESPONSIBILITIES**

The Company Officer shall advise the on-duty Battalion Chief that a ride-along is present in the fire apparatus before going into service. Company Officers shall consider the safety of the ride-along at all times. Company Officers should use discretion when encountering a potentially dangerous situation and, if feasible, require the participant to remain in the fire apparatus.

### **329.6 CONTROL OF RIDE-ALONG**

The Company Officer shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. These instructions should include:

- (a) The ride-along will follow the lawful directions of any district member.

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### *Ride-Along Program*

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- (b) The ride-along will not become involved in any investigation, discussions with victims or handling any fire equipment.
- (c) Either the ride-along or the Company Officer may terminate the ride at any time. Reasonable effort will be made to return the observer to his/her home or to the fire station if the ride is terminated.
- (d) Company Officers will not allow ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (e)



## Grocery Shopping On-Duty

### 330.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

### 330.2 POLICY

It is the policy of the Nixa Fire Protection District to encourage suppression personnel to bring an adequate supply of food to work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

### 330.3 PROCEDURE

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.
- (c) Companies shall shop within their initial response area or at the closest store approved by the Battalion Chief.
- (d) Multiple company stations shall have one unit shop for the entire station.
- (e) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- (f) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (g) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- (h) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (i) One crew member shall remain with the unit at all times for apparatus security, response readiness and public/community outreach.
- (j) Apparatus shall not be parked in red zones, along red curbs, in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.

## Chaplains

### 331.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Nixa Fire Protection District chaplains to provide counseling or emotional support to members of the District, their families and members of the public.

### 331.2 POLICY

The Nixa Fire Protection District shall ensure that district chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. Reasonable efforts shall be made to incorporate chaplains from varying denominations reflective of the community to the best extent possible.

### 331.3 ELIGIBILITY

Requirements for participation as a chaplain for the District may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
- (b) Managing his/her household, family and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) A minimum of five years of successful counseling or ministry experience.
- (f) Being in good health.
- (g) Possessing a valid driver license.

The Fire Chief may allow exceptions to these eligibility requirements based on organizational and community needs and the qualifications of the individual.

### 331.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Nixa Fire Protection District shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by the District.

All applicants shall be required to meet and pass the same pre-employment procedures as district members before appointment with the exception of any entry level Firefighter knowledge or physical agility tests.

#### 331.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity and non-discriminatory practices. A primary qualification for participation in the application process should be an interest in and an ability to assist the District in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with district members before and during the selection process.

## *Chaplains*

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### 331.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Fire Chief and the chaplain coordinator.
- (d) Successfully complete an appropriate-level background investigation.
- (e) Complete an appropriate probationary period as designated by the Fire Chief.

Chaplains are volunteers and serve at the discretion of the Fire Chief. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Nixa Fire Protection District or the authorized designee.

### 331.5 IDENTIFICATION AND UNIFORMS

As representatives of the District, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment or personal protective equipment (PPE) will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by other members through the inclusion of "Chaplain" on the uniform and other identifying PPE. Chaplain uniforms and PPE shall not reflect any religious affiliation.

Chaplains will be issued Nixa Fire Protection District identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Nixa Fire Protection District identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms, PPE or other district property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of the District.

### 331.6 CHAPLAIN COORDINATOR

The Fire Chief may delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Fire Chief or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Fire Chief. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the District, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Fire Chief or the authorized designee, chaplains shall report to the chaplain coordinator and/or Incident Commander (IC).

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

## *Chaplains*

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The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator and a written report provided to the Fire Chief.

### **331.7 DUTIES AND RESPONSIBILITIES**

Chaplains assist the District, its members and the community as needed. Assignments of chaplains will usually be to augment the Administration Division, but chaplains may be assigned to other areas within the District as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the District.

All chaplains will be assigned duties by the chaplain coordinator or the authorized designee or an IC.

Chaplains may not proselytize or attempt to recruit members of the District or the public into a religious affiliation while representing themselves as chaplains with this district. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Nixa Fire Protection District.

#### **331.7.1 COMPLIANCE**

Chaplains are volunteer members of the District and, except as otherwise specified within this policy, are required to comply with the Community Volunteer Program Policy and other applicable policies.

#### **331.7.2 OPERATIONAL GUIDELINES**

- (a) Chaplains will be asked to be available for call on an as-needed basis.
- (b) Chaplains operating at emergency incidents or large-scale district events shall operate within and as part of the Incident Command System (ICS) at all times, including

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## Policy Manual

### Chaplains

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participating in and replying to Personal Accountability Reports (PAR) conducted as part of the incident or event.

- (c) Each chaplain should serve with the Nixa Fire Protection District a minimum of four hours per month to maintain the necessary proficiencies and contacts necessary to be effective in their service.
- (d) At the end of each period of service or response to an incident the chaplain will complete a chaplain's report and submit it to the Fire Chief and chaplain coordinator or the authorized designee.
- (e) Chaplains shall be permitted to ride with members during any shift and observe Nixa Fire Protection District operations or training sessions, provided the on-duty Battalion Chief has been notified and is aware of the activity.
- (f) Chaplains shall not be evaluators of members of the Nixa Fire Protection District.
- (g) In responding to incidents, a chaplain shall never function in a hazardous area or serve as an assistant other than the chaplain's role.
- (h) When responding to in-progress calls for service, chaplains will be required to stand-by in a secure area until the situation has been deemed safe.
- (i) Chaplains shall serve only within the jurisdiction of the Nixa Fire Protection District unless otherwise authorized by the Fire Chief or the authorized designee.
- (j) Each chaplain shall have access to current member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential, and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

#### 331.7.3 ASSISTING DISTRICT MEMBERS

The responsibilities of a chaplain related to district members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating in funerals of active or retired members, when requested.
- (d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental death, suicide, suicidal subjects, serious accident, drug and alcohol abuse or a mass casualty incident (MCI)).
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

#### 331.7.4 ASSISTING THE DISTRICT

The responsibilities of a chaplain related to the Nixa Fire Protection District include, but are not limited to:

- (a) Assisting members in defusing a conflict or incident, when requested.

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### Chaplains

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- (b) Responding to any significant incident (e.g., natural and accidental death, suicide and attempted suicide, family disturbance or MCI) in which the IC or supervisor believes the chaplain could assist in accomplishing the mission of the District.
- (c) Responding to all major disasters, such as a natural disaster, bombing, MCI and similar critical incidents.
- (d) Being available, or if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of district members.
- (e) Attending district functions such as academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Training others to enhance the effectiveness of the District.

#### 331.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of fire and Emergency Medical Services (EMS) members in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the District.
- (c) Providing a liaison with various civic, business and religious organizations.
- (d) Assisting the community when they request representatives or leaders of various denominations.
- (e) Assisting the community in any other function, as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

#### 331.7.6 CHAPLAIN MEETINGS

Chaplains may be required to attend scheduled meetings. Absences from such meetings should be satisfactorily explained to the chaplain coordinator.

#### 331.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the District may work or volunteer for the Nixa Fire Protection District in any capacity other than that of chaplain.

Chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to an appropriate counseling resource or available program.

No chaplain shall provide counsel to or receive confidential communications from any Nixa Fire Protection District member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

## *Chaplains*

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### **331.9 TRAINING**

The District may establish a minimum number of training hours and standards for district chaplains.

The training, as approved by the Assistant Chief, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for district members and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The fire and EMS family
- Substance abuse
- Member injury or death
- Sensitivity and diversity

## Contact Requests to Public

### 333.1 PURPOSE AND SCOPE

The Nixa Fire Protection District at times may need to contact individuals or parties pertaining to fire department business. The purpose of the notification tag/door hanger is to inform a person, property, or business owner that a representative of the Nixa Fire Protection District has tried to make contact without success, and now is requesting them to contact the Districtor the person/shift that have placed the tag.

### 333.2 POLICY

Personnel will use this policy to make necessary contact with the public through the use of tag/door hangers.

### 333.3 SITUATIONS FOR USE

Notification tags can be passed out for multiple reasons which include, but not limited to the following:

- Unable to make contact with a business for Inspections
- Unable to make contact with a business for Pre-Plans
- Unattended fires without a permit
- 
- Fire alarms without contact to owner
- 

#### 333.3.1 INFORMATION

When a door hanger is received by a person or business in the fire district, it's their responsibility to contact Nixa Fire Protection District at their earliest convenience. Each door hanger will have a NOTICE ID # located on the top right of the hanger. This number will be used to track the purpose of the hanger and if contact has been made by logging the number in our tracking system. Once a notice has been placed, the crew or person placing the notice should log the incident explaining the reason, date, whom placed it, and/or if the item needs to be addressed by Fire Prevention (email Fire Prevention if this action is requested).

#### 333.3.2 FOLLOW UP

When the representative makes contact with the department and the shift is off duty, obtain a contact phone number. Once the crew returns to duty the issue will be followed-up or resolved. As noted in the REMARK section of the log. Log the date or dates that contact with person has been made and resolved with solution.



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## Dining Out

### 334.1 PURPOSE

It is recognized that District employees are required to work extended hours requiring food to be consumed during tours of duty. Meals may be acquired, or consumed on premises, from facilities within primary company fire management zone response areas. The purpose is to provide employees access to food services that assist in their physical readiness while remaining ready to respond a public request for services.

### 334.2 POLICY

The District will allow employees the ability to purchase food, or dine out, in an appropriate food establishment within the boundaries of the District, without compromising the District's ability to serve the public. A dining establishment shall be considered acceptable when its primary function is serving food..

[Dining Out Procedure](#)

## **Chapter 4 - Fire Prevention**

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## Fire Inspections

### 400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire codes through periodic inspection within Nixa Fire Protection District's jurisdiction. Additionally, this policy establishes the minimum standards for inspection frequencies of all buildings in the district's jurisdiction.

### 400.2 POLICY

The Nixa Fire Protection District is committed to improving public safety through the enforcement of building standards relating to fire and public safety as adopted by the District and published in the District Fire Code, and any other regulations or ordinances that have been formally adopted by the District for the prevention of fire or the protection of life and property against fire. [See attachment: 003-2017 IFC Fire Code.pdf](#)

### 400.3 RESPONSIBILITIES

The Fire Chief or the authorized designee should develop a periodic inspection program based on the risks to life and property for occupancies within the Nixa Fire Protection District's jurisdictional boundaries. The inspection program should comply with the International Fire Code (IFC) and any local amendments or ordinances specific to the District. The district fire inspection program will be administered by the Fire Inspector under the responsibility of the Prevention Division Supervisor.

### 400.4 INSPECTION PROGRAM GUIDELINES

The Fire Inspector should develop an inspection program based on community risk reduction through education and enforcement. Inspections should be identified by risk, hazard, occupancy, frequency, and required state law and local code or ordinance.

### 400.5 HAZARDOUS OCCUPANCIES

Facilities that handle, store or use hazardous materials should be inspected for compliance with applicable provisions of the District Fire Code as well as the accuracy of any required hazardous materials facility plan (§ 292.605(2), RSMo). Facilities that are required to submit a hazardous materials facility plan should be inspected no less frequently than once every three years or at a frequency as recommended by the Local Emergency Planning Committee (LEPC).

### 400.6 RIGHT OF ENTRY

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry.

If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

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### **400.7 PRE-INCIDENT PLANNING**

Pre-incident planning is a vital component of an efficient and safe fire ground operation. It is critical that pre-incident plan drawings are done uniformly, neatly and accurately. Additionally, all pre-incident plans should be periodically updated, indexed and accounted for with master copies available for distribution. Standard methods of assembly and location of pre-incident plans is also essential to the uniform application of the response crews to use the pre-incident plans successfully. In addition all pre-incident plans should follow the recommendations of NFPA 1620.

[See attachment: Pre-Plan Form.pdf](#)

## Fire Investigations

### 401.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by the Nixa Fire Protection District and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

### 401.2 POLICY

It is the policy of the Nixa Fire Protection District to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

### 401.3 RESPONSIBILITY

District first responders are responsible for recognizing or attempting to recognize the origin of a fire and preserving evidence for further investigation. The first-in Company Officer is responsible for conducting a first responder-level investigation for origin, cause and circumstances. The Incident Commander (IC) is responsible for determining when the Nixa Fire Protection District and/or law enforcement investigators are needed to investigate an incident.

### 401.4 INCIDENT REPORTS

To ensure district incidents are documented in the National Fire Incident Reporting System (NFIRS), the IC should complete and submit a report for any investigation that is conducted. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Assistant Fire Chief is responsible for reviewing and approving the investigative reports.

If the cause of the fire is determined to be suspicious or criminal in nature, the IC or the Assistant Fire Chief shall immediately report the results to local law enforcement and the MSFM.

### 401.5 PRELIMINARY INVESTIGATION

The first-in Company Officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The Company Officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

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### *Fire Investigations*

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- (a) Major or unusual fires that exceed the investigative abilities of a Company Officer
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the Battalion Chief
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion
- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion
- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

#### 401.5.1 ASSISTANCE OF STATE FIRE MARSHAL AND LAW ENFORCEMENT

The response of local law enforcement or the State Fire Marshal's office may be requested for fire and explosion investigations (§ 320.230, RSMo).

#### 401.6 QUALIFICATIONS

All Company Officers should be qualified to perform first responder-level origin and cause investigations in addition to the Nixa Fire Protection District investigators.

- (a) Fire investigators should:
  1. Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
  2. Complete the certification requirements of the Fire Investigator course and certification offered by the MSFM.
  3. Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

#### 401.7 EQUIPMENT

Each investigator should maintain a personal logbook detailing each investigation he/she has performed and all continuing education. The purpose of this record is to document case investigation, field training and continued professional training hours to confirm status as an expert witness during court appearances.

The fire investigator should be stocked with the following equipment to assist in the investigation of fire cause, origin and circumstance:

[See attachment: Fire Investigation Worksheet Nixa Packet.pdf](#)

- Digital camera or iPad
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## *Fire Investigations*

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### **401.7.1 USE OF PROTECTIVE GEAR**

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

### **401.7.2 LOGBOOK**

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

### **401.8 PHOTOGRAPHY**

All fires shall be photographed and logged for potential use. The memory cards or devices shall be treated and handled as evidence until the photos are logged in the official record, then the pictures will be archived in the current RMS as district property

Photographs shall be taken following the investigations process outlined in NFPA standard 1033.

### **401.9 FIRES / INCIDENTS IN EATING / FOOD ESTABLISHMENTS**

Fires/incidents that occur within restaurants and facilities that prepare food for sale or consumption can cause a severe public health concern. These facilities are regulated by the health department and several regulations imposed by the health department are above and beyond the fire code.

Facilities can be restaurants, nursing homes, residential care facilities, schools etc. Because of the sensitivity and additional requirements we must report all incidents to the health department.

This is important as the health department must inspect the business before it can reopen.

The health department should be contacted when:

- Smoke within the food preparation and or storage area
- Heat within the food preparation and or storage area
- Automatic suppression system activation within the food preparation and or storage area
- Any kind of contaminant within the food preparation and or storage area
- Any other questionable or unknown condition

If there is a response to a restaurant or facility that prepares food for sale or others consumption and an above condition exists the incident commander must have dispatch contact the health department immediately. If the incident is outside normal business hours of the health department

## *Fire Investigations*

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a follow up call must be made at the first available office hours. The incident commander must forward the incident information to the Fire Prevention Bureau for follow up. The occupant/owner shall also be advised they cannot reopen until they have spoken with the health department.

At any point in time when the incident commander is unsure if the call should be made the decision should be moved up the chain of command or error on the side calling the health department and letting them make the call whether or not they will respond. If you have any questions or comments do not hesitate to ask.

### **401.10 FIRE INVESTIGATORS**

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of an investigator with arrest authority, if appropriate.

#### **401.10.1 FIRE INVESTIGATOR QUALIFICATIONS**

Fire investigators should:

- (a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- (b) Complete the certification requirements of the Fire Investigator course and certification offered by the MSFM.
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.



## Code Enforcement

### 402.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Nixa Fire Protection District will enforce District fire and life-safety codes during inspections.

### 402.2 POLICY

It is the policy of the Nixa Fire Protection District to use inspections to help reduce the risk of injury or death due to fire and life-safety code related violations, and increase the safety of building occupants, the community and emergency responders.

### 402.3 PROCEDURE

The Nixa Fire Protection District may issue correction notices when violations of the District Fire Code are found during fire and life-safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life-safety should be referred to the Assistant Fire Chief as soon as practicable.

#### 402.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated.

All inspections, meetings and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

A copy of the inspection report should be emailed to the responsible party.

#### 402.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

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## Alternative Materials and Methods Requests

### 403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the District Fire Code.

#### 403.1.1 DEFINITIONS

Definitions related to this policy include:

**Alternative materials and methods request (AMM)** - A request from a permit applicant to deviate in some manner from the requirements of the District Fire Code, consisting of the applicant and project information; a summary of the issue and the solution being proposed; identification of the specific Fire Code reference and the intent of the code; a description of why the standard requirements are not possible, feasible or desirable; and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

### 403.2 POLICY

It is the policy of the Nixa Fire Protection District that requests for AMM shall be evaluated by the Fire Inspector or the authorized designee for compliance with the District Fire Code.

### 403.3 PROCEDURE

The following procedures have been established to assist district members in determining whether a proposed AMM is at least equivalent to that prescribed by the District Fire Code in quality, strength, effectiveness, fire resistance, durability and safety.

#### 403.3.1 PROJECT INFORMATION

For commercial, multi-family residential and residential tract projects, the applicant shall provide the following written information in addition to the plans necessary to evaluate the project:

- (a) Relevant project information, including:
  1. The project name, address, contact person and telephone number.
  2. The owner's name, address and telephone number.
  3. Other specific information identifying the project as required (e.g., development permit type, tract, lot number).
- (b) The District Fire Code section or a reference to the specific requirement for which the AMM is requested.
- (c) The alternative fire protection measures that will be taken as part of the AMM proposal and how they establish equivalency to those prescribed in the code.
- (d) Any additional information identified by the Nixa Fire Protection District.

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### *Alternative Materials and Methods Requests*

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#### 403.3.2 SUBMITTAL PROCESS

- (a) One copy of the AMM proposal and other supporting information is required to be submitted to the Nixa Fire Protection District. Applicable fees due, in the amount indicated by the fee schedule currently in effect, should be paid upon submittal of the AMM proposal.
- (b) AMM requests will be evaluated by the Fire Inspector or the authorized designee. All such requests are evaluated on a case-by-case basis. Approval of an AMM request is based upon several factors, including, but not limited to, the level of equivalency achieved, the effect of the AMM on fire and emergency response and site conditions. All evaluations will be performed in the context of the specific project being reviewed.
- (c) If the AMM proposal provides an equivalent level of protection, considering all related conditions pertaining to the project, the Fire Inspector or the authorized designee will issue a written response granting approval. Such approval may be conditional upon implementation of additional requirements listed in the AMM approval that were not part of the original AMM proposal. Approval is granted only for the specific project under review and the conditions for approval shall not be construed as applicable to any other project.
- (d) In the event the AMM proposal does not provide an equivalent level of protection, the request will be denied and a written denial will be issued.
  - 1. Should the applicant submit a different AMM request for the same project or choose to revise and resubmit the previously denied request, additional AMM fees will apply.
  - 2. To facilitate the evaluation process, the applicant should include any previously denied AMM proposals when submitting a revised AMM request.
- (e) Upon completion of the evaluation, the written AMM approval or denial and a copy of the applicant's AMM proposal should be made available for pick up at the location specified by the Nixa Fire Protection District. Should evaluation of the AMM proposal require time and resources beyond the standard time allotted for this activity, additional time and materials fees may be assessed. Any additional fees assessed must be paid when the applicant picks up the AMM approval or denial.
- (f) The approved AMM proposal and written responses should be copied on the plans prior to plan approval. A copy of the AMM proposal and response should be kept at the project site at all times. This documentation may be required for review by the Fire Inspector or the authorized designee.

## Community Fire Station Visitation Program

### 404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the District uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the Fire Operations Division.

### 404.2 POLICY

The Nixa Fire Protection District will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the Fire Operations Division.

### 404.3 PROCEDURE

- (a) The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups and other civic-minded organizations to schedule and participate in a tour of a working fire station. The Community Room is offered as a service to the residents of Nixa District only. The types of groups and organizations appropriate for inclusion in the fire station visit program include, but are not limited to, the following:
  - 1. Pre-school classes or groups (public or private).
  - 2. Kindergarten classes or groups (public or private).
  - 3. Primary and secondary school groups (public, church-based or private).
  - 4. Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization (e.g., Girl Scouts, Boy Scouts, Cub Scouts, Indian Scouts, Brownies).
  - 5. Service clubs and organizations that are generally voluntary nonprofit organizations, where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations (e.g., Kiwanis, Rotary, Masons).
  - 6. Birthday party groups
- (b) The fire station visit program is not intended, nor should it be used, as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities and activities are not appropriate for inclusion in the fire station visit program.
  - 1. Social networking groups
  - 2. Business networking groups
  - 3. For-profit tour groups, including profit-based foreign student groups
  - 4. Any group, entity or activity that is part of a for-profit enterprise

## *Community Fire Station Visitation Program*

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### 5. Political groups

Neither of the lists above is intended to be all-inclusive; rather, they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

Groups or organizations can request a fire station visit by completing and submitting an application to the Fire Prevention Division. Applications must be submitted at least 2 weeks prior to the date requested for the fire station visit. Fire Prevention Division personnel will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved applications will be forwarded to the appropriate Battalion Chief for station and crew assignment.

#### 404.3.1 SCHEDULING FIRE STATION VISITS

To limit the impact of fire station visits on other essential activities, each Fire Operations Division crew should be limited to conducting one station visit per day. The Fire Operations Assistant Fire Chief may elect to further limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Assistant Fire Chief should notify the Fire Prevention Division personnel of the station and crew assigned to conduct each scheduled visit. The Fire Prevention Division personnel should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues or changes in the scheduled visit. ([Community Room Request](#))

#### 404.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- (a) Participating group size will generally be limited to 50 persons, including chaperones and drivers.
- (b) Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- (c) The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- (d) Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- (e) The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.
- (f) SUNDAY'S ARE NOT AVAILABLE FOR RESERVATIONS

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- (g) Any food equipment (grills, indoor heating devices, etc.) will need to be approved by the Nixa Fire District before event.
- (h) Reservations of the Nixa Fire District Community Room will be on a first come, first served basis. The community room availability is limited. We reserve the right to limit the use that might interfere with normal fire station activities. Nixa Fire District meetings take priority. \*From time to time the Nixa Fire District meetings will change due to unforeseen circumstances and will take priority. In case of this event you will be notified and have the option to reschedule for a later date where possible.
- (i) If the reservation/meeting is scheduled to run into the night, please be considerate of the firefighters that may be sleeping near this room. No meeting may run over 10:00 p.m. The firefighters will likewise be considerate of your event.
- (j) Alcohol is not allowed in or on the Nixa Fire Districts property at any time.
- (k) Tobacco use is not permitted in or on the Nixa Fire District property.
- (l) Firearms are prohibited on Nixa Fire District property.
- (m) No sales of any type or exchange of funds are permitted in the Community Room. To avoid the appearance of any suggestion of improper partisanship, endorsement or partiality in the use of the premises, political activities on the premises, other than the use of the room as a duly sanctioned election polling place in a municipal, county, state or federal election, are prohibited.
- (n) Improper political activities shall include, but not be limited to:  
Speeches, rallies or other gatherings in connection with the promotion of a candidate for any public office, or in connection with a legislative or election issue; political party or committee or other organizational meetings of any kind; activities of any kind in connection with any petition for the calling of an election or for presentation to a governing political body or official; political fundraising activities; and any meetings or other activities intended to promote the candidacy of a person for any public office or for the promotion of any legislative or election issue; and any activities intended to register persons to vote or increase voter turnout.
- (o) The only decorations permitted in the meeting rooms are those which may be placed on the floor or on the tables. The user may not hang, tape, or suspend decorations from the walls, ceilings, or other structure within the meeting room. No use of pins, tacks, staples or nails is allowed. No use of packing or duct tape is allowed on the

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walls. No candles (with the exception of standard birthday candles) or open flames are permitted inside the meeting room at any time. The user shall not use rice, bird seed, glitter or confetti of any type in the meeting room(s) or on the grounds outside of the Nixa Fire District property without approval.

- (p) The user will be responsible for returning the meeting room to its normal condition. Cleaning supplies can be provided by the Nixa Fire District such as trash liners, cleaning solutions, towels, vacuum cleaner, dust pan and/or mop upon request.
- (q) The user will be held responsible for any damage to the facilities and/or contents and fixtures, except for normal wear and tear as deemed by the Nixa Fire District. All damage must be reported to the Nixa Fire District immediately. The user will be expected to cover all repairs and replacement cost for any damage to the facility itself and/or the contents of such.
- (r) Cancellation of the community room reservation by the user within 48 hours of event will be appreciated.
- (s) No Pets allowed, with the exception of those used for personal assistance (i.e. seeing-eye dogs).

### **404.4 RECORD KEEPING**

The Fire Prevention Division should maintain a record of all applications for the station visit program. The records should include:

- (a) The name and contact information for the group or organization applying for a fire station visit.
- (b) The name of the group leader or person submitting the application.
- (c) Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict, no crew availability).
- (d) The scheduled date and time of each approved visit.
- (e) The Battalion Chief, station and crew assigned to manage the visit.
- (f) Confirmation that the group or organization completed the station visit or the reason it was not completed.
- (g) Form
- (h) Internet form

These records should be retained in accordance with the district's established records retention schedules.

## Fireworks Displays

### 405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of pyrotechnic devices in public fireworks displays to ensure that minimum life-safety procedures and practices are followed. The policy also outlines standards for the storage and disposal of illegal fireworks (§ 320.126, RSMo).

### 405.2 POLICY

Fireworks are energetic materials that are inherently dangerous and should always be handled with caution. Heat, shock and friction may ignite them, and in all cases safety should be the primary concern.

It is the policy of the Nixa Fire Protection District to observe Missouri fireworks law and follow the regulations prepared by the Missouri State Fire Marshal (MSFM) governing the use of fireworks in public displays when enforcing permitting requirements, plan review and inspections (§ 320.126, RSMo). The District shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555.201 et seq.).

### 405.3 PERMITTING PROCESS

Applications for permits for public fireworks displays shall be made to the office of the MSFM, and the Nixa Fire Protection District

in writing prior to the proposed display. Applications shall be submitted in a timely manner in order to ensure the appropriate allocation of resources and to allow adequate time to address any changes that may be required (§ 320.126(4), RSMo).

When applying for a public fireworks display permit, an applicant shall submit information and evidence to the MSFM and the Nixa Fire Protection District on a form provided or approved by the MSFM and any other required permit application documentation required by the District (§ 320.126(4), RSMo).

The permittee shall be responsible for compliance with the provisions under which a public fireworks display permit has been granted.. Public displays fired on private property must also include a letter from the current property owner approving the event and holding the Nixa Fire Protection District, its officers and the District harmless for any damages or liability.

#### 405.3.1 PLANS

A fully dimensioned plot plan shall be included with the application that shows:

- (a) The location of the display set-up and the location, including the distance of the firing box from the display.
- (b) All access roads, including road width, hydrant locations and ingress and egress points.



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### Fireworks Displays

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- (c) All structures located in or near the firing area and a fallout area based upon 100 feet per inch of shell size.

#### 405.3.2 INSPECTIONS

- (a) All district personnel involved in the inspection of any public fireworks display set-up and firing should inspect for compliance with applicable standards of the National Fire Protection Association and Missouri codes (§ 320.126(4), RSMo; § 320.126(7), RSMo) and the following requirements:
  1. A minimum of two currently serviced 2.5-gallon pressurized water extinguishers shall be available on the site.
  2. A water container for completely submerging duds or misfired shells shall be available on the site and one size greater than the largest anticipated projectile.
  3. Barricades or barriers shall be used to keep unauthorized personnel out of the firing and fallout areas.
  4. Mortars are to be in good condition, with base plugs in place, no splits or bulges in the tubes or bent or frayed muzzles.
  5. Operators and assistants located within the fallout area are required to have proper safety gear and protective clothing on during the firing of the display and immediately after the display.
  6. If mortar racks are used, they shall be stable and secure.
  7. Mortars up to 5 inches in diameter and buried in earth or placed in troughs or drums shall be spaced 3 feet apart from the sides of the drum or trough.
  8. Mortars 6 inches or larger in diameter and buried in earth or placed in drums and troughs shall be spaced a minimum of 5 feet apart or from the sides of the drum or trough. When a mortar requiring 5 feet of space is placed adjacent to a mortar requiring only 3 feet of spacing, the larger shall apply.
  9. Electrically fired shows require that all mortars buried in earth or placed in drums and troughs shall be nominally spaced 2 feet apart from the sides of the drum or trough.
  10. No smoking is permitted in firing or display areas.
  11. During the electrical firing, no one is allowed to enter the firing area of the display. Only the licensed shooter is allowed in the fire area when not an electrical fired display.
  12. Electrically fired shows require that all technicians shall be positioned a minimum of 100 feet from any mortar and positioned so as to be protected from the direct line of fire.
  13. A continuity test shall be conducted prior to the test fire.
- (b) The inspection will include, but is not limited to:
  1. Verification of proper pyrotechnics operator licensing of operator and pyrotechnics technician licensed assistants.

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### *Fireworks Displays*

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2. Verification of identification and age of all unlicensed assistants.
3. Inspection and inventory of fireworks shells to be discharged.
4. Inspection of racks to determine proper spacing and bracing.
5. Inspection of mortars used to fire aerial shells.
6. Inspection of ready boxes.
7. A test fire utilizing the largest non-salute type shell permitted in the display shall be conducted one hour prior to the display and shall be witnessed by a Nixa Fire Protection District inspector.
8. Inspection of any other components of the display as deemed appropriate by the inspector.

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## Hazardous Materials Disclosures

### 406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the receipt of dangerous or hazardous material submittals in compliance with local, state and federal requirements and for the inspection of the facilities that handle hazardous materials (§ 292.605, RSMo).

### 406.2 POLICY

The Nixa Fire Protection District will work in coordination with the Local Emergency Planning Committee (LEPC) and the Missouri Emergency Response Commission regarding the receipt of dangerous or hazardous material submittals and necessary inspections (§ 292.605, RSMo).

### 406.3 SUBMITTALS

Facilities treating, storing or disposing of dangerous or extremely hazardous substances in quantities regulated by state law are required to submit notification forms and annual reports to the District (§ 292.605(1), RSMo).

Facilities required to prepare or have available a Safety Data Sheet (SDS) for a hazardous chemical under the Occupational Safety and Health Act of 1970 (29 USC § 651 et seq.) and regulations promulgated under that Act are also required to submit an SDS and hazardous chemical inventory forms (42 USC § 11021; 42 USC § 11022).

### 406.4 INSPECTIONS

The District should conduct field inspections of facilities that are subject to the requirements of this policy at least once every three years. Any deficiencies noted during field inspections should be documented and the facility advised to make the necessary corrections. Any deficiencies noted should be reported to the LEPC and the Missouri Emergency Response Commission.

Where appropriate, the District will enforce any applicable laws and suggest preventive measures designed to minimize the risk of the release of hazardous material into the workplace or environment.

### 406.5 PUBLIC RECORDS

Generally, submissions received by the District are considered public records (§ 292.605(5), RSMo). Some information is subject to trade secret protection pursuant to state or federal law (40 CFR 350.5).

Requests to inspect submissions shall be processed in accordance with the Release of Records Policy.

## Maximum Occupancy - Overcrowding

### 407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding.

### 407.2 POLICY

It is the policy of the Nixa Fire Protection District to protect the safety of the public through enforcement of the District Fire Code regarding occupancy overcrowding.

### 407.3 ENFORCEMENT

Any member of the District, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to order the dangerous condition removed or remedied. The investigating officer shall immediately notify the Fire Inspector or Battalion Chief any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Inspector prior to requiring that an occupancy be vacated.

#### 407.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

All routine complaints of overcrowded conditions shall be forwarded to the Fire Prevention Division for investigation and follow-up. The complaint shall be entered into the complaint management system as soon as practicable and shall be assigned to an available inspector. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings shall be documented in the complaint management system. All overcrowding hazards should be mitigated as necessary, in accordance with this policy.

#### 407.3.2 COMPLAINTS RECEIVED AFTER HOURS

All complaints of overcrowding received by the Dispatch Center after hours shall be routed to the appropriate on-duty Battalion Chief. Depending upon the urgency of the complaint, the Battalion Chief may choose to take any of the following actions, as deemed necessary to investigate the complaint:

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for assistance from the Fire Inspector, who should investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for local law enforcement support.

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### *Maximum Occupancy - Overcrowding*

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#### 407.3.3 FIRST DOCUMENTED OVERCROWDING OFFENSE

Routine overcrowding complaints that do not pose an immediate life-safety hazard should be investigated and abated as necessary, in accordance with established procedures. A warning letter should be issued to the business owner advising that any future overcrowding cases may result in a citation being issued by law enforcement.

#### 407.3.4 SECOND DOCUMENTED OVERCROWDING OFFENSE

The second and all subsequent documented cases of overcrowding can result in a criminal citation being issued, in accordance with Nixa Fire Protection District, the City of Nixa, or Christian County fire code..

## Juvenile Firesetter Referrals

### 408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local organizations.

### 408.2 POLICY

It is the policy of the Nixa Fire Protection District to participate in a coordinated effort with local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

### 408.3 PROCEDURE

Entry into a juvenile firesetter program may be recommended by district personnel following a request from parents, guardians or caregivers, or as a result of a fire incident. There are multiple types of referrals:

#### 408.3.1 CAREGIVER REFERRALS

Parents or guardians who call the Nixa Fire Protection District for assistance will be directed to a member trained in juvenile firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the District being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the district's Fire Prevention personnel. A pre-interview form should be completed during the telephone contact.

#### 408.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to Fire Prevention. If no Fire Prevention personnel are available, a pre-interview referral form should be completed during the walk-in contact and forwarded to the Fire Prevention Division. When appropriate, a Fire Prevention member should be contacted to advise of the walk-in contact and asked to return to the station, if possible.

#### 408.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile firesetter is identified at a fire scene, the Incident Commander (IC) should complete a juvenile firesetter referral form. The form should be forwarded to the Fire Prevention Division. The IC should be contacted by the Fire Prevention Division confirming the receipt of the referral form and advising what action is being taken with the juvenile and his/her family.

If evidence at a fire scene indicates a juvenile started the fire, the IC must contact law enforcement and report this involvement in a fire incident report. The report should indicate that:

- The person involved in the ignition of the fire was a child or a person under the age of 18.

## *Juvenile Firesetter Referrals*

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- The fire was a result of a child experimenting with fire or arson.
- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

The IC should call a fire investigator any time there is evidence of arson, when there are witnesses with information that could identify the juvenile firesetter or when the suspect is still at the scene.

A juvenile who has been referred to the District by the juvenile justice court will be assigned to a member of the Fire Prevention Division. If the juvenile fails to attend any mandated program sessions, the Fire Prevention member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Fire Prevention member should send a program completion letter on district letterhead to the juvenile's probation officer.

### **408.4 PROGRAM COMPONENTS**

The following components should be included in any juvenile firesetter program. Depending on the individual situation, some of the steps may not apply.

**Assessment** - The first step is generally a family interview including a Federal Emergency Management Agency (FEMA) assessment at a location designated by the Nixa Fire Protection District. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend.

**Diversion** - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. For admission into diversion, the juvenile will undergo a criminal background check. A parent or legal guardian and the child must attend a diversion hearing, where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating his/her offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the District will process a request to dismiss the citation.

**Educational intervention** - In this step families attend a fire safety academy. It is recommended that all family members attend. Academies may be conducted several times throughout the year and child/family placement is subject to availability. Academies should be broken into age-appropriate classes for the juveniles. Informational training seminars should be included for parents and guardians.

**Counseling** - The District may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.

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### *Juvenile Firesetter Referrals*

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**Behavioral update** - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

The Fire Prevention Division should produce regular reports specific to juvenile firesetters and outcomes. Reports should be included in district training programs as part of awareness and disposition outcomes.



## Fire Watch Services

### 409.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for the District regarding incidents or situations which may require a fire watch due to required automatic fire protection and/or detection services that are inoperable, construction/demolition activities, hot work or other high-risk activities or events which may have an adverse impact on public safety.

#### 409.1.1 DEFINITIONS

Definitions related to this policy include:

**Fire guard** - A person who is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the District in the event of a fire. Several fire guards might comprise a single fire watch.

**Fire watch** - A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the Nixa Fire Protection District. Fire watch may be conducted by district personnel.

**High life-risk occupancy** - Hospitals, care facilities, schools, high-rise buildings and certain assembly occupancies.

**Hot work** - Operations including cutting, welding, Thermite welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or any other similar activity.

### 409.2 POLICY

It is the policy of the Nixa Fire Protection District that the District will, where required, ensure appropriate measures are taken to protect building occupants, spectators or other attendees of certain events in accordance with the District Fire Code.

### 409.3 RESPONSIBILITIES

Upon notification that hot work activities are being performed or that required automatic fire protection or detection systems are inoperable and the building or occupancy has not been evacuated, the Fire Inspector or the authorized designee shall ensure that a fire watch is implemented.

During special events or other activities, the Fire Inspector or the authorized designee should make a determination whether the location, premises, building or event has a high life-risk occupancy and, if so, require or implement a fire watch. If the location does not have a high life-risk occupancy, the Fire Inspector or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner or event manager shall implement a fire watch.

The following responsibilities apply for a fire watch:

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### *Fire Watch Services*

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- (a) The owner or the authorized designee shall immediately notify the Nixa Fire Protection District any time an automatic fire protection or detection system is not in operation.
- (b) Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system is back in service, the Nixa Fire Protection District and occupants should again be notified by the owner or the authorized designee.
- (c) A fire watch should be provided when the system cannot be repaired in a timely manner (more than 24 hours) and/or the lack of protection creates a building or safety hazard as determined by the Fire Inspector or the authorized designee. A fire watch shall be established immediately, however, when required fire protection, detection and alarm systems are not in operation in high life-risk occupancies, such as hospitals, care facilities, schools, high-rise buildings and certain assembly occupancies.
- (d) Personnel used to conduct the fire watch are subject to the approval of the Nixa Fire Protection District. The person performing fire watch duties shall have at least one means of direct communication with the Nixa Fire Protection District and his/her sole duty shall be to perform constant patrols and watch for the occurrence of fire.
- (e) Building occupants must be notified within 24 hours of a fire watch being established.
- (f) The minimum level of fire watch service shall be one fire guard per floor in multi-story buildings and one fire guard for each fire protection system zone in a single-story building. Additional fire guards may be needed, depending on the hazard and building design. The fire watch service will continue until the automatic fire protection or detection system is placed back in service.
- (g) During the fire watch patrols, the fire guards shall make a thorough inspection of all buildings or spaces including concealed areas, such as attics, unoccupied storage areas, etc.

## Open Burning and Recreational Fires

### 410.1 PURPOSE AND SCOPE

The District, recognizing that constituents often have a need and/or desire to conduct open burning on their property, has elected to follow the open burning requirements set forth by the International Fire Code, Section 307 Open Burning. Open burning must be conducted in a manner that both limits nuisance issues and minimizes safety concerns.

### 410.2 POLICY

It shall be the policy of the Nixa Fire Protection District to permit outdoor and recreational burning as adopted through the International Fire Code by the City of Nixa, Christian County, and the Nixa Fire Protection District. All permitted events shall strictly adhere and comply by all rules or regulations established by the Fire Prevention Division.

### 410.3 DEFINITIONS

**Bonfire** - An outdoor fire utilized for ceremonial purposes.

**Open Burning** - The burning of materials wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber.

**Recreational Fire** - An outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fireplace, barbeque grill or barbeque pit and has a total fuel area of three feet or less in diameter and two feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

### 410.4 PROHIBITED BURNING

A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted and approved in accordance with this section.

Prohibited Open Burning includes open burning that is offensive or objectionable because of smoke or odor emissions or when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited.

Prohibited Burning under State Regulation includes any waste generated by a business, trade, industry, salvage, or demolition operation cannot be burned without a permit issued by the Department of Natural Resources or its delegated local agency. Wastes that may not be burned include but are not limited to tires, rubber products, hazardous materials, Styrofoam, plastics, petroleum based products, demolition waste, treated wood and any asbestos containing material. Untreated wood products such as dimensional lumber can be burned for recreational purposes only and not as a means of disposal.

## *Open Burning and Recreational Fires*

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### **410.5 PERMIT REQUIRED**

The Nixa Fire Protection District will issue a burn permit for all open burning other than a contained recreational fire. Commercial or homemade fire pits, and outdoor fireplaces do not require a burn permit but will be required to meet the distance requirements. Permits are free of charge, good for the calendar year, and require a site visit by District personnel for the initial permit only. Permits can be obtained by calling or stopping by the District's Administration Division during normal business hours.

### **410.6 AUTHORIZATION**

The District follows the Department of Natural Resources Guidelines for any open burning within the District. Inside the City of Nixa, approval for open burning other than a residential use fire pit shall require prior approval from the City Building Department and the Missouri Department of Natural Resources.

### **410.7 EXTINGUISHMENT AUTHORITY**

The District does not routinely patrol the community for open burning violations. However, when conditions exist that create a hazardous situation in relation to open burning, the District will initiate contact and authorize extinguishment of the burn creating the hazardous situation. Open burning can resume when the conditions for the hazardous situation change. Examples could be high winds and/or low humidity creating a high fire danger, flying embers extending beyond the originating property, or fire situations not meeting location requirements.

For offensive or objectionable (nuisance) complaints about open burning, the District will respond and evaluate the situation. If the complaint is deemed as valid, the District will authorize extinguishment of the open burn creating the nuisance until conditions such as wind direction or atmospheric conditions change and are favorable for the open burning to resume.

### **410.8 LOCATION**

To meet the requirements of the Missouri Department of Natural Resources, open burning not covered in 307.4-307.4.2 shall generally be located at least 200 yards from the nearest occupied structure or inhabited dwelling. Open burning less than 200 yards from the nearest occupied structure may be approved by DNR with a signed waiver from property owners within the 200 yard area.

Missouri allows open burning of yard wastes from sites provided it originates from and is burned on the same premises. Materials such as tires or used oil may not be used to start the fires or be burned in the fires. Yard waste includes trees, tree leaves, brush or other vegetation. In the Outstate Area of Missouri there are no special day, time or location restrictions. The Nixa Fire Protection District will make recommendations as to the size and location open burning of yard waste can take place on the initial permit application visit. This will become the designated "Burn Area" for the property. Open burning of yard waste that creates a hazardous situation or nuisance issue may be subject to revocation of the burn permit.

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### *Open Burning and Recreational Fires*

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An approved container for use 15-25 feet from a structure (307.4 Exception 1) can be made of metal, rock, brick, or block with a primary purpose of limiting fire spread. In an urban setting, the container shall have a screen or expanded metal type covering to help contain flying embers, brands, and sparks. In the rural setting, this cover is recommended but not required.

#### **410.9 OPEN BURNING CRITERIA AND MONITORING**

Due to the hazardous and unpredictable nature of weather and open burning the District must take a vigilant approach when allowing and monitoring open burning. The Battalion Chief or designee will determine if conditions are favorable for burning on a daily basis.

Criteria to determine if burning is allowed will be based on several factors. A decision on whether burning is permissible should be made as early as possible on any given day. A decision to allow open burning should be based on the following factors:

1. Check at least two (2) sources of weather information to determine wind speed, direction, humidity and fuel moisture
2. Winds must not exceed 13 miles per hour
3. Haines Fire Index shall not exceed a rating of 4
4. Rangeland Fire Danger Forecast shall not be above the moderate level
5. Fire Weather Forecast must indicate conditions are favorable for burning

In the event a change in weather takes place while open burning is permissible and the conditions exceed the safety parameters, open burning will be discontinued. The District will notify people who are burning when a change in burning conditions become hazardous.

#### **410.10 HOUSEHOLD WASTE**

The State of Missouri allows open burning of household refuse from four dwelling units or less provided it originates and is burned on the same premises. This exemption does not apply to mobile home parks or apartment complexes. Residential waste is solid waste produced by routine household activities, such as paper waste and garbage from daily activities.

Household refuse does not include home remodeling wastes, wastes from home businesses, durable goods such as old appliances, carpets or furniture, tires or other non-routine household waste. Materials such as tires or used oil may not be used to start the fires or be burned in the fires. The waste must be burned in an approved container such as a metal drum and should be covered with a screen to help alleviate sparks. The container should be a reasonable distance from exposures and the ground cover must be kept back off of the container. The City of Nixa Solid Waste Disposal regulations do not allow trash burning within the City limits. (Section 22-348 of the Municode under "Prohibited Practices")

## **Chapter 5 - Emergency Medical Services**

## Patient Care Reports

### 500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage and disclosure (§ 190.175(3), RSMo).

#### 500.1.1 DEFINITIONS

Definitions related to this policy include:

**Patient** - An individual who is sick, injured, wounded, diseased or otherwise incapacitated or helpless or dead, excluding deceased individuals being transported from or between private or public institutions, homes or cemeteries, and individuals declared dead prior to the time an ambulance is called for assistance (§ 190.100(28), RSMo).

**Patient refusing medical care against medical advice (AMA)** - A competent patient who is determined by a paramedic, Emergency Medical Technician (EMT) or medical control to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

### 500.2 POLICY

It is the policy of the Nixa Fire Protection District to follow the patient documentation and distribution guidelines developed by the local, regional or state EMS authority.

### 500.3 PROCEDURE

A Patient Care Report (PCR) shall be completed for every patient response (§ 190.175(1), RSMo). This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field or is involved in a multi-casualty incident.

A PCR and a patient release form must be completed for all patients who refuse evaluation, treatment and/or transport.

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the district's incident reporting system to document that assistance was offered and declined. The district's reporting requirements concerning personal identification information, including a person's name, age, date of birth and sex, should be followed.

The PCR should be completed as soon as possible after providing patient care.

An EMS evaluation, performed minimally by a qualified district member, may or may not be required for non-medical requests for assistance, such as "service calls" or "lift assist" requests. A PCR shall be completed for any person meeting the patient criteria.

## *Patient Care Reports*

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### **500.4 PCR STORAGE**

PCRs shall be maintained and secured for five years in a manner consistent with the Patient Medical Record Security and Privacy Policy and shall be readily available for inspection by the Missouri Department of Health and Senior Services (§ 190.175(2), RSMo).



## Medical Supplies

### 501.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Periodic Automatic Replenishment (PAR) level system for medical supply inventories for the safety and welfare of patients and employees. Adequate PAR levels for ordering medical supplies assist with budgeting and waste management. Adherence to this policy is intended to prevent the depletion of protective supplies for employees and supplies for the treatment of patients, while reducing inventory overstock and the inability to obtain critical supplies.

### 501.2 POLICY

It is the policy of the Nixa Fire Protection District to use a PAR level system for medical supply inventories.

### 501.3 PROCEDURES

The PAR level should be based on normal inventory usage for a four-week period at career stations. The PAR level should include all medical supplies maintained in fire stations and carried on apparatus.

#### 501.3.1 MEDICATIONS

The following guidelines should be observed with regard to medication storage, security, distribution and disposal:

- (a) Only district members who have received medication distribution training may handle and distribute medications.
- (b) Medications shall be kept secure from unauthorized handling or use. No medications shall be sent via the district mail system
- (c) All medications should be kept in their original packaging.
- (d) All medications shall be protected from high temperatures by utilizing shaded areas for prolonged parking of vehicles.
- (e) Medication packaging shall be protected to ensure the integrity of the medication and that the lot numbers and expiration dates are legible.
- (f) Medications with expiration dates indicating only a month and year shall be removed from the inventory on the last day of the month shown.
- (g) Out-of-date medications should be exchanged for current medications with the exception of expired medications approved by the Medical Director.
- (h) The Emergency Medical Services (EMS) Manager should provide direction to members regarding the disposition of medications that are subject to product alerts or recalls.

## *Medical Supplies*

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### **501.4 SUPPLY OVERSTOCK**

Overstock should be returned to the supplier. Items should be properly packaged and labeled. A written list of items being returned should be attached to the box or container with the returned items. Do not return individual items that are normally supplied as units in a case, bottle or box.

### **501.5 BACK-ORDERED SUPPLIES**

If the supplier is unable to fill an order, the supplier may indicate that the supply is back-ordered. Do not continue to order items that are on back-order. Any questions concerning back-ordered supplies should be directed to the supplier. If the needed items cannot be obtained in the normal manner, contact the EMS Manager.

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## Patient Refusal of Pre-Hospital Care

### 502.1 PURPOSE AND SCOPE

This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care and/or transport.

#### 502.1.1 DEFINITIONS

Definitions related to this policy include:

**Competent** - A person 18 years of age or older of sound mind who is able to receive and evaluate information and to communicate a decision (§ 459.010(2), RSMo).

**Emancipated minor** - An individual under the age of 18 years who is married, on active duty in the military, or a minor emancipated by declaration of a court.

**Mental health hold** - A patient who is held against his/her will for evaluation because the patient is a danger to him/herself, a danger to others, and/or is gravely disabled or unable to care for him/herself.

**Patient** - An individual who is sick, injured, wounded, diseased, or otherwise incapacitated or helpless, or dead, excluding deceased individuals being transported from or between private or public institutions, homes or cemeteries, and individuals declared dead prior to the time an ambulance is called for assistance (§ 190.100(28), RSMo).

**Patient refusing medical care against medical advice (AMA)** - A competent patient who is determined by a paramedic, Emergency Medical Technician (EMT) or medical control to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

### 502.2 POLICY

It is the policy of the Nixa Fire Protection District that a Patient Care Report (PCR) and a patient release form ( [See attachment: PATIENT REFUSAL OF TREATMENT Form.pdf](#) ) be completed any time a patient refuses emergency medical evaluation, care and/or transportation. Medical control should also be notified if appropriate.

### 502.3 PROCEDURE

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. The EMTs should error on the side of providing patient care, even if the patient is later found to have been competent to refuse care. Patients who likely have a serious medical problem should be evaluated more carefully for their decision-making capacity. The county ambulance service should be responsible for obtaining the refusal of care. If the ambulance resources are stressed by multiple calls, or multiple patients, it is acceptable to assist by completing a Nixa Fire Protection PRC form. Please document in your report the reason for obtaining a PRC when an ambulance was enroute, diverted or had multiple patients.

# Nixa Fire Protection District

## Policy Manual

### *Patient Refusal of Pre-Hospital Care*

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- (a) A competent adult or an emancipated minor has the right to determine the course of his/her own medical care and shall be allowed to make decisions affecting his/her medical care, including the refusal of care.
- (b) Spouses or relatives, unless they are a legal representative, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care and/or transport unless they are an emancipated minor. The parent or legal representative must be competent to make this decision. If the parent or legal representative's decision seems to grossly endanger the minor or the parent or legal representative does not appear to be competent, the EMT should make contact with the medical control for further guidance.
- (c) The EMT must evaluate and document the patient's ability to comprehend and whether his/her ability to do so is impaired by the medical condition. The EMT should assess the patient with particular attention to:
  - 1. The patient's complaint or the reason for the call.
  - 2. Any important circumstances surrounding the call for assistance.
  - 3. Significant patient medical history.
  - 4. Complete physical assessment, including vital signs and mental status.
  - 5. Signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability or mental illness. Examples of conditions affecting the patient's decision-making capacity include, but are not limited to, a significantly altered level of consciousness or blood pressure, hypoxia or severe pain.
- (d) The EMT should establish to the best of his/her ability what treatment the patient requires and the potential risks/consequences if the patient refuses care, and should communicate to the patient the benefits and risks of the proposed medical care or transport.
- (e) If the patient refuses treatment or transport and the EMT believes the patient is competent, the EMT should make reasonable efforts to ensure that the patient understands the risks and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT should present to the patient alternatives to obtaining care, transport or modification of services offered, and attempt to overcome the patient's objections, if reasonable. Any evaluation, including medical control contact, should be thoroughly documented for conditions the EMT believes are potentially serious.
- (f) A patient who meets the criteria for release at the scene may be released by an EMT. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, medical control should be contacted.
- (g) When a patient exhibits signs of being a danger to him/herself or others, is gravely disabled or cannot care for him/herself and cannot be treated and/or transported, the

## *Patient Refusal of Pre-Hospital Care*

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EMT should notify the proper authorities and insure an ambulance is responding to the scene. The EMT should remain with the patient until the proper authorities or ambulance have made a determination regarding the patient.

- (h) In Motor Vehicle Collisions where significant mechanism of injury exists, i.e. rollover, T-bone and others where significant forces or intrusion into the vehicle are noted, all occupants are considered to be patients. A completed "Refusal of Medical Care" will be completed if an ambulance is not enroute or disregards. Every attempt should be made to have an ambulance evaluate and obtain their service refusal form.

### **502.4 DOCUMENTATION**

The EMT/Paramedic should document the following for all patients who refuse medical care AMA:

- (a) All relevant patient medical history, assessment, and vital signs
- (b) A description of the patient that clearly indicates his/her decision-making capacity
- (c) Reasons given why the patient refused care, treatment or transport
- (d) A statement that the patient was advised of the risks/consequences of refusing medical attention and that he/she acknowledged understanding those risks
- (e) Any alternatives that were presented to the patient
- (f) A description of medical control contact, including information given and received

After advising the patient and any associated witnesses concerning the consequences of refusing medical care, the EMT should obtain the signature of the patient and one witness on the patient release form. Preferably the witness should be a member of the patient's family, if available at the scene.

If the patient is a minor, the parent or legal guardian should sign the patient release form. If the parent or guardian are not on the scene, it is acceptable to obtain verbal permission over the phone. It is recommended a witness also hear or confirm the verbal refusal and sign the PRC form.

If the patient refuses to sign the patient release form, that fact should be documented on the form. The release should include the district-specific incident number, the signature of the field personnel and that of any witnesses.

A PCR for a patient refusing care shall be reviewed by the Battalion Chief to ensure compliance with this policy. The patient release form and copy of the PCR should also be available for review by the district Medical Director.

### **502.5 NO CARE NEEDED**

Those individuals encountered who have no obvious injuries, complaints or mechanism of injury and do not request an ambulance are not considered patients. These type responses are classified as "no care needed" and will be documented in our reporting system. The responding ambulance can be notified at that time. A "Refusal of Medical Care" form would not be necessary in this situation. If the accident or situation is found to be non-injury and an ambulance is not needed they can be disregarded through our dispatch.

# Nixa Fire Protection District

## Policy Manual

### *Patient Refusal of Pre-Hospital Care*

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- Example: Response to an unknown call—“slumped behind the wheel.” On arrival the person is found to be sleeping. Upon questioning, no complaints or problems are expressed and the person did not request medical attention.

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## Outside the Hospital Do-Not-Resuscitate Orders

### 503.1 PURPOSE AND SCOPE

This policy identifies the circumstances and types of documents required for district Emergency Medical Services (EMS) members to withhold or withdraw resuscitative or life-sustaining measures based on the Outside the Hospital Do-Not-Resuscitate Act (§ 190.612, RSMo; 19 CSR 30-40.600).

Nothing in this policy should be interpreted to limit EMS members from relieving an airway obstruction.

#### 503.1.1 DEFINITIONS

Definitions related to this policy include:

**Outside the hospital do-not-resuscitate (OHDNR) identification** – Also known as an OHDNR identification, this is a standardized identification card, bracelet or necklace that complies with 19 CSR 30-40.600(4) in design, signifying that the patient's attending physician has issued an OHDNR order for the patient and has documented the grounds for the order in the patient's medical file (§ 190.600(7), RSMo; 19 CSR 30-40.600(1)(G)).

**Outside the hospital do-not-resuscitate (OHDNR) order** – Also known as an OHDNR order, this is a written physician's order signed by the patient and the attending physician, or the patient's representative and the attending physician, which authorizes EMS personnel to withhold or withdraw cardiopulmonary resuscitation from the patient in the event of cardiac or respiratory arrest (§ 190.600(8), RSMo; 19 CSR 30-40.600(1)(H)).

**Palliative care** - The total care of patients who are not responsive to curative treatment, designed to achieve the highest quality of life possible.

**Patient** – A person 18 years of age or older who is not incapacitated, is competent to give informed consent to an OHDNR order when issued, and who, with his/her attending physician, has executed an OHDNR order under § 190.600, RSMo through § 190.621, RSMo. A person who has a patient's representative shall also be a patient for the purposes of this policy, if the person or the person's patient's representative has executed an OHDNR order (§ 190.600(10), RSMo; 19 CSR 30-40.600(1)(J)).

**Patient's representative** - An attorney-in-fact designated in a durable power of attorney for health care for a patient determined to be incapacitated under § 404.800, RSMo through § 404.872, RSMo or a guardian or limited guardian appointed to have responsibility for an incapacitated patient (§ 190.600(10), RSMo; 19 CSR 30-40.600(1)(K)).

### 503.2 POLICY

It is the policy of the Nixa Fire Protection District that EMS members honor OHDNR orders to withhold or withdraw resuscitative measures (§ 190.612, RSMo; 19 CSR 30-40.600(3)). While the

# Nixa Fire Protection District

## Policy Manual

### *Outside the Hospital Do-Not-Resuscitate Orders*

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Nixa Fire Protection District strives to combat illness, injury and disease through our Emergency Medical Services, we also recognize that death ultimately comes to all persons.

#### **503.3 PROCEDURES**

The following guidelines should be used by members who are presented with an OHDNR:

- (a) All EMS members shall honor an OHDNR order when it can be reasonably established that the patient is the subject of the order and either:
  1. When EMS members have identified an OHDNR order or OHDNR identification as defined in this policy.
  2. When EMS members have personally seen the OHDNR order in the patient's medical record in a health care facility and they reasonably believe it has not been revoked.
- (b) All OHDNR order patients should receive non-resuscitation-related palliative care and other comfort measures, as would any other person.
- (c) An OHDNR order shall be disregarded if the patient or the patient's representative requests resuscitative measures (19 CSR 30-40.600(2)(I)) or the patient is pregnant (19 CSR 30-40.600(3)(C)).
- (d) When EMS members honor an OHDNR order, they should note on the Patient Care Report (PCR) that an OHDNR order was presented or an OHDNR identification is observed and honored, and shall document the circumstances surrounding the order on a PCR.
- (e) Medical control contact should be made, the patient's physician consulted and resuscitation initiated:
  1. If there are any questions concerning the validity of the OHDNR order or OHDNR identification.
  2. If a OHDNR order is incomplete or not signed.
  3. When a document other than those noted in this policy is presented.
  4. Any time EMS members have concerns or require assistance.

#### **503.4 OTHER CRITERIA**

A decision not to resuscitate a patient must be based on acceptable medical standards. The reason to withhold resuscitation should be sufficiently solid so that, should the decision be subject to question, it can be medically supported.

There are few reliable criteria by which death can be defined immediately. Decapitation, rigor mortis, tissue decomposition, and extreme dependent lividity are reliable criteria. When these are present, resuscitation should not be started.



# Nixa Fire Protection District

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## *Outside the Hospital Do-Not-Resuscitate Orders*

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There may be situations where a patient has neither a DNR nor the advance directive, but the patients' wishes conveyed by the family may be honored due to the patient's terminal condition. (Hospice)

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## Latex Sensitivity

### 504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all district members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

#### 504.1.1 DEFINITIONS

Definitions related to this policy include:

**Latex sensitivity** - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves, other consumable medical products or medical devices).

### 504.2 POLICY

It is the policy of the Nixa Fire Protection District that members shall take precautions to minimize latex exposure any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precautions shall be taken to prevent a latex sensitivity reaction in a patient.

### 504.3 PROCEDURE

If treating members are aware that a patient has a history of latex sensitivity, efforts to minimize exposure should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should immediately initiate medical treatment and make reasonable efforts to minimize additional exposure to latex products.

If time permits before loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinet or plastic wrap.

All nonessential equipment should be stored in closed compartments. Care should be taken to remove or replace latex-containing caps from medication vials and to keep intravenous (IV) ports covered to prevent injections. Latex dressings and IV tourniquets should not be used.

Treating members should notify the designated hospital receiving center that a latex-sensitive patient is en route to the facility, and should document the patient's sensitivity and patient management (e.g., Nitrile gloves, plastic wrap on blood pressure cuff) on the Patient Care Report as appropriate. This information should also be communicated to the hospital staff immediately upon arrival.

Field units should strive to carry the following latex-free equipment:

- Nitrile exam gloves

## *Latex Sensitivity*

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- Airway equipment (e.g., bag valve masks, oxygen masks, nasal cannulas, oral airways, suction catheters)
- Plastic or soft cloth tape
- Stockinet or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints, stethoscopes)

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

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## EMS Cancellation/Reduction

### 505.1 PURPOSE AND SCOPE

The purpose of this procedure is to define the parameters by which Christian County Fire personnel may cancel or downgrade an EMS response by Christian County Ambulance.

The canceling or downgrading of an EMS response will conform to established guidelines.

### 505.2 POLICY

It is the policy of the Nixa Fire Protection District to participate in a coordinated effort with the county EMS transport agency concerning the cancellation of the ambulance by on-scene fire personnel

### 505.3 CANCELING OR DOWNGRADING

1. On-scene Fire Personnel may cancel an Ambulance Response when:
  - (a) No patient or person is found at the location of the incident. (No Patient Found)
  - (b) Upon determination that the incident does not involve an injury or illness. (No Care Needed)
  - (c) Non-injury accident
  - (d) No obvious injury or complaint from persons involved.
  - (e) No mechanism of injury (i.e. low impact accident)
  - (f) Person on scene not found to match dispatch criteria (i.e. "person slumped over the wheel")
2. Determination of Obvious Death (DOA)
  - (a) Decapitation
  - (b) Total incineration
  - (c) Decomposition
  - (d) Total destruction of the heart, lungs, or brain, or separation of these organs from the body
  - (e) Rigor mortis or post-mortem lividity without evidence of hypothermia, drug ingestion, or poisoning
3. A valid Out-of-Hospital DNR form.

Fire Personnel will obtain Patient Refused Care form. (Fire Service PRC). In rare occasions, it is understood that the on-scene fire personnel may not be able to obtain their department PRC consent form. This may be applicable in situations such as:

- large weather event
- multiple calls for service
- known higher priority calls for EMS service in the county

## *EMS Cancellation/Reduction*

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- other events that are overloading the Christian County Ambulance system

### **505.4 REDUCING AMBULANCE PRIORITY**

On-scene Fire Personnel may recommend the responding ambulance reduce priority when:

- On-scene Fire Personnel determine that the illness and injury does not match dispatch criteria and that the difference between Priority 1 (lights and siren) and Priority 2 response times would not likely have an impact on patient outcome.
- The patient is conscious, alert, and orientated.
- No life threatening injury.
- Patient is triaged "GREEN" under START Triage criteria.

### **505.5 CANCELING AMBULANCE**

On-scene Fire Personnel may recommend canceling the responding ambulance when:

- no patient is found
- no patient treatment is needed
- patient meets competency criteria and is refusing all medical assistance
- Contact the responding ambulance on the appropriate fire frequency.
- Confirm the responding ambulance is responding to the right incident.
- Communicate to the ambulance the reason for their cancellation or reduction in priority. (DOA, PRC, NCN, No Patient Found)

## Transfer of Patient Medical Control

### 506.1 PURPOSE AND SCOPE

The purpose of this policy is assure the highest level of care is provided continuously to medical patients served by the Nixa Fire Protection District.

### 506.2 POLICY

It is the policy of Nixa Fire Protection District that no patient will be transferred from the care of the Nixa Fire Protection District to any other agency that has personnel with a lesser level of EMS training or competency than what the Nixa Fire Protection District personnel is providing at the scene or during transport.

### 506.3 MEDICAL CONTROL PLAN

Medical Control shall be provided by the receiving hospital whenever possible.

If contact cannot be made or an on-scene destination is not clear, Mercy Emergency Trauma Center will be the default Medical Control, unless local disaster procedures dictate other procedures.

### 506.4 TRANSFER OF CARE

Unless specifically approved otherwise by online medical control, no patient will be transferred from the care of the Nixa Fire Protection District to any other agency such as ground ambulance service, emergency response agency, air ambulance service, or hospital emergency room that has personnel with a lesser level of EMS training or competency than what the Nixa Fire Protection District has provided or is providing at the scene or during transport.

#### 506.4.1 TRANSFER TO GROUND AMBULANCE

Nixa Fire Protection District first responders will provide a face-to-face report to convey and transfer all patient care information. District EMT/Paramedics will be allowed to ride in with the ground ambulance when requested by the transporting agency to assist with patient care. District personnel will assist with the transporting agency protocols.

#### 506.4.2 AIR AMBULANCE

Nixa Fire Protection District EMT/Paramedics will assume and be responsible for patient care until a face-to-face verbal report is provided to the flight crew to include patient history, current status, treatment provided. District personnel and flight personnel should work together in providing patient care during the transition. Available documentation will also be transferred with the patient to include EKG's, blood drawn for lab, patient information etc.

#### 506.4.3 MULTIPLE PATIENT INCIDENT

Nixa Fire Protection District personnel will continue patient care until that care can be transferred to an appropriate in-coming ambulance. A face-to-face report to include all related information shall occur before patient care is transferred.

## Patient Care Protocols

### **507.1 PURPOSE AND SCOPE**

The purpose of this policy is to deliver out-of-hospital care to patients requiring medical care and intervention from Nixa Fire Protection District personnel.

### **507.2 POLICY**

Nixa Fire Protection District personnel shall comply with published patient care protocols as approved by the county and state medical authorities.

### **507.3 DELEGATED PRACTICE**

Nixa Fire Protection District personnel shall deliver patient care as authorized by the Medical Director.

Nixa Fire Protection District members shall not practice or exceed the level of certification authorized within their District's job description.

### **507.4 MASS CASUALTY INCIDENT**

Nixa Fire Protection District personnel will operate under mass casualty incident operational plans under the incident management system.

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## Do Not Resuscitate (DNR)

### 508.1 PURPOSE AND SCOPE

While the Nixa Fire Protection District strives to combat illness, injury and disease through the delivery of Emergency Medical Services, the District also recognizes that death ultimately comes to all persons. The purpose of this policy is to heighten the awareness to district published medical care protocols specific to DNR situations and to assist District EMTs and Paramedics when an emergency decision must be made to withhold resuscitation. This policy further defines the circumstances when District personnel may honor Do Not Resuscitate orders in the pre-hospital setting.

### 508.2 POLICY

It is a policy of the Nixa Fire Protection District that cardio-pulmonary resuscitation may be withheld when a patient, or caregivers, provides documented "Do Not Resuscitate (DNR) orders ". District medical care protocols will be the overarching procedure for members to comply with delegated care practices.

### 508.3 INITIATING CARDIO-PULMONARY RESUSCITATION

Nixa Fire Protection District shall initiate cardio-pulmonary resuscitation immediately in the event of acute cardiac or respiratory arrest. CPR will be initiated by the EMT/Paramedic if two conditions are fulfilled by the patient:

1. If there is a possibility that the brain is viable, and
2. If there are no legal or medical reasons to withhold resuscitation.

### 508.4 WITHHOLDING CARDIO-PULMONARY RESUSCITATION

1. A decision not to resuscitate a patient must be based on acceptable medical standards. The reason to withhold resuscitation should be sufficiently solid so that, should the decision be subject to question, it can be medically supported. Members shall comply with established district medical care protocols when in question of withholding CPR interventions.
2. There are few reliable criteria by which death can be defined immediately. Decapitation, rigor mortis, tissue decomposition, and extreme dependent lividity are reliable criteria. When these are present, resuscitation should not be started.
3. There may be documents in the home that explicitly or implicitly refuse CPR:
  - (a) "DO NOT RESUSCITATE" (DNR) or "NO CODE" orders may be presented by the family. Such orders have been clearly supported in court cases. DNR orders must be written by the physician and must contain the medical justification for the order and acknowledgement that the patient or family has authorized the order. The DNR order must be signed by the physician and dated. It must be a permanent order. The following guidelines should be used when considering the validity of a DNR form:



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### *Do Not Resuscitate (DNR)*

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- (b) Medical control should be contacted for authorization to honor the documentation (on-line medical control, or primary care physician).
  - (c) DNR documentation must have been completed and signed by the patient or patient's guardian, the patient's physician and must be dated within the last 365 days.
  - (d) The original documentation must be with the patient or presented to the EMT/Paramedic at the time of the EMT/Paramedic's arrival on scene.
  - (e) If there is any doubt about the applicability of a DNR order or advance directive, resuscitation should be initiated. The EMT/Paramedic in charge should contact on-line medical control immediately for further direction.
4. If BLS (Basic life support) has been initiated when documentation is presented, the paramedic should contact medical control for authorization to discontinue resuscitation.
  5. The family may present an advance directive. An advance directive allows a competent person to make a decision concerning treatment that might prolong the dying process or to appoint an agent to convey their treatment wishes if they are incapacitated. An advance directive is a legal document in effect when the patient lacks decisional capacity. An advance directive can further stipulate that a terminal disease must also be present before the directive has force or the agent has authority. An advance directive may be revoked verbally by the patient at any time.
  6. There may be situations where a patient has neither a DNR nor the advance directive, but the patients' wishes conveyed by the family may be honored due to the patient's terminal condition. (Hospice)
  7. When any doubt exists concerning a patient's viability or medical condition, or about the validity or applicability of DNR orders or advance directive, resuscitation should be initiated immediately. If family members request resuscitative efforts despite the presence of an advance directive, resuscitation should be initiated immediately.

#### **508.5 DOCUMENTATION**

A copy of the fire report and associated documentation (EKG's, supplement) should be sent to the on-line medical control physician or primary care physician before the end of the shift.

## On- SceneMedical Physician

### 509.1 PURPOSE AND SCOPE

Occasionally a physician will appear at the scene of a medical incident and offer to take over management of the resuscitation. This policy will outline District members guidance for turning medical direction over to that physician.

### 509.2 POLICY

Nixa Fire Protection District may allow a licensed medical physician to assume patient care management upon presenting proper identification and assuming responsibility for patient care until arrival to a definitive care facility.

### 509.3 PHYSICIAN REQUIREMENTS

Advise the physician that all District members are functioning under delegated practice from the District Medical Director and are following written protocols/orders for treatment.

1. The physician shall present the EMT/Paramedic in charge with acceptable credentials to verify his/her identity. The front of ID must identify him/her as a medical doctor licensed to practice medicine in the state of Missouri.
2. The physician he must sign a medical intervention “ [Physician on Scene](#) ” form before care will be turned over to them. The physician must also understand that the District members will not comply with orders that exceed their scope of practice or training.
3. The physician must agree to stay with the patient and continue care during transport to the destination facility or until such time as patient care is relinquished to another equally qualified individual.

In case of disagreement between an intervener Physician and an On-Line Medical Consultant, the Nixa Fire Protection District EMT/Paramedic is to follow the orders of On-Line Medical Control direction.

## Field Alcohol Blood Draw

### 510.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to District EMT/Paramedics in the applications of patient care protocols when asked to draw blood by law enforcement officials for reasons other than primary patient care. District members will refer to Christian County medical care protocols for additional information.

### 510.2 POLICY

Nixa Fire Protection District EMT/Paramedics may draw blood in the field as requested by law enforcement officials. All requirements within this policy shall be adhered to prior to completing a Field Alcohol Blood Draw.

### 510.3 FIELD RESPONSE REQUESTS

Blood will be drawn by a District EMT/Paramedic at the scene of an incident only, on a dispatched call for medical assistance.

District members will not respond to the police department or sheriff's office for the sole purpose of drawing blood.

### 510.4 PATIENT CONSENT

Nixa Fire Protection District EMT/Paramedics will draw blood solely for the purpose of blood alcohol determination.

Where the patient is alert and oriented, his/her informed consent is necessary before the procedure is performed.

In the event the patient is unresponsive, dead, or otherwise unable to give consent, then the consent will be implied and the procedure can be performed as requested by law enforcement.

#### [Field Alcohol Blood Draw Procedure](#)

### 510.5 DOCUMENTATION

District EMT/Paramedic members will document the actions and information of the request to include:

1. requesting officers' name/badge number
2. patient name
3. time verbal informed consent given by patient
4. District member witnessing consent

# Nixa Fire Protection District

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### *Field Alcohol Blood Draw*

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5. pertinent information relevant to situation/incident specific to Field Alcohol Blood Draw request

## Chapter 6 - Training

## Fire Apparatus Driver/Operator Training

### 600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Nixa Fire Protection District members who operate firefighting apparatus and emergency vehicles as part of their duties, receive appropriate training.

#### 600.1.1 DEFINITIONS

Definitions related to this policy include:

**Emergency Vehicle** - Any district vehicle designed and equipped to respond to an emergency, such as any fire apparatus, ambulance, command vehicle, or other specialized vehicle, and that possesses an operating blue or red light and siren for purposes of providing warning; any member-owned vehicle that is properly equipped with authorized warning devices and has been issued a written permit by the Fire Chief or his/her designee (§ 304.022(4), RSMo; § 307.175, RSMo).

**Firefighting apparatus** - Vehicles designed for the purpose of firefighting. This includes pumpers, ladder trucks and aerial devices, and wildland firefighting, and mobile water supply (water tender) units.

### 600.2 POLICY

It is the policy of the Nixa Fire Protection District that all members who operate any emergency vehicles should successfully complete the appropriate operator training that meets or exceeds the applicable requirements of the National Fire Protection Association (NFPA) standard for the types of vehicles operated, or the Missouri State Fire Marshal Division of Fire Safety Driver/Operator Certification Program.

### 600.3 REQUIRED AND RECOMMENDED TRAINING

All members who operate firefighting apparatus should have certification and training validating competent operational and driving skills consistent with NFPA 1002, 2009 edition or the Missouri State Fire Marshal Division of Fire Safety's Fire Apparatus Driver/Operator Certification Program.

Training should include written, oral and practical evaluations to demonstrate proficiency. The Assistant Chief shall annually audit and update driver/operator training materials to ensure compliance with local, state and federal requirements.

[Nixa Fire Protection District Procedure Manual: 600.1 Apparatus Driver Qualifications](#)

### 600.4 ASSISTANT CHIEF RESPONSIBILITIES

It shall be the responsibility of the Assistant Chief to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus. The Assistant Chief shall coordinate with the district member appointed to monitor driver license status to ensure members have valid Missouri driver licenses, in accordance with the Driver License Requirements Policy.

# CPR and Automated External Defibrillator Training

## 601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform CPR and to utilize an Automated External Defibrillator (AED) (§ [190.092, RSMo](#)).

### 601.1.1 DEFINITIONS

Definitions related to this policy include:

**Automated External Defibrillator (AED)** - An external defibrillator capable of cardiac rhythm analysis and that will charge, with or without further operator action, and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

**Qualified instructor** - An individual who is qualified by the American Heart Association (AHA), American Red Cross (ARC), or an equivalent recognized entity by the Missouri Department of Health and Senior Services to teach AED/CPR (19 CSR 30-40.331).

## 601.2 POLICY

It is the policy of the Nixa Fire Protection District that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required to utilize such equipment and/or skills. Initial training and recertification will consist of AHA, ARC or the recognized equivalent approved courses and will be provided by qualified instructors at the level appropriate to the certification of the member (§ [190.092, RSMo](#); 19 CSR 30-40.331).

## 601.3 REQUIREMENTS

CPR and AED training should include (§ [190.092, RSMo](#)):

- Proper use, maintenance and periodic inspection of the AED, according to the manufacturer's specifications.
- The importance of CPR, defibrillation, Advanced Life Support (ALS), adequate airway care and internal emergency response system, if applicable.
- Understand the requirement to activate the Emergency Medical System as soon as possible after discovering an event where CPR or an AED may be needed.
- Assessment of an unconscious patient to include evaluation of the airway, breathing and circulation to determine cardiac arrest.
- The administration of CPR, obstructed airway and other health care provider CPR curriculum skills.
- Information relating to AED safety precautions to enable the administration of a shock without jeopardizing the safety of the patient, rescuers or other nearby persons.

## *CPR and Automated External Defibrillator Training*

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- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- Rapid, accurate assessment of the patient's post-shock status.
- The appropriate continuation of care following a successful defibrillation.

In order to be authorized to perform CPR and utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions listed above.

All CPR and AED training provided by the District shall be approved and monitored by the designated physician or Medical Director, who shall also approve the AED/CPR protocol, any written and skills examinations required for course completion and a training and skills maintenance plan, and will review any incident where members utilize an AED.

Any district Basic Life Support (BLS) ambulance shall be equipped with an AED and staffed with at least one member who is trained to use it (§ 190.092, RSMo).

### **601.4 TRAINING RECORDS**

The Assistant Chief shall be responsible for maintaining records of all CPR and AED training provided to members, in accordance with Missouri regulations ([19 CSR 30-40.331\(1\)\(J\)](#)). Records should include, but are not limited to:

- (a) The location and dates of the training sessions.
- (b) The title of the session and beginning and ending times of the session.
- (c) A list of the topics or a summary of the content of the training sessions.
- (d) The names or other identifiers and job titles of the members who received the training.
- (e) The names, certificate numbers and qualifications of the persons conducting the training.

The Assistant Chief should maintain the training records in accordance with established records retention schedules.



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# Communicable Disease Training Program

## 602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training program to ensure members have the skills and knowledge to protect themselves against communicable diseases.

## 602.2 POLICY

It is the policy of the Nixa Fire Protection District to make members' health and safety a priority by providing initial and recurring communicable disease training.

## 602.3 TRAINING REQUIREMENTS

The the Assistant Chief, shall be responsible for:

- (a) Developing and implementing a training program on the Communicable Diseases Policy and an exposure control plan that meets the provisions of [29 CFR 1910.1030](#) of the Federal Occupational Safety and Health Administration (OSHA) ([19 CSR 20-20.092](#)).
- (b) Remaining current on all legal requirements concerning communicable disease training mandates and reasonable training goals.
- (c) Maintaining an up-to-date list of personnel requiring training.
- (d) Maintaining class rosters and quizzes and periodically reviewing and updating the training program.

## 602.4 MEMBER TRAINING

Any member whose duties place him/her at risk for exposure to communicable disease shall receive district-provided, no-cost training during working hours.

## 602.5 TRAINING RECORDS

The Assistant Chief shall be responsible for maintaining records of all communicable disease training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Assistant Chief should maintain the training records in accordance with established records retention schedules.

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## Hazardous Materials (HAZMAT) Training

### 605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet best practice requirements regarding the Nixa Fire Protection District Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members should receive, when additional or supplemental training is recommended and the training records required to meet best practices.

### 605.2 POLICY

It is the policy of the Nixa Fire Protection District that any member whose duties include a role in the HAZMAT response program shall receive training to the level at which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials, in keeping with accepted best practice.

### 605.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. This includes training specific to the Incident Commander (IC), awareness or operations level. Training shall meet the recommendations of NFPA 472 (2008 Edition) or be provided as part of the Missouri Department of Public Safety's Firefighter Training and Certification Program.

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving HAZMAT shall objectively demonstrate competency in the following areas.

#### 605.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training shall be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release.

#### 605.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations (FRO) level training shall be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from a safe distance, without contacting or being exposed to any materials, keep it from spreading and prevent exposures.

## *Hazardous Materials (HAZMAT) Training*

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### 605.3.3 HAZMAT INCIDENT COMMANDER

HAZMAT IC level training shall be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident.

### 605.3.4 HAZMAT EMERGENCY RESPONSE PLAN

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority and communications for all members. The plan shall be in writing and available for inspection and copying by employees and their representatives.

### 605.3.5 HAZMAT ANNUAL REFRESHER TRAINING

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.

## **605.4 TRAINING RECORDS**

The Assistant Chief shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include, but are not limited to:

- (a) Dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
  - 1. Specific content required by regulation covered
  - 2. Manufacturer's recommendations (as applicable)
  - 3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Demonstration that learning took place (e.g., evaluation, quiz, test).

The Assistant Chief should maintain the training records in accordance with established records retention schedules.

# Heat Illness Prevention Training

## 606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members shall receive training, the required curriculum, supervisory training and responsibilities, and training record documentation.

### 606.1.1 DEFINITIONS

Definitions related to this policy include:

**Acclimatization** - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

**Heat-related illness** - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes, but is not limited to, heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain) and heat stroke.

## 606.2 POLICY

It is the policy of the Nixa Fire Protection District to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness.

## 606.3 TRAINING REQUIREMENTS

Training shall be provided to all members whose duties may include exposure to high-heat conditions and shall include:

- (a) The environmental and personal risk factors for heat illness.
- (b) The district's procedures for complying with the Heat Illness Prevention Program Policy.
- (c) The importance of hydration, including frequent consumption of small quantities of water and electrolyte replacement fluid, up to four cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.
- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.

## *Heat Illness Prevention Training*

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- (g) The district's procedures for responding to symptoms of possible heat illness, including how Emergency Medical Services (EMS) will be provided if necessary.
- (h) The district's procedures for contacting EMS and, if necessary, for transporting members to a place where they can be reached by an EMS provider.
- (i) The district's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

### **606.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES**

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat:

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) The procedures for moving or transporting a member to a rendezvous location accessible to an EMS provider, if necessary

### **606.5 TRAINING RECORDS**

The Assistant Chief shall be responsible for maintaining records of all heat illness prevention training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Assistant Chief should maintain the training records in accordance with established records retention schedules.

# Health Insurance Portability and Accountability Act (HIPAA) Training

## 607.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive basic training in recognizing and handling protected health information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations ([42 USC § 201](#); [45 CFR 164.530](#)). Although the district does not bill and/or transport patients, we recognize HIPAA as the standard for patient information protection.

### 607.1.1 DEFINITIONS

Definitions related to this policy include ([45 CFR 160.103](#)):

**Health information** - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care.

**Individually identifiable health information** - Health information, including demographic information, created or received by a covered entity or employer that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual.

**Protected health information (PHI)** - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or communicated orally.

## 607.2 POLICY

It is the policy of the Nixa Fire Protection District to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures ([45 CFR 164.530\(b\)](#); [45 CFR 164.530\(e\)](#)).

It is also the policy of the District that no member shall be retaliated or discriminated against for filing a complaint about violations of HIPAA regulations ([45 CFR 164.530\(g\)](#)).

## 607.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the District shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the district's privacy policies and procedures.

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## Policy Manual

### *Health Insurance Portability and Accountability Act (HIPAA) Training*

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The Assistant Chief shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

Training should include a review of the:

- (a) District's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the District uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the District provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, Patient Care Reports or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) District's procedures for protecting employee health information.

#### **607.4 TRAINING RECORDS**

The Training Division shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

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# National Incident Management System (NIMS) Training

## 608.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) and the National Incident Management System (NIMS) and to ensure compliance with Missouri law and statewide mutual aid agreements (§ 44.090(8), RSMo).

## 608.2 POLICY

It is the policy of the Nixa Fire Protection District to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents, including mutual aid incidents. All Nixa Fire Protection District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

## 608.3 PROCEDURE

All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
  - 1. FEMA IS-700: NIMS, An Introduction
  - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
  - 1. IS-700.A, ICS-100 and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center Staff:
  - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200 and ICS-300
- (d) Command and General Staff, Area Emergency and EOC Managers:
  - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300 and ICS-400

Refresher training will be offered on a regular basis to ensure that NIMS/ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multijurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).



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### **608.4 TRAINING RECORDS**

The Assistant Chief shall be responsible for maintaining records of all NIMS training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Assistant Chief should maintain the training records in accordance with established records retention schedules.

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# Repetitive Motion Injuries and Ergonomics Training

## 609.1 PURPOSE AND SCOPE

The purpose of this policy is to minimize the occurrence of work-related repetitive motion injuries (RMIs) through work site evaluation, control of exposures and training of members whose assigned duties have a risk of RMIs.

## 609.2 POLICY

It is the policy of the Nixa Fire Protection District that members shall be provided initial training any time their assigned duties have a risk of RMIs, as duties change and when members encounter new exposures to the risk of RMIs.

The District shall correct any exposure that has caused an RMI in a timely manner. If the exposure cannot be corrected, the District shall take steps to minimize member exposure to the degree feasible, considering engineering controls such as workstation redesign, adjustable fixtures or tool redesign and administrative controls such as job rotation, work pacing or work breaks.

## 609.3 TRAINING REQUIREMENTS

- (a) Members should be provided training that includes, but is not limited to, an explanation of:
  - 1. The district's program to minimize RMIs.
  - 2. The exposures that have been associated with RMIs.
  - 3. The symptoms and consequences of injuries caused by repetitive motion.
  - 4. The importance of reporting symptoms and injuries to the District.
  - 5. Methods used by the District to minimize RMIs.
- (b) Refresher training should be provided on an annual basis.
- (c) Members should receive RMI prevention training prior to performing duties that are known to be associated with the following circumstances:
  - 1. Work-related causation - RMIs have been predominantly caused (e.g., 50 percent or more) by a repetitive job, process or operation.
  - 2. Relationship between RMIs and the workplace - Members incurring RMIs were performing a job, process or operation of identical work activity. Identical work activity means that the members were performing the same repetitive motion task (e.g., word processing, assembly or loading).
  - 3. The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.

## *Repetitive Motion Injuries and Ergonomics Training*

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4. The RMIs were reported by members to the District in the previous 12 months.

### **609.4 ADDITIONAL TRAINING AND INFORMATION**

Additional training and information should be provided to members:

- (a) When the work site evaluation is updated.
- (b) When exposure control measures are updated.
- (c) When the District becomes aware of new work-related exposures associated with RMIs.

At a minimum, the District should provide refresher training on an annual basis.

### **609.5 TRAINING RECORDS**

The Assistant Chief shall be responsible for maintaining records of all RMI prevention training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of the persons conducting the training.

The Assistant Chief should maintain the training records in accordance with established records retention schedules.

### **609.6 MANDATORY REPORTING**

The District shall ensure that it or its workers' compensation carrier submit the mandated injury report form to the Missouri Division of Workers' Compensation within 30 days of any qualifying job-related RMI injury or illness ([§ 287.380\(1\), RSMo](#)).

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# Respiratory Protection Training

## 610.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health of members through appropriate training on the use of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training.

### 610.1.1 DEFINITIONS

Definitions related to this policy include:

**Respirator or respiratory protection** - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency or both.

## 610.2 POLICY

It is the policy of the Nixa Fire Protection District to protect the health of members by providing respiratory protection training.

## 610.3 TRAINING REQUIREMENTS

### 610.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

The District shall provide effective respiratory protection training to all members who are required or expected to utilize respirators.

Members should be trained, based on their duties, if they:

- (a) Use respirators
- (b) Supervise respirator users
- (c) Issue, repair or adjust respirators

### 610.3.2 MANNER OF TRAINING

The District will present effective training using qualified instructors. Training may be provided using audiovisuals, slide presentations, formal classroom discussion, informal discussions during safety meetings, training programs conducted by outside sources or a combination of these methods.

Instructors should be available to provide responses to questions, evaluate the participants' understanding of the material and provide other instructional interaction.

Respirators used in training shall be cleaned and disinfected after each use ([29 CFR 1910.134](#)).

### 610.3.3 FREQUENCY OF TRAINING

The District will provide respiratory protection training:

- (a) Initially, before work site respirator use begins.

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- (b) Periodically but within 12 months of the previous training.
- (c) Additionally, when the following occurs:
  - 1. The member has not retained knowledge or skills.
  - 2. Changes in the work site or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member should practice, at least quarterly, for each type and manufacturer of respiratory equipment that is available for use, the step-by-step procedure for donning the respirator and checking it for proper function.

### 610.3.4 CONTENTS OF TRAINING

Members should receive training for each type and manufacturer of respiratory equipment that is available for their use, including the step-by-step procedure for donning the respirator and checking it for proper function. Required training should include:

- (a) Recognizing hazards that may be encountered.
- (b) Understanding the components of the respirator.
- (c) Understanding the safety features and limitations of the respirator.
- (d) Donning and doffing the respirator.

Members should be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures, such as the use of the regulator bypass valve, corrective action to take for facepiece and breathing tube damage, and breathing directly from the regulator (where applicable).

### 610.3.5 SUCCESSFUL COMPLETION

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills, as required by their duties:

- (a) Why the respirator is necessary, including identifying respiratory hazards, such as hazardous chemicals, the extent of the members' exposure and potential health effects and symptoms.
- (b) The respirator's capabilities and limitations, including how the respirator provides protection and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- (c) How improper fit, use or maintenance can compromise the respirator's effectiveness and reliability.
- (d) How to properly inspect, put on, seal check, use and remove the respirator.
- (e) How to clean, disinfect, repair and store the respirator.
- (f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails and where emergency respirators are stored.
- (g) Medical signs and symptoms that may limit or prevent the effective use of respirators.

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### **610.4 TRAINING RECORDS**

The Assistant Chief should be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the District should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Assistant Chief should maintain the training records in accordance with established records retention schedules.

## Training Records

### 612.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

### 612.2 POLICY

It is the policy of the Nixa Fire Protection District to maintain comprehensive records of all training provided by the District and all training received by district members. The Assistant Chief or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Division in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation. Members seeking voluntary certification through the Missouri Division of Fire Safety should provide the Training Division with any records of such completed certified training so it can be included in the member's official training record.

Training records will be documented in the district's current RMS. All electronic training records will be redundantly stored using district-approved secure electronic file storage systems.

### 612.3 MASTER TRAINING CALENDAR

The Training Division will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The training opportunities in the master training calendar should include, but are not limited to:

- (a) All federal or state mandated training. Possible examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All Missouri Division of Fire Safety training provided by the District.
- (d) Specific training and certification for "all-hazards" positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or other NIMS-compliant incident management system.
- (e) All NIMS, ICS and NIMS-compliant incident management system courses.

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- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.
- (g) Any training opportunity scheduled through the Training Division and intended to be provided division-wide to each of the Divisions.
- (h) Any training opportunity utilizing instruction from outside the District.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills, drills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the Training Division files based on district-established records retention schedules.

#### **612.4 DIVISION TRAINING RECORDS**

The Assistant Chief shall be responsible for maintaining records of all training provided by all Divisions of the District. All Divisions are required to submit documentation for each training session offered. The information in each record shall include, but is not limited to:

- (a) The course title.
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, regulation or other requirement.
- (c) The dates the course was provided to members.
- (d) The instructor names, qualifications and/or certifications.
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students.
- (f) Copies of course evaluations submitted by students.
- (g) Attendance records for each course session, including each member's name or other identifier.

#### **612.5 INDIVIDUAL TRAINING RECORDS**

The Training Division will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.



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### *Training Records*

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When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service or in accordance with the district's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Division should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Assistant Chief. Members may not add any documents or entries to their training file without the approval of the Assistant Chief or other approved member of the Training Division staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include National Wildfire Coordinating Group (NWCG) coursework, NWCG position task books and certifications, NIMS certifications, ICS certifications, Missouri Division of Fire Safety certifications, and Missouri Department of Health and Senior Services pre-hospital care provider continuing education coursework, licensing and certification records (paramedic and Emergency Medical Technician).

#### **612.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS**

Members of the District may submit training records from previous employers to the Training Division for inclusion in their individual training file. The Training Division staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Division copies of any licenses, certifications and coursework that are pertinent to their position with the Nixa Fire Protection District.

The Training Division staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Nixa Fire Protection District training file.

#### **612.7 RELEASE OF FORMER MEMBER TRAINING RECORDS**

Upon written request, the individual training file of any former Nixa Fire Protection District member may be copied and released to either the former member or to a third party upon receipt of a signed written request from the former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies

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### *Training Records*

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of his/her file be sent directly to a third party, the written request should include a statement authorizing the Nixa Fire Protection District to release copies to the named third party.

## Health, Safety and Survival Training

### 613.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

### 613.2 POLICY

The Nixa Fire Protection District is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

### 613.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow Nixa Fire Protection District safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

### 613.4 SUPERVISOR RESPONSIBILITIES

Company Officers are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

### 613.5 ASSISTANT CHIEF RESPONSIBILITIES

The Assistant Chief is responsible for identifying health, safety and survival training required by the District.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

### 613.6 TRAINING RECORDS

The Assistant Chief is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.

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## Policy Manual

### *Health, Safety and Survival Training*

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- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Assistant Chief should maintain the training records in accordance with established records retention schedules.

## **Chapter 7 - Equipment and Technology**

## Use of District-Owned and Personal Property

### 700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property upon separation from employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

### 700.2 POLICY

It is the policy of the Nixa Fire Protection District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

### 700.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage or unserviceable condition of district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property shall only be used by the member to whom it was assigned.
- (e) District property should not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

#### 700.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines should apply:

- (a) All district property, including keys, identification cards, and electronic devices, shall be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.

## *Use of District-Owned and Personal Property*

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- (c) A member who fails to return all district property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

### **700.4 FILING CLAIMS FOR PERSONAL PROPERTY**

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with collective bargaining agreements and district rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District or district when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Assistant Fire Chief, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

#### **700.4.1 COVERED PERSONAL PROPERTY**

Property that is necessary in the performance of the member's job duties should be considered a covered item. The age and condition of the damaged or lost property should be considered when determining replacement or reimbursement value. The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties.

#### **700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS**

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.
- (c) Any personal property used in place of district-issued property, unless required by the District.

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### *Use of District-Owned and Personal Property*

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- (d) Any jewelry, with the exception of watches, which should not exceed a \$100 reimbursement.

#### 700.4.3 PERSONAL VEHICLES

The District will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (§ 303.025, RSMo).

#### 700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any district function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report should be made to the member's immediate supervisor as soon as practicable.
- (b) A written report (discrepancy) or Accident Report should be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

#### 700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Assistant Fire Chief.



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## Personal Communication Devices

### 701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the District or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

### 701.2 POLICY

The Nixa Fire Protection District allows members to utilize district-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the District, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair member safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or off-duty for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable Open Records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

### 701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any PCD issued by the District and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including any district-issued PCD or personally owned PCD that has been used to conduct district-related business. This includes records of all keystrokes or Web-browsing history made on the PCD. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district PCDs or networks.

## *Personal Communication Devices*

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### **701.4 DISTRICT-ISSUED PCD**

Depending on a member's assignment and the needs of the position, the District may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. District-issued or funded PCDs may not be used for personal business either on- or off-duty unless otherwise authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

### **701.5 PERSONALLY OWNED PCD**

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The District accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any district business-related communication.
  - 1. Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Fire Chief.
- (e) The device shall not be utilized to record or disclose any district business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the District, without the express authorization of the Fire Chief or the authorized designee.
- (f) Use of a personally owned PCD while at work or for work-related business constitutes consent for the District to access the PCD to inspect and copy data to meet the needs of the District, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the District with the telephone number of the device.
- (g) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Nixa Fire Protection District no later than the end of the member's shift and deleted from the member's PCD as soon as reasonably practicable.

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### *Personal Communication Devices*

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Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in district business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty district-related business activities in any manner shall promptly provide the District with a copy of such records to ensure accurate record keeping.

Those members required to carry a PCD as part of their duties may be issued a District-owned device or may be paid a stipend for use of a personally owned device. If members required to carry a PCD receive a monthly stipend allowance, they shall accept District business calls and emails on that phone.

Members in this program will be paid a taxable allowance for the purchase and maintenance of a PCD per month as outlined on the Program Entry Form.

Members receiving the allowance will be responsible for both their mobile device and their bill. An allowance-based PCD is the property of the member and will be retained by the member when they terminate employment with the District. Any equipment purchased by the Fire District is owned by the District and shall be returned to the District when the member separates from service or when the need for such equipment no longer exists.

Unplanned circumstances may result in a member with an allowance-based PCD incurring a substantial increase in their usage in pursuit of their required duties. In such event, at the recommendation of the Fire Chief, a member with an allowance-based PCD may submit their detailed bill for reimbursement of business calls in excess of minutes available and in excess of their monthly allowance. If utilized during a disaster, expenses incurred using WPS or GETS will be reimbursed. WPS / GETS are government initiatives to provide wireless priority access capabilities to leaders and responders of emergency preparedness and disaster recovery positions authorized for higher level of communications capabilities.

All other members of the Fire District at the discretion of the Fire Chief may receive a stipend for the use of their PCD for District business. The stipend amounts will be periodically reviewed, adjusted as necessary, and outlined in the Program Entry Form.

#### **701.6 USE OF PCD**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct district business:

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### *Personal Communication Devices*

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- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official district business. Disclosure of any such information to any third party through any means, without the express authorization of the Fire Chief or the authorized designee, may result in discipline.
- (f) Members will not access social networking sites for any purpose that is not official district business.
- (g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

#### **701.7 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
  - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
  - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

#### **701.8 OFFICIAL USE**

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information

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### *Personal Communication Devices*

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is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other district communications network.

#### **701.9 USE WHILE DRIVING**

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (§ 304.820, RSMo). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

# Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

## 702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the testing, inspection, repair and maintenance responsibilities of members with regard to district vehicles and apparatus. Vehicles and apparatus should comply with all applicable Missouri regulations and laws and National Fire Protection Association (NFPA) 1002, 2009 edition. Inspections also ensure that vehicles and apparatus are properly equipped, maintained and refueled and present a professional appearance.

### 702.1.1 DEFINITIONS

Definitions related to this policy include:

**Apparatus** - Vehicles designed for the purpose of firefighting. This includes pumpers, ladder trucks and aerial devices, tiller trucks, and wildland firefighting, aircraft rescue firefighting (ARFF) and mobile water supply (water tender) units.

**In-reserve** - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

**In-service** - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Fire Operations Division or that is pre-positioned to be readily available to on-duty Fire Operations personnel for calls for service (e.g., airport rescue, firefighting apparatus).

**Staff vehicles** - District vehicles assigned to members for their use during official district business.

## 702.2 POLICY

It is the policy of the Nixa Fire Protection District that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus in-service should be inspected daily and reserve apparatus on a weekly basis.. Vehicles and apparatus that are out of service for testing, maintenance or repair need not be inspected until they are returned to service or released to in-reserve status.

## 702.3 PROCEDURE

### 702.3.1 APPARATUS DAILY INSPECTIONS

Operators should be responsible for conducting a daily inspection of all apparatus that has been established by the District and includes all of the items and provisions identified to ensure safe operational status. An inspection list is detailed in the applicable sections of NFPA 1002 and the apparatus manufacturer's recommendations. The District daily inspection list shall be approved by the Fire Chief.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Company Officer shall be immediately notified. Based on the determination of the Company

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### *Vehicle and Apparatus Inspections, Testing, Repair and Maintenance*

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Officer, if the apparatus cannot be used in a safe manner, it shall be immediately removed from service.

An apparatus shall be considered unsafe and placed out of service if deficiencies are detected in one or more of the following areas:

- Brake system
- Cab and/or body mounting
- Steering
- Door latches
- Suspension
- Seat belts
- Wheels or tires
- Windshield, windshield wipers or defroster
- Throttle
- Transmission or driveline

Other deficiencies may or may not require an apparatus to be placed out of service. Any safety-related deficiency that does not require the apparatus to be taken out of service shall be repaired as quickly as possible.

A schedule of vehicle inspections can be found in the Daily Duties Procedure.

#### 702.3.2 STAFF VEHICLE DAILY INSPECTIONS

Members who are assigned staff vehicles should be responsible for the inspection and daily maintenance of their assigned vehicles. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of a repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

#### 702.3.3 MONTHLY INSPECTIONS

Members also are responsible for completing a monthly inspection and equipment inventory for each assigned apparatus and vehicle and documenting it on the appropriate inspection form. When completed, the form should be forwarded to the Assistant Fire Chief in the member's chain of command.

#### 702.3.4 TESTING AND REPAIR

Fire pumps on apparatus shall be tested as specified in NFPA 1911. Aerial devices and ground ladders shall be inspected and service tested by a qualified person as specified in NFPA 1914.

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### *Vehicle and Apparatus Inspections, Testing, Repair and Maintenance*

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All repairs and preventive maintenance to apparatus shall be made by personnel deemed qualified by the registered owner of the apparatus.

#### **702.4 RECORDS**

The District shall maintain a written record of inspections, testing, repairs and maintenance for each vehicle or apparatus using the appropriate forms for the vehicle type. Completed forms should be forwarded to the Fire Operations Assistant Fire Chief and retained by the District based on established records retention schedules.



## Use of District Vehicles

### 703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of district take-home vehicles. The use of take-home vehicles is an essential component of the district's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate district needs, members may be allowed to take district vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

#### 703.1.1 DEFINITIONS

Definitions related to this policy include:

**Emergency recall** - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.

**Investigative recall** - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

**Take-home vehicle** - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

### 703.2 POLICY

The District provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the District, emergency and investigative recall, and other considerations.

### 703.3 PROCEDURE

District members authorized to use take-home vehicles must adhere to the following guidelines:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to district-related business and recall to duty outside their regular work hours.
- (b) Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- (c) District members are prohibited from driving district vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.
- (d) District take-home vehicles are to be left at a fire facility during vacations or other periods of leave in excess of seven days unless approved by the Fire Chief or the authorized designee.

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### *Use of District Vehicles*

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- (e) District members shall not relinquish control of, nor allow any person to operate, district vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.

#### 703.3.1 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to their workplace and for district-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall agree to the following criteria:

- (a) District-owned vehicles can be used for limited personal errands or other personal business while on call. (For example, staff taking a child to school on the way to work).
- (b) The District should provide necessary care and maintenance supplies.
- (c) Off-street parking shall be available at the member's residence.
- (d) Vehicles shall be locked when not attended.
- (e) All district identification, portable radios and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a district-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

#### 703.3.2 VEHICLES SUBJECT TO INSPECTION

All district-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

#### 703.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to district vehicles without written permission from the designated vehicle manager.

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## Information Technology Use

### 704.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of district information technology resources, including computers, electronic devices, hardware, software and systems.

#### 704.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Nixa Fire Protection District that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the District or district funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

### 704.2 POLICY

Nixa Fire Protection District members shall use information technology resources, including computers, software and systems, that are issued or maintained by the District in a professional manner and in accordance with this policy.

### 704.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

# Nixa Fire Protection District

## Policy Manual

### *Information Technology Use*

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The District reserves the right to override any individual passwords and access any and all e-mail messages in order to ensure compliance with District policies. Monitoring will only be done when approved by the Fire Chief or designee.

#### **704.4 RESTRICTED USE**

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

The Nixa Fire Protection District cannot be held responsible for any information found on the District's computers or communication systems that does not comply with this policy.

##### **704.4.1 SOFTWARE**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any district computer. Members shall not install personal copies of any software on any district computer.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the District while on district premises, computer systems or electronic devices. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of district- or District-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

##### **704.4.2 HARDWARE**

Access to technology resources provided by or through the District shall be strictly limited to district-related activities. Data stored on or available through district computer systems shall only be accessed by authorized members who are engaged in an approved district-related project or program or who otherwise have a legitimate district-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

##### **704.4.3 INTERNET USE**

Internet access provided by or through the District shall be strictly limited to district-related activities. Internet sites containing information that is not appropriate or applicable to district

## *Information Technology Use*

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use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

The Union shall be permitted to send Union related materials through District email addresses and computers as long as it conforms to the District computer usage policy.

### **704.4.4 OFF-DUTY USE**

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

### **704.5 PROTECTION OF SYSTEMS AND FILES**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure district computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

### **704.6 INSPECTION AND REVIEW**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the District involving one of its members or a member's duties, an alleged or suspected violation of any district policy, a request for disclosure of data, or a need to perform or provide a service.

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### *Information Technology Use*

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The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the district computer system when requested by a supervisor or during the course of regular duties that require such information.

## Mobile Data Terminal Use

### 705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for use of the iPad, also referred to as Mobile Data Terminal (MDT) in the apparatus to access incident and resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

### 705.2 POLICY

The MDT shall be used for official district business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the District are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice and MDT unless otherwise authorized by the Battalion Chief.

#### 705.2.1 USE WHILE DRIVING

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the Company Officer or other crew member who is not driving and has access to the MDT.

#### 705.2.2 DOCUMENTATION OF ACTIVITY

MDTs and voice transmissions are used to record the member's daily activity. To ensure the most accurate recording of these activities, the following are required:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it shall be entered into the computer-aided dispatch system by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, a member of the fire company who is not operating the apparatus shall record it on the MDT.

#### 705.2.3 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the radio or through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio to assist other companies responding to the same incident.

### 705.3 MDT CONSIDERATIONS

#### 705.3.1 NON-FUNCTIONING MDT

If possible, members will not use apparatus with malfunctioning MDTs. If members must operate an apparatus in which the MDT is not working, members shall notify Administration Division.

## Knox-Box® Access

### 706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of district members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the Nixa Fire Protection District jurisdiction where it has been determined that a Knox-keyed device is needed or has been provided for accessibility for emergency responders.

#### 706.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer-Aided Dispatch (CAD) premise information file** - A file entered in a CAD system to automatically notify responding units of certain information, including the presence of a Knox-Box, about a facility to which they have been dispatched.

**Key tag** - Attached to each key in a Knox-Box to identify its function.

**Knox-Box** - A locked box used for securely storing the keys to a gate, building or rooms within a building.

**Knox cabinet** - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazardous materials (HAZMAT) data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

**Knox Company** - The manufacturer/vendor of Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the Nixa Fire Protection District.

**Knox master key** - A key carried on all fire apparatus which enables district members to access any Knox-keyed device within the jurisdiction.

### 706.2 POLICY

It is the policy of the Nixa Fire Protection District to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure nondestructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall appoint a Knox program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.



## *Knox-Box® Access*

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### **706.3 KNOX KEY ACCOUNTABILITY**

No individual member shall be issued a Knox master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code or by tones issued via two-way radio by the Dispatch Center. Once the Knox master key is released, it should be used to access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

Each secured unit shall have an audit trail showing all access. Each incident requiring the Dispatch Center to send tones shall have that activity noted in the incident record.

The Fire Chief is ultimately accountable for Knox master keys issued to the District. Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Fire Chief or the authorized designee by the end of the applicable/assigned shift.

Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at district expense.

### **706.4 SITE REQUIREMENTS INSTALLATION AND TESTING**

See attachment: [003-2017 IFC Fire Code.pdf](#)

### **706.5 KEYS IN KNOX-BOXES**

Every access key placed in a Knox-Box shall be identified with a sturdy key tag. Each set of keys shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a Knox-Box include:

- Main entrance

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- Grand master
- Elevator control
- Mechanical room
- Fire alarm panel
- Electrical room
- Roof access
- Other secured areas deemed appropriate by the owner and/or the District

### **706.6 LOCK-UP OF KEYS IN KNOX-BOXES**

Knox-Boxes are shipped to the property owner in the open position. After the box has been installed, the property owner must contact the Nixa Fire Protection District to request a lock-up of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the Knox-Box upon the arrival of the prevention staff.

Members receiving requests for lock-up should refer the owner to the appropriate prevention staff member or get the owner's contact information. All requests shall be forwarded to the appropriate prevention staff member.

### **706.7 TESTING KEY SWITCHES**

After a key switch has been installed, the property owner must contact the District. The Fire Inspector will test the key switch at its earliest convenience to ensure that it works properly. The property owner does not need to be present for the test. If the key switch fails to operate, the property owner will be contacted by the engine company to have the necessary repairs made.

### **706.8 NUMBER OF KEY SETS REQUIRED**

More than one set of keys is often required to be placed in the Knox-Box, especially in larger buildings. The extra sets of keys are needed for additional fire companies or second alarms arriving later at the same incident. The following guidelines have been established for the number of key sets required:

- Security gate only, or one- to two-story building: one set of keys
- Three to four stories: two sets of keys
- Five to eight stories: three sets of keys
- Nine stories and above: four sets of keys

### **706.9 ANNUAL KNOX-BOX TESTING**

The Fire Chief or the authorized designee shall ensure that an annual check is performed on each Knox-Box in the jurisdiction by fire prevention staff or an engine company. This should consist of checking the operation of the box and the keys.

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## *Knox-Box® Access*

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# Communications Operations

## 707.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

### 707.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

All Nixa Fire Protection District radio operations shall be conducted in accordance with FCC procedures and guidelines.

## 707.2 POLICY

The Nixa Fire Protection District will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and the Dispatch Center. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and for local and regional interagency/multi-agency incidents.

## 707.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers in the Dispatch Center to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the personnel who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- (a) Location of incident reported
- (b) Type of incident reported
- (c) Date and time the report was received
- (d) Name and address of the reporting party, if possible
- (e) Incident number
- (f) Time of dispatch
- (g) Apparatus dispatched to the incident, including member identification numbers
- (h) Time of apparatus arrival
- (i) Requests from members during the incident
- (j) Time the apparatus returned to service
- (k) Disposition or status of the reported incident

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### *Communications Operations*

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- (l) The time of any Incident Commander (IC) requested or automatic timed Personnel Accountability Report (PAR) or building collapse clocks
- (m) Benchmarks, status reports
  - 360 complete, primary all clear, secondary all clear, fire under control, fire out, extrication complete, Triage report, EMS on scene

#### **707.4 RADIO COMMUNICATIONS**

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, divisions or groups, including their locations and the nature of the task and objectives to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

##### **707.4.1 APPARATUS IDENTIFICATION**

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with the Dispatch Center. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and the Dispatch Center once the mobile unit has been properly identified.

##### **707.4.2 RADIO TESTING**

Members checking reserve apparatus or on weekly truck checks should check for radio functionality to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the radio or apparatus placed in the area specified by the maintenance section or contractor.

## Public Alerts

### 708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions.

### 708.2 POLICY

It is the policy of the Nixa Fire Protection District to use Public Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions..

### 708.3 PROCEDURE

Public Alerts are intended to inform the public about incidents and recruit public assistance through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

All public alerts will be coordinated with the Christian County Emergency Management Director and in most cases released from the EMA office.

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## Photography and Electronic Imaging

### 709.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize district members to utilize photography and electronic imaging to document non-incidents and incidents while also protecting the privacy of citizens and ensuring district compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by district members; establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged; and establishes restrictions on the use of such photographs and electronic images.

### 709.2 POLICY

It is the policy of the Nixa Fire Protection District to authorize members to utilize photography and electronic imaging to document incidents and district activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by district members must also comply with the requirements of HIPAA.

The Nixa Fire Protection District shall respect the privacy rights established in the state and federal constitutions.

### 709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by district members while on-duty or acting in an official capacity are the sole property of the District and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief (17 USC § 201).

### 709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

#### 709.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by district members for non-incident events, including:

- (a) Documentation of district training events, exercises, lectures, classes or activities, and all fire academy-related activities.

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## Policy Manual

### *Photography and Electronic Imaging*

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- (b) Documentation of internal district events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving district members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Fire Prevention education events and activities, school safety presentations and club or service organization events.
- (d) Documentation of all district vehicles, apparatus, tools and equipment, facilities and other district-owned property.
- (e) Creation and maintenance of a photo/image bank depicting all district members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the district's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.
- (g) Documentation of any condition, activity or event related to the district's code enforcement responsibilities.
- (h) Documentation of inspections, code compliance activities or any other activity of Fire Prevention.
- (i) Unless prohibited elsewhere in this policy, documentation of any district activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief, Battalion Chief or any Assistant Fire Chief.

#### 709.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by district members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.



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- (f) Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.
- (g) Documentation of the extrication of trapped individuals in any rescue situation.
- (h) Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (k) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

### **709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING**

District members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the treatment of the patient, no photographs or electronic images should be taken of a patient under 18 years of age during a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by district members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by district members if the person expresses or indicates that he/she does not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic

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### *Photography and Electronic Imaging*

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image, the explanation provided to the patient and the identity of the witness present shall be included in a Patient Care Report and/or incident report for the response.

## **Non-Official Use of District Property**

### **710.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance on the non-official use of district property. District property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

### **710.2 POLICY**

The personal use of district property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official district business without the express prior approval of a Battalion Chief.

Requests from water companies or other agencies for hose adapters or other equipment should be forwarded to the appropriate Assistant Fire Chief for consideration.

## **Chapter 8 - Records Management**

## Records Management

### 800.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all district documents, including those in fire stations, to ensure that district records are maintained and available as needed. This policy also provides guidance on the retention, disposition and security of records.

### 800.2 POLICY

It is the policy of the Nixa Fire Protection District to promote the efficient and cost-effective conduct of district business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents and providing for timely transfer of inactive files in compliance with legal requirements.

### 800.3 CUSTODIAN OF RECORDS

The Fire Chief shall appoint a Custodian of Records, who will oversee the records management program, including the records retention schedule (§ 610.023, RSMo). The Custodian of Records or the authorized designee should:

- (a) Remain familiar with any Missouri Open Records Law.
- (b) Identify what records the District has, where the records are kept, the volume and how the records are used.
- (c) Maintain and update the district's records retention schedule, including:
  1. Identify the minimum length of time the District must keep records in a series.
  2. Identify the district section or division responsible for the original record.
- (d) Coordinate the placement of inactive records in storage, including:
  1. Maintaining a storage inventory.
  2. Providing an annual reminder to Assistant Fire Chiefs and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of district records, including (§ 109.260, RSMo):
  1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
  2. Providing a list to Assistant Fire Chiefs and section managers of records eligible to be destroyed.
  3. Obtaining any required approvals for the destruction of eligible records.
  4. Maintaining a list of records that have been destroyed.

## *Records Management*

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- (f) Ensure that confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
- (g) Process subpoenas and requests for records as provided in the Subpoenas and Court Appearances, the Release of Records and the Patient Medical Record Security and Privacy policies.
- (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.
- (i) Establish rules regarding the inspection and copying of district records as reasonably necessary for the protection of such records (§ 610.023, RSMo), including:
  - 1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
  - 2. Maintaining a schedule of fees for public records as allowed by law (§ 610.026, RSMo).

### **800.4 MEMBERS' RESPONSIBILITY**

All members are expected to handle district records in a responsible manner and as provided in this policy.

Members are responsible for ensuring that records in their control are maintained as provided in the records retention schedule.

### **800.5 COMPANY OFFICERS' RESPONSIBILITY**

Company Officers at fire stations are responsible for the management of records at the fire station level. The Company Officers should ensure that all records at the fire stations are retained in accordance with this policy.

### **800.6 TRAINING**

The Custodian of Records should coordinate with the Assistant Chief to provide training regarding the records management program to the appropriate district members.

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## Release of Records

### 801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records (§ 109.180, RSMo; § 610.011, RSMo).

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

### 801.2 POLICY

The Nixa Fire Protection District is committed to providing public access to records consistent with the Missouri Open Records laws.

### 801.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member who receives a request for records shall route the request to the Custodian of Records or the authorized designee.

#### 801.3.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following:

- (a) The District is not required to create records which do not exist.
- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (§ 610.024, RSMo).
  - 1. A copy of the redacted release should be maintained as evidence of what was actually released and should document the reasons for the redactions.
  - 2. The redacted portions should be generally described to the requestor unless the description would reveal the contents of the exempt information and defeat the purpose of exemption.
- (c) The Custodian of Records shall determine whether the requested record is available and/or subject to any exemption from disclosure. Record requests shall be acted upon as soon as possible, but no later than three business days (§ 610.023, RSMo).
  - (a) If access to the requested record is not granted immediately, a detailed explanation of the cause for further delay, and the place and earliest time and date the record will be available for inspection, will be provided. This period for document production may exceed three days for reasonable cause.
  - (b) If access to any public record is denied, the Custodian of Records shall provide, upon request, a written statement of the grounds for the denial citing the specific provision of law under which access is denied. The denial shall be provided to the requestor within three business days.
- (d) Records requested in a certain format shall be provided in the requested format, if available (§ 610.023, RSMo).

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### Release of Records

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- (e) The requesting party should be required to pay in advance any established fee for each record sought (§ 610.026, RSMo). The fees to be charged for access to or furnishing copies of records shall be as follows; 10 cents per page copies 9 by 14 or smaller, plus an hourly fee for duplication time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time will be billed at actual cost. There is a ten-dollar (\$10.00) charge, payable to Nixa Fire Protection District, for preparing copies of fire and incident reports.

#### **801.4 RELEASE RESTRICTIONS**

Examples of records with release restrictions include (§ 610.021, RSMo):

- (a) Patient Care Reports (PCRs) (45 CFR 164.502) (see the Patient Medical Record Security and Privacy Policy).
- (b) Personnel or similar files, except for names, positions, salaries and length of service.
- (c) Records pertaining to pending litigation.
- (d) Legal opinions.
- (e) Arson investigations (§ 610.100.2, RSMo).
- (f) Personal information in disciplinary investigations.
- (g) Test questions, scoring keys and other examination data used to administer an examination for employment.
- (h) Contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the Nixa Fire Protection District relative to the acquisition of property or to prospective public supply and construction contracts, until all of the property has been acquired or all contract agreements executed.
- (i) Preparation, including any discussions or work product on behalf of the District, for negotiations with employee groups.
- (j) Records that are protected from disclosure by law.
- (k) 9-1-1 records unless allowed by law (§ 610.150, RSMo).
- (l) Photographs of incidents showing personal injuries, death or other information, the disclosure of which would be offensive to the victim, his/her family or a reasonable person, will not be disclosed unless expressly authorized by the Fire Chief, or required by law or subpoena.
- (m) Investigation reports on incidents where there is no on-going investigation and no legal action pending will typically be considered open records twenty (20) days after the incident, except that any part of such investigation reports authorized to be closed under this Policy or the Sunshine Law, shall remain closed.

#### **801.5 RELEASED RECORDS TO BE MARKED**

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise electronically marked to indicate the district name and to whom the record was released.



## Subpoenas and Court Appearances

### 802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to subpoenas to appear or to produce records or evidence. It will allow the District to cover any related work absences and keep the District informed about relevant legal matters.

### 802.2 POLICY

District members will respond appropriately to all subpoenas and any other court-ordered appearances.

### 802.3 RECEIPT OF SUBPOENAS

Only district members authorized to receive a subpoena on behalf of the District or any of its members may do so.

Subpoenas for records should be directed to the Custodian of Records or the authorized designee for processing.

#### 802.3.1 SUBPOENAS OF RECORDS

The Custodian of Records and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Custodian of Records and properly trained are not authorized to accept subpoenas for district records.

Subpoenas for records shall be date-stamped and logged.

The Custodian of Records will consult with the district privacy officer regarding any request for medical records. The Custodian of Records or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

If the Custodian of Records determines that a subpoena involves a request for a confidential record or relates to pending litigation against the District or District, the request should be promptly brought to the attention of the Fire Chief and legal counsel for the District.

The District may be entitled to recoup reasonable costs incurred in production of business records in response to a subpoena. The Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

#### 802.3.2 CIVIL SUBPOENAS INCLUDING DEPOSITIONS OR NOTICES TO APPEAR

Upon receipt of a civil subpoena, the Custodian of Records or other person authorized to receive a subpoena shall date-stamp and log the subpoena.

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The Custodian of Records or other person authorized to receive a subpoena shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

No subpoena for a member of this district as a witness in a civil action should be accepted unless it is accompanied by the required fee for each day the member's appearance is required pursuant to the subpoena.

Members shall notify their Battalion Chief of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Battalion Chief.

Members who are deposed should request a copy of the transcript.

#### **802.3.3 ON-CALL SUBPOENAS**

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

#### **802.3.4 CRIMINAL SUBPOENAS**

Upon receipt of a criminal subpoena related to district business, the member shall promptly notify the Battalion Chief of his/her appearance and contact legal counsel if he/she has any questions.

#### **802.3.5 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DISTRICT BUSINESS**

Members properly served with valid subpoenas for civil matters unrelated to their district duties shall comply with the requirements of the subpoena. Members are not entitled to compensation from the District for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees may use vacation time off for the time they will be away from work.

### **802.4 RESPONSIBILITIES**

#### **802.4.1 MEMBERS**

Members subpoenaed to appear for any district-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time and manner of receipt.

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### *Subpoenas and Court Appearances*

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- (b) Promptly contact the Custodian of Records and provide the Custodian with a copy of the subpoena.
- (c) Make arrangements through the Custodian of Records to obtain any related reports or information.
- (d) Notify their supervisor of the subpoena.

Employees who are subpoenaed to testify about district-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the District. Members shall coordinate any scheduled appearances with their Company Officer to ensure the efficient use of staffing to minimize the payment of overtime.

Members appearing in court or appearing for court-related functions such as depositions shall appear in uniform or business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or district legal counsel.

#### **802.4.2 SUPERVISORS**

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

#### **802.5 TESTIFYING AGAINST THE INTEREST OF THE DISTRICT**

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state; any city, county or any of their officers; or agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the district's legal counsel, as may be indicated by the case.

This requirement includes:

- (a) Providing testimony or information for the defense in any criminal trial or proceeding.
- (b) Providing testimony or information for the plaintiff in a civil proceeding against any city, county or its officers, agents or employees.
- (c) Providing testimony or information on behalf of, or at the request of, any party other than any District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.
- (d) No member will be retaliated against for testifying in any matter.

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#### **802.6 RECEIPT AND PROCESSING OF A SUMMONS**

Upon receipt of a summons and complaint in a matter related to district business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the District.

## Patient Medical Record Security and Privacy

### 803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, including the Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.). The Nixa Fire District is a non-transport / non-billing EMS entity, yet the goal of this policy is to conform to the best of our ability meeting HIPAA, federal, state, and local mandates.

#### 803.1.1 DEFINITIONS

Definitions related to this policy include:

**Health information** - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care to a person (45 CFR 160.103).

**Individually identifiable health information** - Health information, including demographic information, created or received by the District that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

**Limited data set** - PHI that excludes the following direct identifiers of an individual or of relatives, employers or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state and zip code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)

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- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

**Patient medical records** - District records or data containing any information identifying a patient.

**Protected Health Information (PHI)** - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form or communicated orally (45 CFR 160.103).

**Protected Personal Information (PPI)** - Information that includes, but is not limited to, PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

### **803.2 POLICY**

It is the policy of the District to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords and limited physical access to hard copy files (45 CFR 164.530(c)).

### **803.3 RESPONSIBILITIES**

Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

Possessing, releasing or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received district training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

### **803.4 PRIVACY OFFICER**

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- (a) Identify who may have access to PPI and PHI.
- (b) Resolve complaints under HIPAA.
- (c) Mitigate, to the extent practicable, any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.

## *Patient Medical Record Security and Privacy*

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- (d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

### **803.5 PROCEDURE**

Records containing PHI or PPI, including Patient Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS) or during processing or review at Nixa Fire Protection District facilities by authorized personnel (45 CFR 164.530(c)).

### **803.6 SECURITY**

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

#### **803.6.1 ELECTRONIC PHI SECURITY**

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to district computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, Internet web posting and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, via the Internet, requires encryption and authentication measures (45 CFR 164.312(e)).

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#### 803.6.2 HARD COPIES

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the District is considered unattended when members are physically outside of the area and unable to maintain record security. This includes, but is not limited to, breaks, lunch or meetings outside the District.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the Custodian of Records.

#### **803.7 PHI RECORD REQUESTS**

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the Custodian of Records.
- (b) The Custodian of Records or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
  1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

#### 803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including, but not limited to (45 CFR 160.103):

- (a) PHI or PPI contained in email or other forms of written communication.
- (b) Sharing of PHI or PPI on any website, blog or other form of social or public media.
- (c) Verbal discussions.



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- (d) The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability, or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

#### 803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

The Custodian of Records may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the district's use to carry out treatment, payment or health care operations (45 CFR 164.506).
- (b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e)).
- (c) Where the PHI is part of a limited data set (45 CFR 164.514(e)).
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b)).
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect or domestic violence (45 CFR 164.512(c)).
- (f) To law enforcement as provided in this policy (45 CFR 164.512(f)).
- (g) Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j)).
- (h) Where the PHI is required for workers' compensation purposes (45 CFR 164.512(l)).

#### 803.7.3 REQUIRED DISCLOSURES

The District must disclose PHI when:

- (a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

#### 803.7.4 SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested
- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are

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requested. In such a case, the subpoena or discovery order must be accompanied by a declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested, or that there is a qualified protective order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the declaration must establish all of the following:

1. The requesting party has made a good faith effort to provide written notice to the individual.
2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
3. The time for the individual to raise objections to the court or tribunal has elapsed.
4. No objections were filed or all objections have been resolved.
5. In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both:
  - (a) Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
  - (b) Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

### 803.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- (a) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
  1. To report certain types of wounds or other physical injuries.
  2. In compliance with a court order or court-ordered warrant, subpoena or summons, a grand jury subpoena or an administrative request.
- (b) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. In such a case, the District may only disclose the following PHI (45 CFR 164.512(f)):
  1. Name and address
  2. Date and place of birth
  3. Social Security number
  4. ABO blood type and Rh factor

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5. The character and extent of injuries
6. Date and time of treatment
7. Date and time of death, if applicable
8. A description of distinguishing physical characteristics

### **803.8 INDIVIDUAL RIGHTS**

The privacy officer is responsible for ensuring the District complies with all of the following rights of patients:

- (a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- (b) The right to receive their PHI confidentially (45 CFR 164.522(b))
- (c) The right to inspect and copy their PHI (45 CFR 164.524)
- (d) The right to request amendments to their PHI (45 CFR 164.526)
- (e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

#### **803.8.1 PHI AMENDMENT REQUESTS**

Patients have the right to review their PHI records and, if necessary, to request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- (a) Was not created by the District.
- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

## **Chapter 9 - Safety**

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## Illness and Injury Prevention Program

### 900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Nixa Fire Protection District.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by district procedures outside the Policy Manual.

This policy does not supersede, but supplements any related District wide safety efforts.

### 900.2 POLICY

The Nixa Fire Protection District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

### 900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

The Health and Safety Officer (HSO) is responsible for developing an IIPP that shall include:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system insuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
  - (a) New member orientation, including a discussion of safety and health policies and procedures.
  - (b) Regular member review of the IIPP.
- (h) Posting or distributing safety information.
- (i) A system for members to anonymously inform management about workplace hazards.
- (j) A system for reviewing whether safety mandates are being met that relate to:
  - (a) Communicable diseases (§ 191.640 RSMo et seq.; 19 CSR 20-20.092 et seq.).
  - (b) Respiratory protection.
  - (c) Personal Protective Equipment (§ 320.088, RSMo).
- (k) Availability of forms that address:
  - (a) Identification, documentation and correction of hazards, any unsafe condition or work practice and actions taken to correct them.

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### *Illness and Injury Prevention Program*

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- (b) Investigations and corrective actions taken regarding individual incidents or accidents.
- (c) Training records of each member, including the member's name or other identifier, training dates, type of training and training providers.
- (l) Establishing a safety and health committee, which will:
  - (a) Meet regularly.
  - (b) Prepare a written record of safety and health committee meetings.
  - (c) Review the results of periodic scheduled inspections.
  - (d) Make suggestions to command staff for the prevention of future incidents.
  - (e) Submit recommendations to assist in the evaluation of member safety suggestions.

The HSO must conduct and document a review of the IIPP at least annually.

#### **900.4 HAZARDS**

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Assistant Fire Chief via the chain of command.

The Administration Assistant Fire Chief will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

#### **900.5 INSPECTIONS**

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Division Safety Coordinators shall ensure that the appropriate documentation is completed for each inspection.

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### *Illness and Injury Prevention Program*

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#### **900.6 RECORDS**

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

# Communicable Diseases

## 901.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of district members contracting and/or spreading communicable diseases, and ensures compliance with applicable Missouri law.

### 901.1.1 DEFINITIONS

Definitions related to this policy include:

**Communicable disease** - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

**Exposure** - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Nixa Fire Protection District (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

## 901.2 POLICY

The Nixa Fire Protection District is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

## 901.3 EXPOSURE CONTROL OFFICER

The Health and Safety Officer shall serve as the district's Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that district members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Compliance with all relevant laws or regulations related to communicable diseases, including:
  1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).



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### *Communicable Diseases*

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2. Responding to notifications regarding exposures to contagious and infectious diseases (§ 191.631, RSMo; 19 CSR 30-40.047).
3. Establishing and maintaining policies and training regarding exposure of members to communicable diseases (§ 191.631, RSMo).
4. Complying with exposure control precautions in 29 CFR 1910.1030 (19 CSR 20-20.092).

The ECO should periodically, at a minimum annually, review and update the exposure control plan and review implementation of the plan.

#### **901.4 EXPOSURE PREVENTION AND MITIGATION**

##### **901.4.1 GENERAL PRECAUTIONS**

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to:

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or district vehicle, as applicable.
- (b) Wearing district-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., laryngoscope, firefighting gloves, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.
  1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

## *Communicable Diseases*

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- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

### 901.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost.

### 901.5 POST-EXPOSURE

#### 901.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.
- (d) Notify the local medical control exposure liaison, if applicable.

#### 901.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

- (a) Name of the members exposed
- (b) Date, incident number, and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Illness and Injury Reporting and Illness and Injury Prevention Program policies).

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#### 901.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

District members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

#### 901.5.4 COUNSELING

The District shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

#### 901.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) If the person is transported to a hospital, having the hospital conduct the testing (§ 191.631, RSMo).
- (c) Seeking a court order (§ 191.674, RSMo).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the Fire District Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

#### **901.6 CONFIDENTIALITY OF REPORTS**

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

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## High-Visibility Safety Vests

### 902.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations including requirements contained in the federal Manual on Uniform Traffic Control Devices for Streets and Highways pursuant to 23 CFR 655.601. High visibility reflective vests / parkas shall be made of a fluorescent material with 775 square inches of reflective material, meeting ANSI/ISEA 107-2004 standards.

### 902.2 POLICY

It is the policy of the Nixa Fire Protection District that all members shall wear class II high-visibility safety vests or parkas in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where members are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest or parka. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate PPE at the time of dispatch.

High-visibility vests / parkas should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

### 902.3 PROCEDURE

Although the high-visibility safety vests / parkas that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest / parka for the remainder of the incident.

Should the need arise, other district personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances or to render assistance with direct firefighting.

#### 902.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- Vests will be assigned to each emergency response apparatus for each member.
- One vest will be assigned to each Battalion Chief.
- One vest each will be assigned to the Fire Chief, Assistant Chiefs, Assistant Fire Chiefs, safety officers, investigators and the Public Information Officer.

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### *High-Visibility Safety Vests*

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#### 902.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the guidelines in the Personal Protective Equipment Policy.

## Apparatus/Vehicle Backing

### 903.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

#### 903.1.1 DEFINITIONS

Definitions related to this policy include:

**Apparatus** - Any district vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

**Driver** - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

**Officer** - The member responsible for directing the operation of the vehicle or apparatus and its personnel.

**Spotter** - A member designated to direct the driver while backing up the vehicle or apparatus. This position may also be referred to as a backup person.

**Vehicle** - Any automobile, emergency vehicle, staff vehicle or light utility vehicle owned or leased by the Nixa Fire Protection District and used for district business.

### 903.2 POLICY

To promote firefighter safety, it is the policy of the Nixa Fire Protection District that drivers, when feasible, will drive around the block rather than backing an apparatus or vehicle. If backing the apparatus or vehicle is necessary, the driver shall utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only take place in unique circumstances.

### 903.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of such operations should reduce the incidence of firefighter injuries and fatalities.

Before backing an apparatus or vehicle, all potential impediments should be evaluated to ensure that the area is clear of obstructions.

The officer, or the driver if there is no officer present, shall deploy spotters when backing up or as necessary to allow the safe movement of an apparatus or vehicle.

The driver should not move the vehicle or apparatus until the spotters are in place.

## *Apparatus/Vehicle Backing*

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If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter is back in sight.

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus or vehicle, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In unique circumstances where a spotter is not available and the apparatus or vehicle must be moved, the driver shall perform a complete walk-around of the vehicle or apparatus to identify any potential hazards. The driver should back the apparatus or vehicle, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus or vehicle must be backed repeatedly or for more than a short distance, the driver should repeat the walk-around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or vehicle or in the direction the apparatus or vehicle is headed. In any regard the operator is responsible for the safety and backing of the vehicle.

### **903.4 SPOTTER RESPONSIBILITIES**

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact. Universal hand signals may also be used to communicate between the driver and the spotter. Hand signals should be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
- (e) Be attentive to ground-level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.

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### *Apparatus/Vehicle Backing*

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- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus at all times.
- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver. When a hazard is noticed, the ground safety person will use crossed arms to signal the operator to stop.
- (j) Stand on the ground, never on the apparatus or vehicle.
- (k) Practice skills as time permits.

#### **903.5 OTHER VEHICLES**

Other vehicles such as staff cars should when possible use a ground safety person at emergency scenes. When the vehicles are being operated alone the driver shall perform a walk around of the vehicle prior to backing to check for hazards. In any regard the operator is responsible for the safety and backing of the vehicle.



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# Heat Illness Prevention Program

## 904.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation and implementing an effective training program (see the Heat Illness Prevention Training Policy).

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure that the physical and mental condition of members does not deteriorate to the point that it negatively affects their safety or emergency operations.

### 904.1.1 DEFINITIONS

Definitions related to this policy include:

**Fireground rehabilitation** - A system for on-scene management of firefighter heat stress, dehydration and fatigue. The primary goals of rehabilitation are rehydration, rest and cooling, assessment of remaining work capacity and recognition and treatment of heat strain injuries.

**Heat exhaustion** - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

**Heat stress** - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

**Heat strain** - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

**Heat stroke** - A condition where the body's temperature regulatory system fails, sweating becomes inadequate and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental

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### *Heat Illness Prevention Program*

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confusion, convulsions, an altered level of consciousness and skin that is hot, usually dry and red or spotted. Body temperature is usually 104 degrees or higher.

#### **904.2 POLICY**

It is the policy of the Nixa Fire Protection District to require member participation in the heat illness prevention program and the accompanying training.

#### **904.3 GUIDELINES**

This heat illness prevention program shall apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group (See Incident Rehabilitation Procedure) will be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include, but are not limited to:

- **Length of the operation** - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second-alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Company Officers should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when ambient air temperature is over 85 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the IC to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

It is the responsibility of every Company Officer to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the IC or assigned Incident Safety Officer and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in

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turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

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# Respiratory Protection Program

## 905.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators and the other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards.

### 905.1.1 DEFINITIONS

Definitions related to this policy include:

**Immediately dangerous to life or health (IDLH)** - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

**Respiratory protection** - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

## 905.2 POLICY

It is the policy of the Nixa Fire Protection District to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a Company Officer or Incident Commander (IC) based upon his/her evaluation of the hazard. Members shall not be required, or allowed, to enter or work in hazardous conditions without proper respiratory protection, and shall be trained in the proper use and care of the devices.

## 905.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection.

The administrator should:

- (a) Maintain, implement and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates.
- (d) Ensure selected respirators continue to effectively protect members.

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- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
  1. Respirator fit during use
  2. Any effects of respirator use on work performance
  3. Respirators being appropriate for the hazards encountered
  4. Proper use under current work site conditions
  5. Proper maintenance
- (g) Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel costs and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

### **905.4 USE OF RESPIRATORY PROTECTION**

#### **905.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS**

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user.

Members shall use SCBA when entering an atmosphere that may be IDLH. These situations may include, but are not limited to:

- Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Any time use is specified by the Company Officer or IC.

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

#### **905.4.2 TRAINING**

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy).

### **905.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS**

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#### 905.5.1 SCBA REQUIREMENTS

Nixa Fire Protection District's SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication or as approved for use by NIOSH (§ 320.088, RSMo).

The Nixa Fire Protection District shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

#### 905.5.2 COMPRESSED BREATHING AIR

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute (ANSI) Compressed Gas Association Commodity Specification for Air (G-7.1-1989).

#### **905.6 RESPIRATOR FIT TESTING**

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual. Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator.

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

#### 905.6.1 RESPIRATOR FIT TESTING PROCEDURES

#### 905.6.2 FIT TESTING RECORDS

The Assistant Chief shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the district records retention schedule, but in all cases at least until the next fit test is administered. Fit test records should include:

- (a) Name of person tested.
- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (type, manufacturer, model, style and size) of the respirator tested.
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a print out or other recording of the test).

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- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

### **905.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE**

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter as well as if any of the following conditions arise between annual tests:

- (a) A member reports medical signs or symptoms that are related to his/her ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), supervisor or the respirator program administrator informs the employer that an employee needs to be reevaluated.
- (c) Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for an employee reevaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the District to determine which, if any, members need to complete physical examinations.

The Assistant Chief shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

### **905.8 SCBA INSPECTION, MAINTENANCE AND STORAGE**

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include, but is not limited to:

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA or respirator which is not operating properly or is below district standard air volume shall be taken out of service immediately until the problem is remedied.
- (c) Rubber facepiece:
  - 1. Excessive dirt
  - 2. Cracks, tears, holes
  - 3. Distortion from improper storage

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4. Cracked, loose or scratched lenses (full facepiece)
  5. Broken or missing mounting clips
- (d) Head straps:
1. Breaks or tears
  2. Loss of elasticity
  3. Broken or malfunctioning buckles or attachments
  4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:
1. Detergent residue, dust particles or dirt on the valve seal
  2. Cracks, tears or distortion in the valve material or valve seal
  3. Missing or defective valve covers
- (f) Filter elements:
1. Proper filter for the hazard
  2. Approved designation (NIOSH)
  3. Missing or worn gaskets
  4. Worn thread
  5. Cracks or dents in filter housing

#### 905.8.1 MAINTENANCE, INSPECTION AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA and respirators after each use.

Respirators may be washed with mild detergent and warm water using a brush, followed by a thorough rinsing with fresh water and drying in a contaminant-free location. Sanitizing of respirators is performed with cotton swabs and/or isopropyl alcohol pads.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

Every SCBA shall be inspected monthly by the District and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards and manufacturer recommendations.

#### 905.8.2 STORAGE

Respirators in storage shall be protected against:

- Dust



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- Sunlight
- Heat
- Extreme cold
- Excessive moisture
- Damaging chemicals

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

All filters, cartridges and canisters shall be properly labeled and color coded with NIOSH approval labels. Labels shall not be removed and must remain legible.

### 905.8.3 FLOW TESTING

The District shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The District shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

### 905.9 EXPOSURES

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Symptoms of hazardous atmosphere exposure may include, but are not limited to:

- Difficulty breathing.
- Dizziness, headache or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified, and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be

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documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet (SDS) for the exposure agent should be obtained.

## Personal Alarm Devices

### 906.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life & health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement.

### 906.2 POLICY

It is the policy of the Nixa Fire Protection District to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device.

### 906.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) 1982.

Members should wear a personal alarm device any time they are in atmospheres that are immediately dangerous to life and health (IDLH).

The Incident Commander (IC) shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

### 906.4 MAINTENANCE OF PERSONAL ALARM DEVICES

All personal alarm devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations.

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## Health and Safety Officer (HSO)

### 907.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

### 907.2 POLICY

It is the policy of the Nixa Fire Protection District that the HSO will be appointed by the Fire Chief or the authorized designee, and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement.

### 907.3 QUALIFICATIONS

The district's HSO should be a member with qualifications and training that include:

- (a) Knowledge of federal, state and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the health and physical fitness factors unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS) and instruction.
- (e) Familiarity with the operation of the district's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a Health and Safety program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses are recommended:
  1. Fire Instructor I (NFPA Instructor I)
  2. NFPA Instructor II
  3. NFPA Fire Officer I
  4. Training program management
  5. Incident Safety Officer
  6. Health and Safety Officer

### 907.4 ADMINISTRATIVE RESPONSIBILITIES

The HSO's administrative responsibilities shall include, but are not limited to:

- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general district safety standards, and serving as the chair of the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).

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- Ensuring that health and safety regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Health and Safety Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for district officers regarding health and safety matters.
- Identifying, documenting and notifying members of workplace safety hazards.
- Researching, identifying and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Assistant Chief for the development and implementation of health and safety training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures and injuries are thoroughly investigated.
- Developing and maintaining accident, injury and exposure statistics, reporting on trends and making recommendations to prevent a reoccurrence.
- Ensuring accidents are investigated and procedures are in place so that investigations will be handled appropriately.

### **907.5 RESPONSE DUTIES**

Whenever available, the HSO will respond to the following incidents and assume the position of Incident Safety Officer to monitor scene safety and enforce appropriate health and safety practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials (HAZMAT) incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

# Nixa Fire Protection District

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### *Health and Safety Officer (HSO)*

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#### **907.6 HEALTH AND SAFETY INCIDENT REVIEW**

The HSO should review health and safety incident reports and ensure copies are forwarded to the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).

## Vehicle Seat Belts

### 908.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the District wear seat belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic accident.

### 908.2 POLICY

It is the policy of the Nixa Fire Protection District that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this district, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (§ 307.178, RSMo).

### 908.3 INOPERABLE SAFETY BELTS

No person shall operate district vehicles in which the seat belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle seat belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

## Fire Station Safety

### 909.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Nixa Fire Protection District members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

### 909.2 POLICY

It is the policy of the Nixa Fire Protection District that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

### 909.3 PROCEDURE

See Procedure 903



## Ground Ladder Testing

### 910.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that ground ladders are periodically inspected and tested for compliance with the standards set forth in the National Fire Protection Association (NFPA) Standard 1932: Use, Maintenance and Service Testing of In-Service Fire Department Ground Ladders. This is a safety measure designed to reduce or eliminate the risk of injury to district members when using ground ladders.

### 910.2 POLICY

It is the policy of the Nixa Fire Protection District to perform testing, inspection and certification of all ground ladders for the safety of district members and to comply with applicable standards.

### 910.3 INSPECTION AND TESTING

All district-owned ground ladders (in-service) should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after structural repairs and before being placed back in service. Ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders shall be inspected thoroughly after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service.

Ground ladder testing and certification should be performed by a trained, qualified district member or a qualified vendor.

### 910.4 RECORDS

The Assistant Fire Chief Fire Operations shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

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## Personal Protective Equipment

### 911.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Nixa Fire Protection District members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices and safeguards for workplace activities (§ 320.088 , RSMo). PPE information related to patient care is found in the Communicable Diseases Policy.

### 911.2 POLICY

It is the policy of the Nixa Fire Protection District to provide PPE and safeguards of the proper type, design, strength and quality needed to reasonably eliminate, preclude or mitigate a hazard.

PPE shall meet the standards set forth by the National Fire Protection Association (NFPA). Where no NFPA standards exist, the Occupational Safety and Health Administration (OSHA) fire brigades standards, 29 CFR 1910.156, shall apply until an NFPA standard is adopted (§ 320.088, RSMo).

The Nixa Fire Protection District shall also establish a written maintenance, repair, servicing and inspection program for protective clothing and equipment to reduce the safety and health risks associated with improper selection, poor maintenance, inadequate care, excess wear and improper use of PPE.

### 911.3 PPE STANDARDS AND REQUIREMENTS

The District will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall be expected to wear the PPE any time there is a risk of exposure to a hazard. PPE shall include all of the following guidelines, requirements and standards:

- (a) The PPE provided shall minimally meet the standards approved by the NFPA (§ 320.088(2), RSMo).
- (b) When no authoritative NFPA standard exists for PPE, the OSHA fire brigade standards shall apply (§ 320.088(2), RSMo).
- (c) PPE shall be distinctly marked so as to facilitate easy identification of the manufacturer.
- (d) The Assistant Chief shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) The District shall ensure that all PPE, whether provided by the District or the employee, complies with the applicable state standards.
- (f) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.

## *Personal Protective Equipment*

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- (g) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- (h) PPE shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are designed.
- (i) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

### 911.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles or toxic contaminants, members shall confine their hair to eliminate the hazard.

### 911.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions or burns from contact with flying particles, hazardous substances, projectiles or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The District shall provide and require that members wear approved face and eye protection suitable for the hazard.

### 911.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated with flammable liquids, corrosive substances, irritants or oxidizing agents shall either be removed and not worn until properly cleaned, or shall be destroyed.

### 911.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment.

## *Personal Protective Equipment*

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### 911.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard.

### **911.4 SELECTION, CARE AND MAINTENANCE OF PPE**

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets and footwear. A program for selection, care and maintenance of PPE consists of the following.

#### 911.4.1 SELECTION

The PPE selection process should be conducted through a uniform and gear committee..

Prior to procurement, a risk assessment may be performed to include expected hazards, frequency of use, past experiences, geographic location and climatic conditions. The selection process should evaluate comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment. The process should consider the following:

- (a) PPE performance expectations, to include thermal and physiological effects
- (b) Style and design for user comfort and wear performance
- (c) Construction for quality, durability and garment life
- (d) Manufacturer ability to meet performance demand requirements, technical information, service, warranty and customer support needs

#### 911.4.2 INSPECTION

**Routine inspection** - Each firefighter shall conduct a routine inspection of his/her issued PPE each time the elements are exposed or are suspected of having been exposed to damage or contamination.

- (a) Coat, trouser, gloves and hood should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage, such as:
    - (a) Rips, tears and cuts
    - (b) Damaged/missing hardware and closure systems
    - (c) Thermal damage, such as charring, burn holes and melting
    - (d) Damaged or missing reflective trim

## *Personal Protective Equipment*

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- (e) Shrinkage
- (f) Loss of elasticity or flexibility at openings
- (b) Helmets should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage to the shell, such as:
    - (a) Cracks, crazing (small cracks), dents and abrasions
    - (b) Thermal damage to the shell, such as bubbling, soft spots, warping or discoloration
  - 4. Physical damage to ear flaps, such as:
    - (a) Rips, tears and cuts
    - (b) Thermal damage, such as charring, burn holes and melting
  - 5. Damaged or missing components of suspension and retention systems
  - 6. Damaged or missing components of the goggle system including:
    - (a) Discoloration
    - (b) Crazing (small cracks)
    - (c) Scratches to goggle lens, limiting visibility
  - 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage, such as:
    - (a) Cuts, tears and punctures
    - (b) Thermal damage, such as charring, burn holes and melting
    - (c) Exposed or deformed steel toe, steel midsole and shank
    - (d) Loss of water resistance

### 911.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall not be taken home, washed in the home or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (b) Commercial dry cleaning shall not be used.

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### *Personal Protective Equipment*

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- (c) The District will examine the manufacturer's label and user information for specific cleaning instructions.
- (d) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (e) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (f) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements. District standards identify and define three primary types of cleaning: routine, advanced and specialized.
  1. **Routine cleaning** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean his/her PPE ensemble or elements using the following process:
    - (a) When possible, initiate cleaning at the incident scene.
    - (b) Brush off any dry debris.
    - (c) Gently rinse off debris with a water hose.
    - (d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.
    - (e) Inspect for soiling and contamination and repeat the process if necessary.
    - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
  2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used and soiled shall undergo advanced cleaning every six months, at a minimum.
    - (a) The district's Health and Safety Officer (HSO) shall manage all advanced cleaning utilizing a qualified contract cleaner.
    - (b) Advanced cleaning will be coordinated with the HSO by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
    - (c) Station laundering machines shall not be used to clean PPE elements.
  3. **Specialized cleaning** - PPE elements that are contaminated with hazardous materials or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
    - (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on

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decontamination of PPE after exposure, refer to the Communicable Diseases Policy

- (b) The district's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The District, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.

#### 911.4.4 REPAIR OF PPE

The district's HSO shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to employees while repairs are being made.

#### 911.4.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the district's HSO. All fittings shall be completed by the HSO and/or by a manufacturer's representative.

- It is recommended that all Members only use district-issued PPE (example would be personally owned helmets).
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other district facilities.

#### 911.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- (a) PPE shall not be stored in direct sunlight or exposed to direct sunlight when it is not being worn.
- (b) PPE shall be clean, dry and well ventilated before storage.
- (c) PPE shall not be stored in airtight containers unless the container is new and unused.
- (d) PPE shall not be stored at temperatures below 40 degrees or above 180 degrees.
- (e) PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- (f) PPE shall not be subjected to sharp objects, tools or other equipment that could damage the ensemble or elements.
- (g) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- (h) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors or other contaminants.

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### *Personal Protective Equipment*

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#### 911.4.7 PPE TRAINING

The Assistant Chief shall be responsible for the following:

- (a) Upon issue, all employees shall be provided training on this policy along with the manufacturer's written instructions on the care, use and maintenance of their PPE, including any warnings issued by the manufacturer.
- (b) New firefighters shall receive training in the care, use and maintenance of their PPE before participating in live fire training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.

#### 911.4.8 PPE RECORD KEEPING

The District shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name or design.
- (d) The manufacturer's identification number, lot number or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates of advanced cleaning, specialized cleaning or decontamination, and by whom it was performed.
- (h) The date of any repairs, the person who repaired the PPE and a brief description of the repair.
- (i) The date the element was removed from service (retirement).
- (j) The date and method the element was disposed.

#### 911.4.9 PPE RETIREMENT

All PPE ensembles and elements that are worn or damaged to the extent that the District deems that it is not possible or cost effective to repair shall be retired. All PPE ensembles and elements that are no longer useful for emergency operations but are not contaminated, defective or damaged shall be retired.

Retired PPE ensembles and elements shall be destroyed or disposed of by the District in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."



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#### 911.4.10 SPECIAL INCIDENT PROCEDURE

If any member of the Nixa Fire Protection District suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE will immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the district's investigation team (see the Line-of-Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

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# Hazardous Energy Control

## 912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum hazardous energy control requirements. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

### 912.1.1 DEFINITIONS

Definitions related to this policy include:

**Affected member** - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up or adjusting machines or equipment under lockout or tagout.

**Authorized member** - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

**Hazardous energy** - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

**Lockout or tagout** - The use of devices, positive methods and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical or thermal).

## 912.2 POLICY

It is the policy of the Nixa Fire Protection District to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpected start-up of machines or equipment.

## 912.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. District members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include, but is not limited to:

- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including, but not limited to:

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### *Hazardous Energy Control*

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1. A statement of the intended use of the procedure.
  2. Procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
  3. The procedural steps for the placement, removal and transfer of lockout and tagout devices.
  4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout and other hazardous energy control devices.
- (b) As needed, the District shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The District shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include, but is not limited to:
1. Extrinsic tools
  2. Chain saws
  3. Hydraulic systems (e.g., rack, jacks)
  4. Complex electrical systems (e.g., generators, pumps, radios)

#### **912.4 LOCKOUT AND TAGOUT**

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system:

- (a) Notification of all involved personnel.
- (b) Locking the disconnecting means in the “open” position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine or appliance.
- (c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.
- (d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

#### **912.5 INSPECTIONS**

The Nixa Fire Protection District shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures.

## *Hazardous Energy Control*

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- (a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.
- (b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.
- (c) The Health and Safety Officer (HSO) shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included and the name of the person performing the inspection.

### **912.6 TRAINING**

The Assistant Chief shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include, but is not limited to, the following topics:

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual inspection process

### **912.7 TRAINING RECORDS**

The Assistant Chief shall document the hazardous energy control training provided to members both initially and annually and shall retain those records for one year. Documentation shall include:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and ranks of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

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## Hazard Communication

### 913.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of district members who may be occupationally exposed to hazardous chemicals in the workplace.

### 913.2 POLICY

It is the policy of the Nixa Fire Protection District to develop, implement and maintain a written chemical hazard communication program for members to use as a reference. The program shall minimally describe how district members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS).

### 913.3 PROCEDURE

The Fire Chief or the authorized designee should develop, implement and maintain a written chemical hazard communication program that includes, but is not limited to:

- (a) A list of hazardous chemicals known to be present in the workplace. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the District will use to inform and train members of the hazards of non-routine tasks and the hazards associated with chemicals in unlabeled pipes in member work areas.
- (c) The District shall make the written chemical hazard communication program available, upon request, to members, to their designated representatives and to the National Institute of Occupational Safety and Health (NIOSH).
- (d) The District shall establish a procedure to ensure that each container of a hazardous chemical is labeled, tagged or marked with the following information:
  1. Identity of the hazardous chemical
  2. Appropriate hazard warnings
  3. Name and address of the manufacturer, importer or other responsible party

### 913.4 SAFETY DATA SHEETS

The District shall have an SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to members and prepared in accordance with nationally recognized standards.

### 913.5 TRAINING REQUIREMENTS

See the Hazard Communication Program Training Policy.

## **Chapter 10 - Personnel**

## Recruitment and Selection

### 1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training and retention processes utilized by the Nixa Fire Protection District. This policy supplements any rules that govern employment practices for the Nixa Fire Protection District.

### 1000.2 POLICY

In accordance with applicable federal, state and local law, the Nixa Fire Protection District provides equal opportunities for applicants and district members regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, marital status, sex or any other protected class or status. The District does not show partiality or grant any special status to any applicant, member or group of members, unless otherwise required by law.

### 1000.3 RECRUITMENT

The Administration Division should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive district website and the use of district-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Consideration of shared or collaborative regional testing processes.

The Administration Division shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

If public advertisements are required they shall run for a minimum of two (2) weeks. The District shall decide which publications are most advantageous to run the ads in.

The District should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

### 1000.4 SELECTION PROCESS

The District shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the District should employ

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a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and may include review and verification of the following:

- A comprehensive application for employment (could include previous employment, references, current and prior addresses, education, military record)
- Driving record ( All personnel shall have a valid Operators License. All personnel must meet the requirements of the current District insurance carrier. The insurance companies regulate certain items that must be met for them to provide insurance. The District recognizes any and all requirements set by its current carrier.)
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents (documentation may be requested upon hire)
- Information obtained from public internet sites
- Financial history consistent with the Fair Credit Reporting Act (FCRA) ([15 USC § 1681 et seq.](#))
- Local, state and federal criminal history record checks
- Medical examination (may only be given after a conditional offer of employment)
- Review board or selection committee assessment
- For positions above the entry level such as Company Officer and above additional processes shall be completed through an assessment center or other processes set forth by the District.

Applications for all positions shall be accepted year round. Applications are kept on file until the next selection process, but no longer than one (1) year. Applicants must contact the Administration Division to update the application. Firefighter recruits may also be contacted through the Tri-State Fire Recruitment Alliance. As openings arise the selection process will be held at the discretion of the District.

If sufficient candidates remain after the hiring process is completed an eligibility list may be established by the District. The eligibility list shall only be valid for a maximum of one (1) year, unless it is extended by the Board of Directors. Should the eligibility list be utilized candidates may be interviewed again for a selection from the list.

#### 1000.4.1 FORMER EMPLOYEES

Former employees, because of a known quality of work performance, may not be required to proceed through a normal selection process. This determination will be based on length of separation and circumstances related. If hired, the former employee's new seniority date will be the date of the most recent hiring. All new and future employment records shall be maintained in the original hire personnel folder. Specific offers or promises of employment must not be made to ex-employees by any administrative staff. Any statements or assumptions from the statements made are unauthorized and are non-binding on the District.



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### **1000.5 BACKGROUND INVESTIGATION**

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Nixa Fire Protection District.

#### **1000.5.1 NOTICES**

The Administration Division shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA ([15 USC § 1681d](#)).

#### **1000.5.2 CRIMINAL BACKGROUND INFORMATION**

Criminal background information, whether directly from the Missouri Automated Criminal History Site (MACHS) or provided by a third party, may have restrictions on the access, use, security and release of the information. The Administration Division shall establish procedures to ensure compliance with any applicable requirements and security limitations. [See attachment: Release of Personal Information Form.pdf](#)

#### **1000.5.3 REVIEW OF SOCIAL MEDIA SITES**

Due to the potential for accessing unsubstantiated, private or protected information, the Administration Division should not require candidates to provide passwords, account information or access to password-protected social media accounts.

The Administration Assistant Fire Chief should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate and validated.
- The District fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administration Assistant Fire Chief should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

#### **1000.5.4 RECORDS RETENTION**

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

#### **1000.5.5 DOCUMENTING AND REPORTING**

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions.

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The report and all supporting documentation shall be included in the candidate's background investigation file.

### **1000.6 DISQUALIFICATION GUIDELINES**

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

### **1000.7 EMPLOYMENT STANDARDS**

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the District and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner (see the Position Descriptions Policy). Each standard should include performance indicators for candidate evaluation. The Administration should maintain validated standards for all positions.

Prior to selection processes, each candidate must declare if they are related within the fourth degree of consanguinity or affinity to any Board of Director. If a relationship exists it will not remove the candidate for eligibility. [See attachment: Board Declaration of Relationship Resolution.pdf](#)

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

#### **1000.7.1 STANDARDS FOR FIREFIGHTERS**

Generally, the standards may include the following requirements. The candidate should:

- (a) Be at least 18 years of age by the closing date of the recruitment period.
- (b) Be in possession of a high school diploma or a General Equivalency Diploma (GED).

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- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.
- (d) Meet the objectives and minimum standards established in the International Association of Fire Chiefs (IAFC)/International Association of Fire Fighters (IAFF) Fire Service Joint Labor Management Wellness-Fitness Initiative or similar validated health screening process.
- (e) Meet the minimum standards established by the National Fire Protection Association (NFPA).
- (f) Be in possession of, or have the ability to obtain, a valid state driver's license in the class required for the position sought.
- (g) Be a U.S. citizen or have proof of a legal right to work in the U.S.

#### **1000.8 TRAINING**

All entry-level firefighter candidates should complete training in an accredited fire training program established by the Missouri Department of Public Safety Division of Fire Safety's Training and Certification Unit ([§ 320.202, RSMo](#)) or equivalent.

##### 1000.8.1 ORIENTATION

Orientation should provide the new employee with accurate, needed information in order for the employee to successfully enter the work area with high morale and positive attitude toward the organization. The orientation process shall include the following, but not be limited to;

- Employment forms/paperwork
- District policies
- District procedures
- District station/apparatus/equipment familiarization

#### **1000.9 RETENTION**

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the District should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably and consistently.
- Consider ways to reward excellent performance.

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- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from a collective bargaining agreement, employment benefits, seniority benefits, forms of recognition, etc.

### **1000.10 NEW POSITIONS**

The Board of Directors must authorize new positions and, upon the recommendation of the Fire Chief, hire new employees. For existing, entry positions, the Fire Chief may automatically initiate the selection process.

## Promotions and Transfers

### 1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the Nixa Fire Protection District.

### 1002.2 POLICY

The Nixa Fire Protection District provides equal employment opportunities for employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, veteran status, marital status or sex. It is the policy of the Nixa Fire Protection District to utilize the promotional testing criteria, study materials and testing instruments available from authenticated and validated local, regional and nationally recognized best practices in the fire service. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the District based on this criteria.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement.

### 1002.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
  - 1. Emotional stability and maturity
  - 2. Stress tolerance
  - 3. Sound judgment and decision-making ability
  - 4. Personal integrity and ethical conduct
  - 5. Leadership
  - 6. Initiative
  - 7. Adaptability and flexibility
  - 8. Ability to conform to organizational goals and objectives in a positive manner

### 1002.4 TRANSFERS

#### 1002.4.1 TRANSFERS

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### *Promotions and Transfers*

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Any transfer initiated by the District shall provide adequate time as to not create undue hardship on the employee being transferred. This does not include transferring of stations to cover sick leave, education leave, or vacation time.

Any transfer request made by the employee shall be in written form. The Fire Chief or designee shall respond to the request in writing within fourteen (14) calendar days.

Employees with equal rank may exchange shifts if it does not interfere with the operations of the District and approval for the Fire Chief or designee.

#### **1002.4.2 VACANCIES**

In the event that there is a vacancy by position, which the District desires to fill due to retirement, termination, promotion, demotion, or death of an employee, the employees of the same rank will be notified of said vacancy. This notice shall be posted for no less than fourteen (14) calendar days.

The District shall fill the vacancy provided that the said applicants are qualified for the position.

The applicant(s) shall be considered on the basis of past performance, training, seniority, and qualifications with the approval of the Fire Chief or designee.

#### **1002.5 PROMOTIONS**

Once an authorized position becomes available, the Fire Chief may initiate a selection process for the opening. After the selection procedure, the Fire Chief may promote the successful employee at any time.

When position(s) become available within the organization they shall be posted at each station for no less than fourteen (14) days. Any qualified employee may participate in the process and must confirm their interest in writing to the Fire Chief within the set time frame. A qualified employee is any employee meeting the prerequisites required for the position.

The District shall advise the candidates of the promotional components and how the examinations/assessments will be administered. District wide seniority shall prevail when scores are equal in the promotional point evaluation purposes.

#### **1002.6 ASSISTANT CHIEF RESPONSIBILITIES**

It is the responsibility of the Assistant Chief to maintain a training file on each member of the District. Any relevant training certificate or certification document submitted to the District by a member should be permanently retained in the member's training file.

#### **1002.7 REDUCTION IN STAFFING**

In the event the District is required to reduce personnel, employees having the least seniority with the District shall be laid off first. No new employee shall be hired until all laid off employees have been given ample opportunity to return to work. Reduction in rank will be handled by demoting the employee last promoted or transferred into that position.

## *Promotions and Transfers*

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### 1002.7.1 PERSONNEL REINSTATEMENT

In the event reinstatement of personnel becomes necessary, then the last employee to leave will be the first offered reinstatement, if they are qualified for the open position. Reinstated employees will not be considered probationary, and will be reinstated at the level they are qualified for within the rank reinstated at. District seniority will be equal to that at the time of layoff. Should an employee be reinstated at a rank less than the rank he/she was previously at, he/she could be eligible for a promotion as soon as the next opening in that rank is available, as long as he/she presently meets the qualifications.

### 1002.7.2 DURATION OF TIME OFF

Should the duration of time off exceed a period of one (1) year the furloughed employee will be required to provide proof they are still maintaining job qualifications. The employee will be required to take the physical agility test, pass a new medical exam, and pass a drug screening prior to reinstatement.

### 1002.7.3 NOTIFICATION

The District will attempt to contact all previous employees, on layoff, by certified mail at the address last known by the District. Failure of the former employee to accept the employment and report to duty within fourteen (14) days of the notice shall be deemed a rejection of the reemployment offer. All previous employees, on layoff, will be contacted first prior to hiring any new full time employees.

## **1002.8 DEMOTIONS**

Employees, if qualified, may request a voluntary demotion to a position with a lower rate of pay.

Pay rate adjustments will be commensurate with the employee's qualifications at the new level.

Employees may also be demoted through the disciplinary process. Pay rates, if any, will be adjusted to the new level.

## Position Descriptions

### 1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the District.

### 1003.2 POLICY

It is the policy of the Nixa Fire Protection District to develop unique position descriptions for each assignment within an established rank or classification.

### 1003.3 PROCEDURE

The Administration will generally develop and maintain classification specifications (e.g., firefighter, Company Officer, Battalion Chief). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions may be included in collective bargaining agreements.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Position descriptions should be reviewed prior to hiring or promotion to ensure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position.

### 1003.4 POSITION DESCRIPTIONS

[Fire Chief Job Description](#)

[Deputy Chief Job Description](#)

[Assistant Chief Job Description](#)

[Battalion Chief Job Description](#)

[Captain Job Description](#)

[Lieutenant Job Description](#)

[Firefighter-Medic Job Description](#)

[Fire Inspector Job Description](#)

[Administrative Assistant Job Description](#)

[Chaplain Job Description](#)

[Nixa Fire Protection District Procedure Manual: 1310.1 RECEPTIONIST JOB DESCRIPTION](#)



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### *Position Descriptions*

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#### [Nixa Fire Protection District Procedure Manual: 1311.1 HR MANAGER JOB DESCRIPTION](#)

### **1003.5 WORK STATEMENTS**

#### **1003.5.1 UNIFORMED EXEMPT ADMINISTRATIVE PERSONNEL**

The work schedule for the District's uniformed exempt personnel (Fire Chief, Deputy Chief, and Assistant Chief) is based on five (5), eight (8) hour days, 0800-1700 hours at forty (40) hours per week, Monday through Friday.

These time frames are flexible based on special needs of the District such as being subject to call, as needed, beyond the recognized office hours. A system shall be developed to ensure that the District is covered by one (1) Chief Officer at all times

#### **1003.5.2 UNIFORMED EXEMPT SHIFT PERSONNEL**

The work schedule for the District's uniformed exempt shift personnel (Battalion Chief) is based on a 24/48 hour schedule. Each tour of duty is twenty-four (24) hours in length, 0700-0700 hours, followed by forty-eight (48) hours off.

These hours will be flexible and depend on the call load, daily activities, and the objectives to be completed. Employees may take up to one (1) hour meal periods. Generally, these meal periods should fall between 0730-0830 hours for breakfast, 1130-1330 hours for lunch, and 1700-1900 hours for supper. These times may be adjusted accordingly to accommodate emergency incidents and special assignments.

#### **1003.5.3 UNIFORMED NON-EXEMPT SHIFT/40 HR PERSONNEL**

The work schedule for the District's uniformed non-exempt shift personnel (Captain, Lieutenant, and Firefighter) is based on a 24/48 hour schedule. Each tour of duty is twenty-four (24) hours in length. The District pays employees every two weeks. The employee's salary is based on an hourly wage. The hours are calculated per the Missouri Wage Law. Any hours worked above the allowable amount are awarded as overtime, which is half time (1/2) above the regular rate, which correlates to time and a half (1 ½) overtime rate. Shift employees may not leave their assigned tour of duty until relieved by an on-coming shift.

These hours will be flexible and depend on the call load, daily activities, and the objectives to be completed. Employees may take up to one (1) hour meal periods. Generally, these meal periods should fall between 0730-0830 hours for breakfast, 1130-1330 hours for lunch, and 1700-1900 hours for supper. These times may be adjusted accordingly to accommodate emergency incidents and special assignments.

The work schedule for the District's uniformed non-exempt personnel (Fire Inspector, Mechanic, and Service Technician) is based on five (5), eight (8) hour days, 0800-1700 hours at forty (40) hours per week, Monday through Friday. These hours may be flexible based on the District's needs and prior approval of the Fire Chief or designee. The employee's salary is based on an

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### *Position Descriptions*

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hourly wage. The hours are calculated per the Missouri Wage Law. Any hours worked above the allowable amount are awarded as overtime, which is half time (1/2) above the regular rate, which correlates to time and a half (1 ½) overtime rate. The Fire Inspector, Mechanic, and Service Technician may take a one (1) hour meal period. Generally, this meal period should fall between 1100-1330 hours for lunch.

#### 1003.5.4 NON-UNIFORMED NON-EXEMPT PERSONNEL

The work schedule for the District's non-uniformed non-exempt personnel (Administrative Assistant and Secretary) is based on five (5), eight (8) hour days, 0800-1700 hours at forty (40) hours per week, Monday through Friday. These hours may be flexible based on the District's needs and prior approval of the Fire Chief or designee. The Administrative Assistant rate of pay is based on an hourly rate with benefits provided by the District. The Administrative Assistant and Secretary may take a one (1) hour meal period. Generally, this meal period should fall between 1100-1330 hours for lunch.

#### 1003.5.5 UNIFORMED PART TIME & RESERVE PERSONNEL

The Part time and Reserve personnel work on an as need basis. These positions are on an hourly basis, do not accumulate benefits, and may not work more than 1500 hours per year. These hours will be flexible based on the District's needs and prior approval of the Fire Chief or designee. The District pays employees every two weeks. The employee's salary is based on an hourly wage. The hours are calculated per the Missouri Wage Law.

The District provides the reserves with Workers Compensation Insurance through our current carrier (MOFAD) Missouri Fire and Ambulance District Trust.

This trust provides the reserve with coverage based on our starting firefighter's full time wage in the event of a worker's compensation claim.

## Classification Specifications

### 1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the Nixa Fire Protection District.

### 1004.2 POLICY

It is the policy of the Nixa Fire Protection District to coordinate with the Administration for the development of job classifications unique to the District.

### 1004.3 PROCEDURE

The Fire Chief should appoint an officer from the Administration Division to work with the Administration to develop, update and maintain the job classifications. These should include information from collective bargaining agreements with each employee group; should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

#### 1004.3.1 POSITION DESCRIPTIONS

Multiple position descriptions may be needed for each job specification (e.g., a Company Officer assigned to the Training Division will have the same job specification, but will have a considerably different position description than a Company Officer assigned to the Fire Operations Division). Position descriptions may be addressed in the collective bargaining agreements with the various employee groups or in the Position Descriptions Policy.

### 1004.4 FULL TIME

The administrative exempt staff includes: the Fire Chief, Assistant Chief, and Battalion Chief.

The shift non-exempt staff includes: Captain, Lieutenant, and Firefighter.

The civilian non-exempt staff includes: the Administrative Assistant, and Fire Inspector.

### 1004.5 PART TIME

The staff includes personnel hired to fill non-exempt civilian positions. The part time personnel may not complete more hours than the retirement plan allows, which is currently 1500 hours per year.

## Career Tracks

### **1005.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish specific career tracks for each classification specification within the Nixa Fire Protection District.

### **1005.2 POLICY**

It is the policy of the Nixa Fire Protection District to ensure that each member is provided to the full extent, and without any limitation, the same access to advancement available to other members in each classification specification. To increase member job satisfaction and retain quality members, the District shall ensure each member understands his/her career track and the opportunity for career advancement. A career track change may also be available, if the member obtains additional education, certification or licensing, which could open other opportunities.

### **1005.3 PROCEDURE**

The Nixa Fire Administration shall maintain all information on classification specifications, promotional opportunities and career tracks.

## Fire Officer Development

### 1006.1 PURPOSE AND SCOPE

The purpose of this policy is to outline the required and recommended competencies in the Nixa Fire Protection District's fire officer development program.

### 1006.2 POLICY

It is the policy of the Nixa Fire to use professionally recognized programs and resources to train and develop members for supervisory roles.

### 1006.3 RESOURCES

To assist members in developing the needed competencies for supervisory roles, the Nixa Fire Protection District will utilize such resources as:

- The Center for Public Safety Excellence's (CPSE) Fire Officer Designation (FO).
- The National Fire Academy's (NFA) Executive Fire Officer Program (EFOP).
- The National Fire Academy's (NFA) Managing Officer Program.
- The National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications.
- The International Association of Fire Chiefs' (IAFC) *Officer Development Handbook*.

Members who desire to advance to supervisory roles are encouraged to participate in the voluntary Missouri Department of Public Safety Division of Fire Safety's Fire Officer I and II certification program.

## Incentives

### 1007.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the incentives available to Nixa Fire Protection District members pursuant to the collective bargaining agreement or the established personnel agreement, and to establish a system of accessing the benefits.

### 1007.2 POLICY

It is the policy of the Nixa Fire Protection District that the incentives established in the collective bargaining agreement or the established personnel agreement shall be available to all members who meet the defined requirements.

### 1007.3 EDUCATION

Incentives shall be considered an annual sum added to the base pay of all full time employees, given for additional education, or skills not necessarily required for the position held by the employee. These incentives will be considered part of an employee's hourly wage. For a new employee the incentives will be awarded after the employee has completed a full twelve (12) months of service. Should a skill or educational requirement be necessary for a position based in the job description then the incentive would be removed. The incentives are not accumulative; once a higher level of education is obtained the lesser amount will not be collected along with the new higher incentive.

- Associate's Degree \$1,500
- Bachelor's Degree \$2,000
- Master's Degree \$2,500

### 1007.4 LONGEVITY

The District recognizes the value of personnel commitment and positive influence that benefits the district due to longevity of employees. The District will compensate full time personnel for extended years of service. Longevity will be awarded at the beginning of a year. The longevity rate will be added to the employee's annual salary. All full time employees shall be compensated for their years of service based on completing five (5) full years of service. The employee shall earn an addition \$1,000.00 upon completing the fifth year. The employee shall earn an additional \$500.00 for each consecutive year of service (example below).

- On Jan 1st following the completion of 5 years \$1,000
- On Jan 1st following the completion of 6 years \$1,500
- On Jan 1st following the completion of 7 years \$2,000

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#### **1007.5 LICENSURE**

Licensure incentives shall be considered an annual sum added to the base pay of all full time employees, given for additional Missouri Bureau of EMS Paramedic licensure not necessarily required for the position held by the employee. These incentives will be considered part of an employee's hourly wage. The incentives will be awarded after the employee has completed a full twelve (12) months of service. In the event state licensure is not maintained, the incentive will be removed.

- Paramedic License                      \$1,000

## Education

### 1008.1 PURPOSE AND SCOPE

The District appreciates and encourages members who are willing to devote their time to education and training. This education policy is intended to encourage members to become better qualified for their present duties and to prepare for advancement within the Nixa Fire Protection District by taking courses from an accredited institution.

### 1008.2 POLICY

The strength of the District is based on the knowledge skills and abilities of its employees, which are learned or acquired, in educational endeavors. While the District will maintain job expectancy requirements and an in house training program, it is understood that much of the acquired knowledge is gained only through outside classes, both seminars and schools or approved college curriculums. It is the policy of the Nixa Fire Protection District to establish a education policy and to review requests for tuition reimbursement to ensure the following criteria are met.

#### 1008.2.1 REQUESTS

Personnel wishing to attend any seminar, conference, outside training class, vocational training or specialty class, must submit a written request to their Battalion Chief. The coordinator of training shall be consulted for final approval.

Several items will be considered when reviewing the request; inter department training participation, attendance, career development requirements, number of total requests for the class, number of classes attended by the employee already in the calendar year, availability of funds, and any other applicable items.

[See attachment: Course Attendance Request Form.pdf](#)

#### 1008.2.2 COMPLETION REQUIREMENTS

Upon completion of any seminar or program, it should be expected that the employee might be requested to share their knowledge by instructing a class or part of a class of their fellow employees. Should an employee fail to comply with any or all of the above requirements, any further request for educational assistance may be denied.

If the employee participates in a District funded course and fails to pass the course or does not complete the class, the employee shall refund the District for all costs associated with the course, except for the cost of tuition. The District will not support the employee in any other outside training events until the refund is paid.

If the employee wants to retake the class at a later date, they shall do so at their own expense unless the reason(s) for such are due to mitigating circumstances approved in writing by the Fire



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Chief or designee. Mitigating circumstances shall include severe personal or family matters that rendered the employee unable to either attend the classes or complete the curriculum.

### 1008.2.3 OUTSIDE TRAINING CATEGORIES

The District has separated outside training into four (4) categories for the purpose of compensation consideration and expense justification.

- CLASS 1- The school or seminar is directly related to the skills and knowledge of the employee for their current job position, specialty team affiliation, specialty area, or would enhance their skills in areas the District considers important. The District will pay all registration fees, travel expenses, meals on a per diem basis and lodging. Scheduling for coverage of shift personnel to attend the schools or seminars will be provided.
- CLASS 2- The school or seminar is related to the skills and knowledge of the employee for the current position or for future advancement that the District considers important, but not critical to the employee's current position. The District will pay registration fees, lodging fees, travel expenses, meals on a per diem basis and lodging. Scheduling for coverage of shift personnel to attend the schools or seminars will not be provided. Employees may trade shifts with another qualified employee.
- CLASS 3- The school or seminar would be beneficial to the employee but is not a job requirement or needed to maintain present skill levels. The District will pay for the registration fees only. All other expenses shall be the employee's responsibility. Employees may trade shifts with another qualified employee.
- CLASS 4- The District will support approved college level courses by allowing an employee to utilize benefit time off when class falls on a regularly schedule shift days. The District recognizes that college level courses meet regularly during the week and this will conflict with shift work.

### **1008.3 PROCEDURE**

Approval of the Fire Chief or the authorized designee should be obtained in advance of enrollment. Copies of diplomas, certificates or grade notices shall be retained in the employee's file. Per Diem requests should be placed and disbursed with the employee paycheck just prior to the scheduled training.

### **1008.4 RESPONSIBILITY**

The Administration is responsible for District-wide administration and coordination of this policy. The District should use this policy for employee development in keeping with district goals and

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with the current and anticipated district needs. The Fire Chief should administer this policy for the employees within the limits of the funds that have been allocated for this purpose.

### **1008.5 RECORDS**

The Assistant Chief should retain all records of training completed by employees in accordance with established records retention schedules.

### **1008.6 TAX CONSIDERATIONS**

#### **1008.7 TRAVEL EXPENSES**

It is the purpose of this policy to outline the provisions for the travel expenses incurred by an employee while in the performance of his/her job away from the normal workplace. The District has several options for covering expenses, such as but not limited to; per-diem checks, receipt reimbursement, district fuel cards, and district credit cards. Should an employee incur expenses beyond the allowable amounts they must submit sufficient receipts and records for any additional reimbursement.

##### **1008.7.1 VEHICLES**

The District provides staff cars that may be utilized for travel during District business. In the event an employee must utilize their personnel vehicle for authorized District business trips they may be issued a District fuel card or reimbursed at a rate allowable by the Internal Revenue Code. This rate will be applied to half of the total miles incurred.

##### **1008.7.2 MEALS**

The District shall cover meals while attending District sponsored business. This rate shall be based from the Federal Government, Meals and Incidental Expenses (M&IE) Breakdown tables at [www.gsa.gov](http://www.gsa.gov).

##### **1008.7.3 LODGING**

The District shall cover lodging for employees when they are required to stay overnight in order to complete their business.

#### **1008.8 NATIONAL FIRE ACADEMY (NFA)**

Personnel wishing to attend the NFA will need to apply during the open enrollment periods or through the Course Vacancy list. Once accepted, the individual will complete the course request form and request the required time off as educational leave through the scheduling program. The Assistant Chief of Training or designee will complete the NFA worksheet (Exhibit x), work with the employee to secure travel, meal ticket, reservations for the shuttle bus and will submit the PO for travel per-diem.

Once the worksheet is complete the Assistant Chief will review the worksheet with the individual attending to ensure everything is covered and communicated. Once the worksheet review is completed a signature will be required to verify that the information is correct.

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#### 1008.8.1 NATIONAL FIRE ACADEMY 1 WEEK COURSE

Travel to the NFA for a 1 week course will be by air or personal vehicle, department vehicle will not be made available unless designated by the fire chief due to extenuating circumstance. Travel arrangements will be made at least 21 days in advance.

Travel per-diem will be paid on the designated travel dates and classroom dates only (as provided in the acceptance email), and any additional days before or after class will be the responsibility of the attendee. Travel per-diem will be determined by the GSA rate with the meal ticket subtracted from the total.

Education Leave will be granted for the travel dates and actual class times, any days requested prior to or after travel dates will be covered with vacation or shift swap.

Any baggage fees will be covered by the employee, reimbursement by the district will be made upon return with receipt.

#### 1008.8.2 NATIONAL FIRE ACADEMY 2 WEEK COURSE

Travel to the NFA for a 2 week course can be by air, district assigned vehicle or personal vehicle. Travel arrangements will be made at least 21 days in advance. If assigned a district vehicle there will be no ability to extend the travel dates for personal needs either before or after the designated travel days. If a district vehicle is provided, the district will also provide an additional hotel stay while traveling to and from the NFA.

Travel per-diem will be paid on the designated travel dates and classroom dates only, any additional days before or after class will be the responsibility of the attendee. Travel per-diem will be determined by the GSA rate with the meal ticket subtracted from the total.

Education Leave will be granted for the travel dates and actual class times, any days requested prior to or after travel dates will be as covered with vacation or shift swap.

Any baggage fees will be covered by the employee, reimbursement by the district will be made upon return with receipt.

#### 1008.8.3 NFA \ NETC \ FEMA REIMBURSEMENT

Any travel reimbursement provided by the Federal Government will be provided to the organization if a district assigned vehicle was provided or if the organization purchased airfare. Travel reimbursement will go to the individual if they purchase their own airfare or provided their own vehicle to drive.

## Reporting for Duty

### 1009.1 PURPOSE AND SCOPE

This policy describes the District's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

### 1009.2 POLICY

It is the policy of this district to identify the expectations required of its members when reporting for duty in order to provide efficient and quality services to the community and to provide for the safety of its members.

### 1009.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time.

### 1009.4 RELIEF

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Company Officers shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Battalion Chief. Company Officers may not be absent from their place of assignment without the specific permission of a Battalion Chief.

### 1009.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but is not limited to, placing personal protective equipment (PPE) on the member's assigned apparatus.

### 1009.6 PERSONAL APPEARANCE

All members should don the appropriate uniform prior to the start of their work assignments and be properly attired at all times when representing the District. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

### 1009.7 CLEANLINESS

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

### 1009.8 INABILITY TO REPORT FOR DUTY

Members should notify their Company Officer and Battalion Chief at his/her duty assignment location as soon as practicable of any inability to report for duty at the time required.

# Nixa Fire Protection District

## Policy Manual

### *Reporting for Duty*

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#### **1009.8.1 UNAUTHORIZED ABSENCE**

Absence of an employee from duty, for a single day or part of a day, that is not authorized shall be absent without leave. Any such leave shall be without pay and may be subject to disciplinary action and/or cause for discharge.

#### **1009.9 EMERGENCY RECALL**

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel to their normal work assignment once they have received the notice of recall. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

#### **1009.10 RELIEVED FROM DUTY FOR VIOLATIONS**

Any Company Officer may relieve a member under his/her command from duty, when, in the Company Officer's judgment, an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Battalion Chief, followed by written charges and documentation in accordance with district procedures.

#### **1009.11 CONSECUTIVE HOURS WORKED**

This policy is designed to limit the amount of hours worked consecutively for uniformed non-exempt shift personnel without time off. To ensure the safety of all district personnel, it is the district's position that there are a maximum number of hour's personnel can work to prevent fatigue, poor performance, and accidents.

No uniformed non-exempt shift employee shall work more than 60 hours consecutively without taking at a minimum of 12 hours off before returning to fill another shift. This policy includes normal scheduled shifts, overtime, shift trades, and recalls.

In times of a natural disaster or large scale emergencies, the Fire Chief or designee may make an exception to this policy. The employees sleep time and call load from the prior shift will be considered prior to approving overtime and allowing uniformed non-exempt shift employees from exceeding 60 consecutive hours on duty.

## Emergency Recall

### 1010.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the Nixa Fire Protection District to recall off-duty employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws and collective bargaining agreements.

#### 1010.1.1 DEFINITIONS

Definitions related to this policy include:

**Automatic aid** - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities or fire districts.

**Mutual aid** - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the Nixa Fire Protection District and neighboring jurisdictions.

### 1010.2 POLICY

It is the policy of the Nixa Fire Protection District to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employees working at the scene, and to ensure adequate resources are available for additional emergency calls. In some instances, this may require the emergency recall of employees.

### 1010.3 PROCEDURES

The Fire Chief or any other chief officer, Battalion Chief or Incident Commander (IC) may initiate an emergency recall by providing the Dispatch Center or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

#### 1010.3.1 TRIGGERING INCIDENTS

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area. ( second alarm structure fire)
- Two or more incidents causing a high demand for resources at different locations.
- Numerous incidents causing a peak demand on the entire resource system.
- Any time designated by the Fire Chief or the authorized designee.

## *Emergency Recall*

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### **1010.3.2 FIREFIGHTER RESPONSIBILITIES**

Firefighters should reply to an emergency recall immediately or provide notification within 10 minutes with their status and estimated time of arrival. If applicable, they should report for duty with their personal protective equipment.

### **1010.3.3 EXCEPTIONS**

Members should not refuse an emergency recall notice. Firefighters who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

### **1010.4 OTHER RESOURCES**

If sufficient resources cannot be assembled by an emergency recall, the District may consider other options such as:

- Automatic aid
- Mutual aid
- Additional chief officers

### **1010.5 COMPENSATION**

All paid personnel who respond to a recall shall receive a minimum of two (2) hours of compensation. Personnel shall be compensated from the time of the recall as long as they arrive within fifteen (15) minutes of the tone out. Personnel who arrive after the initial fifteen (15) minutes shall be compensated from the time they arrive. This requirement is intended for short duration recalls, less than the two (2) hour minimum. A recall that exceeds two (2) hours is meant to be compensated at a rate of the time elapsed during the recall.

## Overtime

### 1011.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by Nixa Fire Protection District employees and to establish an overtime compensation request process.

### 1011.2 POLICY

It is the policy of the Nixa Fire Protection District to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the District. The employee salaries must meet the current minimum wage level and that all overtime hours worked must be compensated at the required premium rate. The employee's hours are calculated based on the Missouri Wage Law.

### 1011.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The Fire Chief or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the collective bargaining agreement. The plan should consider the District's interest in managing overtime costs.

Any instance of work that requires overtime compensation shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Employees classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the District. Non-exempt employees who work authorized overtime and are compensated, either by payment of wages as agreed upon and in effect through the collective bargaining agreement, should confirm the overtime is added to the work schedule by their supervisor.

### 1011.4 ACCOUNTING FOR OVERTIME

Employees should record the actual time worked in an overtime status. In some cases, a collective bargaining agreement may stipulate that a minimum number of hours will be paid.

#### 1011.4.1 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed or as stipulated in the collective bargaining agreement:

TIME WORKED	RECORD
Up to 15 minutes	.25 hour



# Nixa Fire Protection District

## Policy Manual

### *Overtime*

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16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

#### 1011.4.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same incident or activity, and the amount of time for which compensation is requested varies between the employees, the Battalion Chief or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

## **Discriminatory Harassment**

### **1012.1 PURPOSE AND SCOPE**

This policy is intended to prevent district members from being subjected to discrimination or sexual harassment. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

### **1012.2 POLICY**

The Nixa Fire Protection District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

### **1012.3 DISCRIMINATION PROHIBITED**

#### **1012.3.1 DISCRIMINATION**

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include: making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or district equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

#### **1012.3.2 RETALIATION**

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice.

# Nixa Fire Protection District

## Policy Manual

### *Discriminatory Harassment*

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Retaliation will not be tolerated (see the Anti-Retaliation Policy).

#### 1012.3.3 SEXUAL HARASSMENT

The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile or offensive work environment.

#### 1012.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Missouri Commission on Human Rights guidelines.
- (b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with District or district rules or regulations, or any other appropriate work-related communication between supervisor and member.

#### **1012.4 RESPONSIBILITIES**

This policy applies to all district members who shall follow the intent of these guidelines in a manner that reflects district policy and the best interest of the Nixa Fire Protection District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or Battalion Chief. Complaints may also be filed with the Assistant Fire Chief, or the Fire Chief.

Any member who believes, in good faith, that he/she has been discriminated against, harassed or subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and Battalion Chief receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

# Nixa Fire Protection District

## Policy Manual

### *Discriminatory Harassment*

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#### 1012.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, Battalion Chief, or the Fire Chief, for further information, direction or clarification.

#### 1012.4.2 SUPERVISOR'S RESPONSIBILITY

Each supervisor and manager shall:

- (a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- (c) Ensure that subordinates understand their responsibilities under this policy.
- (d) Ensure that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Notify the Fire Chief in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

#### 1012.4.3 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

- (a) Behavior of supervisors and managers should represent the values of the District.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.
- (c) Supervisors and managers must act promptly and responsibly in the resolution of such situations.
- (d) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline in a manner that is consistent with established procedures.

#### **1012.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member or members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Nixa Fire Protection District that all complaints of discrimination, retaliation or harassment shall be fully documented and promptly and thoroughly investigated. The participating or opposing member

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## Policy Manual

### *Discriminatory Harassment*

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should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

#### 1012.5.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

#### 1012.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but is not limited to, details of the specific incident, frequency, dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief,

#### 1012.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges.

Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

### **1012.6 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- (a) Approved by the Fire Chief as deemed appropriate.
- (b) Maintained for the period established in the district's records retention schedule.

## *Discriminatory Harassment*

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### 1012.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

### **1012.7 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during his/her term with the District.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

## Conduct and Behavior

### 1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

### 1013.2 POLICY

It is the policy of this district that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

### 1013.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming of a member shall include that which discredits the District or the person as a member of the District or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in hazing or bullying; offensive, obscene or uncivil language; verbal or physical altercations or threats thereof; insubordination; or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on- and off-duty.

### 1013.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, should exercise reasonable patience and discretion and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane or insolent language or gestures, and should not express prejudice concerning race, religion, politics, sex, age, physical or mental disability or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics.

### 1013.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane or insolent language or gestures, and shall not express prejudice concerning race, religion, politics, sex, age, physical or mental disability or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics.

## *Conduct and Behavior*

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### **1013.6 CONFORMANCE TO LAWS**

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

### **1013.7 DEROGATORY OR MALICIOUS STATEMENTS**

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt district morale or bring discredit to the District or any member thereof. Member questions concerning district policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

### **1013.8 POLITICAL ACTIVITY**

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District. No employee shall seek or campaign for office as per [RSMO 321.017](#), unless he/she shall first resign from his/her position with the District. The provisions of this section shall not apply to incumbent directors seeking re-election to the Board of Directors of the Nixa Fire Protection District.

No appointed officer or employee shall, in any District election for the election of a director to the Board of Directors shall;

- (a) Serve in any official administrative or management position or capacity on behalf of a candidate for the Board of Directors of the Nixa Fire Protection District,
- (b) Directly or indirectly solicit money, funds or contributions on behalf of any candidate for the Board of Directors of the Nixa Fire Protection District,
- (c) Act as a worker at the polls for or against any candidate for the Board of Directors of the Nixa Fire Protection District while representing the Fire District.

Any person violating the provisions of this policy shall be subject to disciplinary action authorized by law including suspension without pay, dismissal, or other appropriate action.

### **1013.9 SEXUAL ACTIVITY**

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

### **1013.10 ILLEGAL GAMBLING**

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether district-issued or owned by the member.



## *Conduct and Behavior*

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### **1013.11 GIFTS AND GRATUITIES**

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business or organization that is doing business with, or seeking to do business with, the District or the District.

If it may reasonably be inferred that the person, business or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on-duty, the incident should be immediately reported to the next level supervisor.

Business offering discounted rates and prices to employees of the District, generally, may be accepted by employees provided that the employee did not request or demand a discount, the employee was quoted a specific price or rate of which he/she paid, and there are no special requirements such as in uniform. The employee shall not misrepresent themselves or wear the District uniform for only such purposes.

### **1013.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART**

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

All contributions, monetary or otherwise, to the District shall be recorded. The contributing individual(s) or organization, upon request, will be issued a tax exemption receipt signed by the Fire Chief or designee. Such tax exemption receipt shall note the name of the contributing individual(s) or organization and the full cash value of the contribution. This receipt must be dated and a copy filed with the District bookkeeper.

### **1013.13 ABUSE OF POSITION**

Members should not use their official position, official identification cards or badges to avoid the consequences of illegal acts or for other non-work-related personal gain. Members shall not lend to another person their identification cards or badges, or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their names, photographs or official titles that identifies them as district members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

### **1013.14 PUBLIC STATEMENTS AND APPEARANCES**

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge

# Nixa Fire Protection District

## Policy Manual

### *Conduct and Behavior*

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investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

#### **1013.15 CONFLICTS OF INTEREST / ETHICS**

No employee shall engage in any organization or business, which is in direct conflict to the stated mission of the District or its ideals and principles. Employees engaged in off duty employment or public activities, must not utilize the name of the District or state that they are in any way endorsed by the Fire District.

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## Personnel Complaints

### 1014.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

### 1014.2 POLICY

This district takes seriously all complaints regarding service provided by the District and the conduct of its members.

The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, and the requirements of any collective bargaining agreements.

It is also the policy of this district to ensure that the community can report misconduct without concern for reprisal or retaliation.

### 1014.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of district policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate district policy or rule or federal, state or local law, may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the District.

#### 1014.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

**Informal** - A matter in which the member's Battalion Chief is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

**Formal** - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated district representative, depending on the seriousness and complexity of the investigation.

**Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated district representative, such matters need not be documented as personnel complaints

## *Personnel Complaints*

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but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

### **1014.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS**

#### **1014.4.1 AVAILABILITY OF COMPLAINT FORMS**

Personnel complaint forms will be available and clearly visible in public access locations within district facilities. Forms will also be available on the district website.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Battalion Chief any suggestions for improvement or changes.

#### **1014.4.2 SOURCES OF COMPLAINTS**

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any district member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

#### **1014.4.3 ACCEPTANCE OF COMPLAINTS**

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

### **1014.5 COMPLAINT DOCUMENTATION AND TRACKING**

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint.

## *Personnel Complaints*

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### **1014.6 DISCIPLINARY INVESTIGATIONS**

All allegations of misconduct will be investigated as follows:

#### **1014.6.1 SUPERVISOR RESPONSIBILITIES**

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) District supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Battalion Chief, Assistant Fire Chief and Fire Chief are notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Battalion Chief of the accused member, via the chain of command. The Battalion Chief will forward a copy of the complaint to the Assistant Fire Chief to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Battalion Chief, Assistant Fire Chief or Fire Chief.
- (d) A supervisor investigating any complaint should:
  1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
  2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Administration and the Battalion Chief for direction regarding his/her role in addressing the complaint.
- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the District receiving the complaint. If the matter is resolved and no

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### *Personnel Complaints*

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further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Battalion Chief.

- (g) Unresolved citizen complaints shall be forwarded to the Battalion Chief to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

#### 1014.6.2 INVESTIGATION PROCEDURES

The following procedures should be followed with regard to any accused member subject to investigation by the District:

- (a) Prior to any interview, the member should be informed of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated if required.
- (c) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- (d) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (e) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions and subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.
- (f) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview.
- (g) A member subjected to interviews that could result in punitive action as per the policies and collective bargaining agreement shall have the right to have a union representative during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (h) All members shall provide complete and truthful responses to questions posed during interviews.

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- (i) No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

### 1014.6.3 INVESTIGATION FORMAT

Investigations of complaints should be timely, detailed, complete and follow this format:

**Introduction** - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

**Synopsis** - Provide a very brief summary of the facts giving rise to the investigation.

**Summary of allegations** - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

**Evidence as to each allegation** - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

**Conclusion** - A recommendation regarding further action or disposition should be provided.

**Exhibits** - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

### 1014.6.4 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the District, the Fire Chief or chief officer may temporarily assign an accused employee to administrative leave with pay. The Fire Chief or the authorized designee shall notify the Administration in writing of the employee's administrative leave and the cause for the leave.

## 1014.7 POST-INVESTIGATION PROCEDURES

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

### 1014.7.1 ASSISTANT FIRE CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Assistant Fire Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Assistant Fire Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Assistant Fire Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

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When forwarding any written recommendation to the Fire Chief, the Assistant Fire Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

### **1014.7.2 RESPONSIBILITIES OF THE FIRE CHIEF**

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Assistant Fire Chief for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice.
  - 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
  - 2. If the member elects to respond orally, the presentation shall be recorded by the District. Upon request, the member shall be provided with a copy of the recording.
- (c) Once the member has completed his/her response, or if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Fire Chief has issued a written decision, the discipline shall become effective.

### **1014.8 PRE-DISCIPLINE MEMBER RESPONSE**

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved union representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.



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- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

### **1014.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE**

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

### **1014.10 POST-DISCIPLINE APPEAL RIGHTS**

Non-probationary members may appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member may appeal using the procedures established in any operative collective bargaining agreement and/or personnel rules.

### **1014.11 AT-WILL AND PROBATIONARY MEMBERS**

At-will and probationary members may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered to be appropriate.

## Outside Employment

### 1015.1 PURPOSE

The purpose of this policy is to establish guidelines to be followed by any Nixa Fire Protection District members considering outside employment.

### 1015.2 POLICY

It is the policy of the Nixa Fire Protection District to allow members to engage in employment other than with the District if the Fire Chief determines that such outside employment is not in conflict with his/her duties and the duties, functions and responsibilities of the District.

Members shall not represent the District while performing employment outside the District.

### 1015.3 PROHIBITED OUTSIDE EMPLOYMENT

No district employee shall seek outside employment that will engage in any activity which:

- (a) Involves the member's use of district time, facilities, equipment or supplies, or the use of the district badge, uniform, prestige or influence for private gain or advantage.
- (b) Involves the member's receipt or acceptance of any money or other consideration from anyone other than this district for the performance of an act which the member, if not performing such act, would be required or expected to render in the regular course of employment or as a part of the member's duties as a member of this district.
- (c) Involves the performance of an act in other than the member's capacity as a member of this district that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this district.
- (d) Involves time demands that would render performance of the member's duties for the District less efficient.
- (e) Involves time demands that would affect the member's regular work shift or ability to respond to emergencies or mandated overtime.
- (f)
- (g) Would otherwise compromise the ability of the District to conduct its business in an efficient manner.
- (h) Would give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with the member's employment with the District.

### 1015.4 CHANGES IN OUTSIDE EMPLOYMENT STATUS

District members who are engaged in outside employment while on full duty and are placed on disability leave or temporary modified duty due to illness or injury should inform their immediate supervisor in writing as soon as practicable regarding whether they intend to continue to engage in outside employment while on leave or modified-duty status.

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### *Outside Employment*

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#### **1015.5 PROHIBITED USE OF DISTRICT RESOURCES**

Members are prohibited from using any district equipment or resources in the course of or for the benefit of any outside employment. This includes access to official records or databases of this district or other agencies through the member's position with this district.

## Personal Projects On-Duty

### 1016.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

### 1016.2 POLICY

It is the policy of the Nixa Fire Protection District to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the Company Officer or Battalion Chief may deny or revoke permission for a personal project while on-duty.
- (d) District equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All district policies must be followed while engaged in the personal project.

### 1016.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the District is compensating the member.
- (b) Any project that has no association to the District and/or the fire service.
- (c) Any project that has no personal, career-related or promotional value.
- (d) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

## On-Duty Voting in Statewide Elections

### 1017.1 PURPOSE AND SCOPE

Although members are encouraged to use alternative voting methods, such as absentee ballots or early voting, this policy provides guidelines to enable members to vote in all statewide elections.

### 1017.2 POLICY

It is the policy of the Nixa Fire Protection District to provide members a reasonable opportunity to vote in all statewide elections.

### 1017.3 PROCEDURES

Polls are generally open from 6:00 a.m. to 7:00 p.m. each election day for statewide elections (§ 115.407, RSMo). Members scheduled to be at work during that time shall be provided up to three hours off to vote without losing any pay (§ 115.639, RSMo).

Members who need time off to vote shall make the request to their supervisor prior to the election.

Supervisors shall allow members time off to vote according to the following:

- (a) Members may take three hours to vote during the time the polls are open, except that members who have three successive hours off during the times the polls are opened will not be paid for that time.
- (b) Authorized time off for voting should be such that it allows the most free time for voting and the least time off from or interference with the regular working shift. The member's supervisor will specify the three-hour block of time.
- (c) Members working 24-hour shifts ending on the day of the election will not be relieved early to vote.

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## Personnel Records

### 1018.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance of, retention of and access to personnel files in accordance with established law.

#### 1018.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational and employment history or similar information.
- (b) Medical history, including medical leave-of-absence forms, fitness-for-duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.
- (c) Election of employee benefits.
- (d) Member advancement, appraisal or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

#### 1018.1.2 EMPLOYEE RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

**District file** - Any file maintained in the office of the District or the Administration as a permanent record of a member's employment with the District.

**Division file** - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

**Supervisor log entries** - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the District.

**Training file** - Any file containing the training records of a member.

**Investigations file** - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations or reference check responses.

**Medical file** - Any separately maintained file that exclusively contains material relating to a member's medical history.

## *Personnel Records*

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### **1018.2 POLICY**

It is the policy of the District to maintain the confidentiality of its members' personnel records. It is the intent of the District to allow employees access to personnel files in accordance with all applicable laws.

### **1018.3 REQUESTS FOR DISCLOSURE**

All records kept by Missouri public agencies are considered public unless they are covered by specific disclosure statutes (§ 610.011, RSMo).

Private personnel records that are exempt from public disclosure include, but are not limited to:

- (a) Individually identifiable personnel records, performance ratings or records, applications for employment (except names, positions, salaries and length of service) (§ 610.021(13), RSMo).
- (b) Medical information (§ 610.021(5), RSMo).
- (c) Personal information in disciplinary investigations (§ 610.021(3)).

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the Custodian of Records.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The Custodian of Records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this may require assistance of the district's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Fire Chief, Fire District Attorney or attorneys or representatives of the District in connection with official business.

### **1018.4 RELEASE OF CONFIDENTIAL INFORMATION**

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

### **1018.5 MEMBER ACCESS TO OWN FILE**

Any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files.

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The Fire Chief or designee shall remain with the employee at all times during the permitted access.

Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Fire Chief via the chain of command. The District shall thereafter remove any such item, if appropriate, or as soon as practicable provide the member with a written explanation why the contested item will not be removed.

The request and the district's written response shall be retained, with the contested item, in the personnel file. Nothing herein shall require the removal of any item from the file.

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations, to the extent the District, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.

Former employees may have reasonable access to their personnel file during normal business hours.

#### **1018.6 REFERENCES**

Any statement regarding policy of giving references which are received either in writing or by telephone regarding a present or past employee are to be referred to the Fire Chief or his/her designee.



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## Commendations and Meritorious Service

### 1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reporting and collecting reports of exceptional public service and for the evaluation and process for district awards.

### 1019.2 POLICY

It is the goal of the Nixa Fire Protection District to recognize members through an awards system for exceptional performance.

### 1019.3 PROCEDURES

Community and district members may report acts of exceptional public service through any district supervisor.

#### 1019.3.1 TYPES OF AWARDS

The types of awards offered by the Nixa Fire Protection District include:

- (a) Letter of Appreciation from a citizen or coworker
- (b) Letter of Appreciation from the Fire Chief
- (c) Medal of Valor - award shall be awarded to a district member who dies in the line of duty and the circumstances indicate an act of valor was performed will be automatically eligible for a posthumous award. Any district member who becomes injured in the line of duty and the circumstances indicate an act of valor was performed will be eligible for the award. Any district personnel who perform an exceptionally valorous act, distinguished by extraordinary heroism and/or performance will also be considered for the award. The eligible candidates must have been acting in accordance to district policies and procedures.
- (d) Award of Commendation- may be granted to any district personnel who performed an act that involves great responsibility, effort and thought in which a successful performance of that act distinguished both the individual and the district. This award may be in lieu of the Medal of Valor or the Distinguished Service Award when it is determined this is the most appropriate level of recognition.
- (e) Distinguished Service Medal- shall be awarded to any district personnel who performs an exceptional act after having been aware of great personal danger prior to initiating the act, but who performs in a commendable manner. Any district personnel who perform an exceptional act of heroism and/or exceptional performance will also be considered for the award. Eligible candidates must be in accordance to district policies and procedures
- (f) Service Awards- are defined as time served with the district whether as a volunteer, full-time employee or a combination of both.
- (g) Life-Saving Award- is awarded to an individual for the saving of a human life. Intended for an individual responsible for the saving of a human life and shall be issued to employees of the District for the saving of a life through various actions such as the application of pre-hospital emergency medical care or other public safety measures.
- (h) Firefighter of the Year- is an award recognizing an employee for outstanding performance and dedication to the community. Personnel should be nominated based on one or more of the following criteria:
  - Eligibility – Only uniformed non-exempt line personnel.

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### *Commendations and Meritorious Service*

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- The nominee will have a minimum of one year of service with the District.
  - The nominee will be in good standing with the District and the community at the time of the award.
  - Respect – The nominee presents themselves well in public, gets along with others, presents a professional image both on and off duty, is involved in the community, represents the District in an exemplary fashion, demonstrates high personal standards, and dedication to duty.
  - Integrity – The nominee has a high morale standard, and is driven to produce the best work possible.
  - Compassion – The nominee is sympathetic to the distress of others, and strives to improve self and others.
  - Courage – The nominee is able to withstand danger, fear, or difficulty, and is a leader among peers.
  - Honesty – The nominee is fair and straight forward; they communicate well, and demands the integrity of others.
  - The nominee honors the rich heritage of the fire service, they attend training and, respond for recalls.
- (i) Meritorious Citizen Award- This award shall be nominated by Fire District personnel and the same personnel will be involved in the presentation of the award. The award is designed for a civilian non-member of the fire district considering the following criteria.
- Reserved for those individuals who have a definite bearing on the outcome of a critical incident. The individual receiving this award will have impacted the event with potentially lifesaving efforts or by greatly enhancing the ability of the emergency personnel to do their job in a more effective manner.
  - Awarded for actions termed as “outstanding performance”. In the course of action, a civilian(s) demonstrates remarkable performance relating to the protection of life and/or property

#### 1019.3.2 SUBMITTING AWARD NOMINATIONS

Any member may report, in writing, to any supervisor, the exemplary performance of another member.

Any member of the public may submit a nomination by completing an award nomination form, available at all fire stations during normal business hours, and submitting it to the Administration Division.

#### 1019.3.3 AWARD CRITERIA, APPROVAL AND PRESENTATION

The Fire Chief should appoint a review committee to review each report of exemplary performance or award nomination. The Awards Committee shall be a standing committee of the Fire District.

The Committee shall consist of no less than three (3) members. The body of the committee shall comprise a chief officer, company officer and firefighter. In the event that a committee member is nominated for an award, this will constitute a conflict of interest. A replacement will need to be found for that person. Each report and nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources that may be used include, but are not limited to, copies of audio or video recordings, copies of incidents, or interviews with additional members or witnesses.

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Each report and nomination should be evaluated on its own merit, with the following criteria as a guideline:

- (a) If a report or nomination is determined to be for individual performance expected during the normal course of a member's assigned job duties, the review committee may elect to present the member with a copy of the report and nomination and place a copy in the member's personnel file. A Battalion Chief should approve this presentation. A supervisor should present the letter to the member in the presence of the company or station members.
- (b) If a nomination is determined to be for individual performance beyond what is expected during the normal course of a member's assigned job duties, the review committee may choose to have a Letter of Appreciation drafted to the member, for the Fire Chief's signature, detailing the specifics of the incident and how the member excelled. A Battalion Chief should approve this award before sending the letter to the Fire Chief for signature. The Battalion Chief should present the Letter of Appreciation to the member in the presence of the company or station members.
- (c) If an award nomination is determined to be for individual or team performance well beyond what is expected during the normal course of assigned job duties, the review committee may elect to have a Commendation drafted for the Fire Chief's signature, detailing the specifics of the incident and how the individual or team excelled. The Fire Chief should approve this award. The Fire Chief should present this award, at his/her discretion, in a manner befitting the circumstances.
- (d) If an award nomination is determined to be for individual or team performance extraordinarily beyond what is expected during the normal course of assigned job duties, such as life-saving at significant risk of injury or death to the member, the review committee may elect to have a Life-Saving Award conferred by the Fire Chief. The Fire Chief should approve this award. This award should typically be conferred publicly, at the discretion and direction of the Fire Chief.

#### **1019.4 REVIEW DISPOSITIONS**

The review committee should review award reports and nominations at least quarterly. Each nomination should be given a disposition of:

- (a) Copy of nomination placed in the member's file
- (b) Letter of Appreciation, approved/disapproved
- (c) Medal of Valor, approved/disapproved
- (d) Award of Commendation, approved/disapproved
- (e)
- (f) Life-Saving Award, approved/disapproved

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## Grievance Procedure

### 1020.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical or wasteful conduct or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of district policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate nondiscriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

#### 1020.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or a dispute involving the interpretation or application of any of the following documents:

- A collective bargaining agreement
- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

For purposes of illustration and not as limitation, the following subject matters are excluded from this process:

- Adoption or formulation of District policies
- Staffing levels and scheduling
- Employee evaluations
- Compensation and/or benefits

A grievance includes any claim of waste, abuse of authority, or gross mismanagement and any practice within the District which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

Class 1 - Grievances involving the interpretation of application of the agreement the grievance involves a disciplinary action above a letter of reprimand and results in a negative financial impact

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on one or more employees, or the grievance alleges discrimination related to the Locals rights under the agreement, the grievance may start at step 2.

Class 2 - Grievances involving disputes regarding daily operations or other rules and procedures that occur outside the scope of the agreement and are only processed through step 2.

#### **1020.2 POLICY**

It is the policy of this district that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this district to promote free verbal communication between members and supervisors.

#### **1020.3 RETALIATION PROHIBITED**

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful or retaliatory or participating in any investigation pursuant to this policy or any other policy in this Policy Manual (see the Anti-Retaliation Policy).

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

#### **1020.4 PROCEDURE**

Except as otherwise required under a collective bargaining agreement, grievances as defined above should be resolved using the following procedure.

##### **1020.4.1 COMMUNICATING GRIEVANCES**

Members are encouraged to communicate with supervisory personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Administration without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

- Step 1 – Employees may file grievances on their own behalf or the Local may file a grievance on its own behalf or on the behalf of any bargaining unit employee. Grievances may initially be filed orally or in writing and must be filed within seven (7) calendar days after the aggrieved employee(s) obtains knowledge of the event, giving rise to the grievance. The grievance shall be filed with a Chief Officer. The supervisor to

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whom the grievance is submitted shall respond in writing within fourteen (14) calendar days, stating his/her decision on the grievance.

- Step 2 – If the matter is not satisfactorily resolved at Step 1, the employee(s) and/or the Local may file with the Fire Chief a written grievance containing a concise statement of the facts, the applicable section of the agreement and appropriate documentation from Step 1. This must be submitted within seven (7) calendar days of receiving the decision from Step 1. The Fire Chief shall within fourteen (14) calendar days provide a written response to the employee(s) and the Local.
- Step 3 – If the matter remains unresolved at Step 2, the employee(s) and/or the Local may take the matter to a Board of Review. The Grievance Review Board shall be made up of two (2) members of the Local, two (2) Chief Officers other than the Fire Chief and one (1) member of the Board of Directors. Parties, selected to set on the review board shall have not been involved in the previous step decisions. The Director shall act as the Chairperson of the review board process and only vote in the case of a tie. This review board should be convened at the earliest date possible, upon notification of the request. Upon hearing the facts presented to the grievance the review board shall render a decision on the grieved matter. The vote for the decision shall be by secret ballot. The decision shall be made in writing within fourteen (14) days of the hearing and delivered to the employee(s) of the Local.
- Step 4 – If the employee(s) and/or the Local are not satisfied with the response at Step 3, they may submit the grievance to the Board of Directors for a hearing. The board shall hear the grievance in executive session. All supporting documentation from the previous steps shall be provided. The Board upon investigation and review of the facts related to the grievance shall render a decision in writing to the Local within fourteen (14) days of the hearing. The Board decision shall be considered final.

#### 1020.4.2 GRIEVANCE RECEIPT

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Administration are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

#### 1020.5 RESPONSIBILITIES

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#### 1020.5.1 MEMBER RESPONSIBILITIES

This policy is intended to support efforts to identify and remediate workplace issues appropriately. Members are encouraged to identify workplace issues to bring about positive change in the District. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another member.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or collective bargaining agreement.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Administration.

#### 1020.5.2 SUPERVISOR RESPONSIBILITIES

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the District before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

#### 1020.5.3 COMMAND STAFF RESPONSIBILITIES

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

## *Grievance Procedure*

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### **1020.6 MEMBER REPRESENTATION**

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

### **1020.7 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Assistant Fire Chief.

### **1020.8 GRIEVANCE AUDITS**

The Administration Assistant Fire Chief or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Administration Assistant Fire Chief shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.



## Wellness and Fitness Program

### 1021.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for the Wellness and Fitness Program that will assist members in developing greater stamina and strength; decreasing the risk of injury, disability or death from disease or injury; improving performance; increasing energy; and recovering more quickly from strenuous and exhaustive work.

### 1021.2 POLICY

It is the policy of the Nixa Fire Protection District that the wellness and fitness of its members are an organizational priority. The International Association of Fire Fighters (IAFF) and International Association of Fire Chiefs (IAFC) Fire Service Joint Labor Management Wellness-Fitness Initiative (WFI) should serve as a best practice model program for members.

### 1021.3 PROGRAM COMPONENTS

#### 1021.3.1 MEDICAL EXAMINATIONS

All firefighting members should have an annual medical examination. Medical examination specifics should be established by a qualified health care professional but may include:

- Medical history
- Blood draw/analysis
- Vital signs
- Cardiovascular
- Pulmonary
- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing
- Chest X-ray (initial baseline and repeat every five years or as required)
- Cancer screening

## *Wellness and Fitness Program*

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### 1021.3.2 MEDICAL EVALUATIONS

All firefighting members should have an annual medical evaluation consisting of an assessment questionnaire (developed by a qualified health care professional or best practice standard) and testing to evaluate both immunization and disease screening, as well as physical fitness and conditioning.

### 1021.3.3 PHYSICAL FITNESS AND CONDITIONING

A physical fitness and conditioning program should correspond to the physical movement patterns and aerobic capacity required in the performance of firefighter duties. The program should also provide, for example, fitness equipment in fire stations with the available space.. The fitness and conditioning program should be developed in coordination with a trained and certified fitness and conditioning trainer and should comply with the Physical Fitness Policy.

### 1021.3.4 PEER FITNESS TRAINERS

Volunteers should be solicited to serve as peer fitness trainers (PFTs). Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

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## Physical Fitness

### 1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

### 1022.2 POLICY

It is the policy of the Nixa Fire Protection District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

### 1022.3 PROCEDURE

The time, location and duration of company physical fitness activities are at the discretion of the on-duty Battalion Chief and the Company Officer. In all cases, the location for physical fitness must be within the company's first-in response area or approved arrangements for coverage, be consistent with this policy and not result in a response delay.

All Fire Operations members are encouraged to participate in physical fitness activities during the course of their shift. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

At the discretion of the District, the following will apply:

- (a) Station physical fitness equipment
  - (a) Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.

### 1022.4 PHYSICAL FITNESS GUIDELINES

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance and anaerobic and aerobic capacity. They should also correspond

# Nixa Fire Protection District

## Policy Manual

### *Physical Fitness*

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to the physical movement patterns required in the performance of firefighter duties. Activities may include, but are not limited to:

- (a) Stretching.
- (b) Running, jogging, walking or rowing.
- (c) Weight training (with spotter present).
- (d) Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle).
- (e) Core strengthening.
- (f) Firefighter-specific activities (e.g., hose drag, simulated ventilation, dummy drag).
- (g) Physical fitness activities as recommended by the district Wellness and Fitness Program and/or peer fitness trainers (PFTs).

Member participation in competitive or contact sports is not recommended while on-duty..

#### **1022.5 INJURY PREVENTION**

- (a) When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include, but are not limited to:
  - 1. Insufficient warm-up.
  - 2. Poor core stabilization.
  - 3. Exceeding physical capabilities.
  - 4. Improper equipment use.
  - 5. Defective equipment.
  - 6. Lack of proper instruction.
- (b) Members who are participating in physical fitness activities are expected to:
  - 1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
  - 2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
  - 3. Maintain realistic goals and limits for physical fitness routines.
  - 4. Develop an understanding of how to use fitness equipment properly and safely.
  - 5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable and disable equipment to prevent others from using it, if necessary.
  - 6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age and previous injuries or limitations, to avoid fitness-related injuries.
- (c) The District also will not allow any of these 4 lifts defined by our insurance carrier:

# Nixa Fire Protection District

## Policy Manual

### *Physical Fitness*

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- deep bench press
- fly's
- behind the neck press
- power lifting where the weight is high and the reps are low

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## Critical Incident Stress Debriefing

### 1023.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing (CISD) program. The Nixa Fire Protection District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

#### 1023.1.1 DEFINITIONS

Definitions related to this policy include:

**Critical incident stress** - A strong emotional, cognitive or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord and loss of ability to function.

**Critical Incident Stress Debriefing (CISD)** - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

### 1023.2 POLICY

It is the policy of the Nixa Fire Protection District to implement a CISD program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

### 1023.3 CISD PROGRAM

The District Fire Chaplain is responsible for implementing and managing the CISD program.

State, local and peer organizations provide CISD programs and teams. These resources can prove beneficial and reduce costs.

Functions Chaplain include, but are not limited to:

- Providing input and assistance to the development and implementation of the CISD program.
- Recommending the type and content of critical incident-related programs, workshops or seminars.
- Distributing CISD-related information to members.
- Providing the administrative and technical support needed to implement CISD activities.
- Assisting in the recruitment and training of peer support personnel.
- Coordinating and following up on requests for CISD.

## *Critical Incident Stress Debriefing*

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### **1023.4 CISD COMPONENTS**

The CISD program should include pre-incident, on-scene and post-incident activities, including education, diffusion of emotional reactions and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support personnel and trained professionals, such as physicians, psychologists or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor Management Wellness-Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

#### **1023.4.1 ACTIVATION**

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death or suicide of a firefighter, police officer or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually heavy media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate or delayed emotional response
- Cumulative trauma from multiple incidents

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support personnel or through the Chaplain. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident including, but not limited to, communications personnel, law enforcement officers and paramedics or ambulance personnel.

Any member may request peer support or professional help as needed, on an individual basis.

#### **1023.4.2 CISD PROVIDERS**

CISD providers should include mental health professionals and peer support members.

# Nixa Fire Protection District

## Policy Manual

### *Critical Incident Stress Debriefing*

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- (a) The duties and responsibilities of mental health professionals include the following:
  - 1. Supervise and advise on all clinical aspects of the program.
  - 2. Ensure the quality of CISD services.
  - 3. Offer clinical support and program guidance to the CISD committee and peer support personnel.
  - 4. Assist in the selection of new peer support personnel.
  - 5. Provide guidance to peer support personnel.
  - 6. Assist in training peer support personnel and with continuing education.
  - 7. Advise on the development of policy and written operational CISD protocols.
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
  - 1. Be a licensed mental health professional.
  - 2. Be trained and experienced in a recognized CISD model.
  - 3. Demonstrate experience in counseling emergency services personnel.
- (c) The duties and responsibilities of peer support members include the following:
  - 1. Assist and support the CISD mental health professionals as necessary.
  - 2. Provide referrals to mental health professionals, where appropriate.
  - 3. Provide support and basic education to members and their families.
  - 4. Serve as a CISD provider with mental health professionals.
  - 5. Complete training and supervision necessary for the role.
- (d) Members involved in the CISD program as peer support personnel should have the following qualities:
  - 1. Good negotiating skills
  - 2. Ability to communicate effectively
  - 3. The respect and trust of peers
  - 4. Ability to maintain confidentiality
  - 5. Ability to adhere to established limits and criteria
  - 6. Ability to learn about the psycho-social process
  - 7. Good listening skills
  - 8. Good rapport with fellow emergency workers
  - 9. Sensitivity to the problems of others



# Nixa Fire Protection District

## Policy Manual

### *Critical Incident Stress Debriefing*

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10. Be an emergency service provider or a member of a related service
11. Possess experience and knowledge about the types of incidents and situations to which members may be exposed

Peer support personnel should participate in both initial and continuing education and training regarding CISD principles and procedures.

#### **1023.5 DEBRIEFING**

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- (a) On-scene debriefing: Peer support personnel or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support personnel. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (c) Formal debriefing: Debriefing led by a CISD program mental health professional and peer support personnel that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.
- (d) Follow-up debriefing: If deemed necessary, follow-up may be facilitated by the CISD mental health professional and peer support personnel several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during a debriefing process. Everyone is equal.

Following any intervention, should members feel a need for additional assistance, contact may be made with peer support personnel or a CISD committee member to obtain information regarding a referral.

## *Critical Incident Stress Debriefing*

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### **1023.6 ATTENDANCE**

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, members involved should be out of service with radios, pagers or other distractions turned off.

### **1023.7 ROTATION OF PERSONNEL**

Incident Commanders should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Trained peer support personnel may make a request to their Company Officer or Battalion Chief for relief or reassignment during a shift to participate in CISD activities. The peer support personnel should provide a number of on-scene services, including on-site evaluation, encouragement and consultation. They should also be considered an available resource for assignment to rehab, medical or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The Battalion Chief is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

### **1023.8 CONFIDENTIALITY**

The District considers all CISD interventions, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

The only exceptions to confidentiality should be when:

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

## *Critical Incident Stress Debriefing*

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### **1023.9 RECORD-KEEPING**

Following a CISD intervention, the committee chairperson should prepare a summary report and forward it to the CISD program committee for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

## Workplace Violence

### 1024.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

### 1024.2 POLICY

It is the policy of the Nixa Fire Protection District to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

### 1024.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting district business or on district property.

No member engaged in district business shall carry weapons in violation of applicable state or local laws or district policy.

### 1024.4 REPORTING AND INVESTIGATING

#### 1024.4.1 MEMBER RESPONSIBILITY

District members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace have a responsibility to report the situation as soon as practicable to a supervisor, a manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

#### 1024.4.2 SUPERVISOR, MANAGER, BATTALION CHIEF, AND ASSISTANT FIRE CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

## *Workplace Violence*

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### 1024.4.3 INVESTIGATION

The Administration Division will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

### 1024.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

District members who are victims of domestic violence or other threatening behavior outside of the workplace, or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

### 1024.5 RETALIATION PROHIBITED

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

### 1024.6 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person, or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Fire Chief. The District needs this information in order to provide a safe workplace.

### 1024.7 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law and the applicable collective bargaining agreement before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

## *Workplace Violence*

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### **1024.8 LEGAL ACTION**

The district's legal counsel will determine if a temporary restraining order or injunction should be sought on behalf of the District to reduce future or threatened violent behavior in the workplace.

### **1024.9 CORRECTIVE ACTIONS**

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

### **1024.10 WORKPLACE VIOLENCE PREVENTION**

All district members are responsible for assisting in the prevention of violence in the workplace.

The District will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

## Lactation Breaks

### 1025.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to any member desiring to express breast milk for her infant child.

### 1025.2 POLICY

It is the policy of the Nixa Fire Protection District to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her nursing child for up to one year after the child's birth (29 USC § 207).

### 1025.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portions of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt district operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

### 1025.4 PRIVATE LOCATION

The District will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

## *Lactation Breaks*

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### **1025.5 STORAGE OF EXPRESSED MILK**

Any member storing expressed milk in any authorized refrigerated area within the District shall clearly label it as such and shall remove it when the member ends her shift.



## Smoking and Tobacco Use

### 1026.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Nixa Fire Protection District facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

### 1026.2 POLICY

The Nixa Fire Protection District recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the District and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all district facilities, buildings, property, and vehicles, and as further outlined in this policy ([§ 191.767, RSMo](#)).

### 1026.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are on duty.

It shall be the responsibility of each member to ensure that no person on district property smokes or uses any tobacco products.

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## Drug- and Alcohol-Free Workplace

### 1027.1 PURPOSE AND SCOPE

The Nixa Fire Protection District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on district property or when performing district-related business elsewhere.

### 1027.2 POLICY

It is the policy of the Nixa Fire Protection District to provide a drug- and alcohol-free workplace for all members.

### 1027.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public. Such use shall not be tolerated ([41 USC § 8103](#)).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see the Work Restrictions section in this policy).

#### 1027.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

Possession or use of medical marijuana or being under the influence of marijuana on-duty is prohibited and may lead to disciplinary action (Mo. Const. art. XIV, § 1).

#### 1027.3.2 SEARCHES

In any case where there is reasonable suspicion or following an accident that will require testing, a District supervisor has the right to search an employee or his/her clothing, lockers, bags, or equipment, with or without the consent of the employee. No employee shall have any expectation of privacy in lockers, quarters or equipment owned and issued by the District, and all lockers, quarters and or equipment and their contents shall remain at all times under the exclusive control of the District. The District, therefore, retains the right to inspect any locker, quarters or equipment for any reason at any time.

# Nixa Fire Protection District

## Policy Manual

### *Drug- and Alcohol-Free Workplace*

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#### 1027.3.3 NOTICE TO LAW ENFORCEMENT

The District reserves the right to notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in their possession or in an area not jointly or fully controlled by the District.

#### 1027.3.4 EFFECT ON WORKER'S COMPENSATION BENEFITS

If an employee fails to obey any rule or policy adopted by the District relating to the use of alcohol or non-prescribed controlled drugs in the workplace, the workers compensation and death benefit provided for in [Chapter 287, RSMO](#) shall be reduced to fifty percent if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled drugs.

If the use of alcohol, drugs or non-prescribed controlled drugs in violation of the District's policy is the proximate cause of the injury, then the benefits or compensation otherwise payable under the workers compensation system, [Chapter 287, RSMO](#), for death or disability shall be forfeited.

If an employee's voluntarily use of alcohol results in intoxication, a rebuttable presumption exists that the voluntary use of alcohol in those circumstances was the proximate cause of the injury.

An employee's refusal to take a test for alcohol, drugs or a non-prescribed controlled substance, as defined by section [195.010, RSMO](#), at the request of the District, shall result in the forfeiture of workers compensation benefits under [Chapter 287, RSMO](#) if the District had sufficient cause to suspect use of alcohol, drugs, or a non-prescribed controlled substance by the employee or if the test was requested or required as a result of an accident.

#### 1027.3.5 REASONABLE SUSPICION DEFINED

"Reasonable Suspicion" shall include, but shall not be limited to a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol. Reasonable suspicion exists when there is a specific factual reason(s) for suspecting that the employee is using illegal drugs or alcohol, or where there is evidence that a specific employee is using drugs or alcohol in violation of the policy. Reasonable suspicion may be based on factors such as; 1) observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of drugs or alcohol; 2) a pattern of abnormal conduct or erratic behavior; 3) arrest or conviction for a drug related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking; 4) information provided either by reliable and credible sources or independently combined; 5) sudden changes in work performance including unexplained or excessive absenteeism, tardiness or workplace negligence; or 6) newly discovered evidence that the employee has tampered with a previous drug or alcohol test.

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### **1027.4 MEMBER RESPONSIBILITIES**

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

All applicants for employment with the District, who advance beyond the written test, physical fitness test and interview stages, shall be required to take and pass a drug test, in accordance with Policy 1000. [See attachment: Substance abuse signature.pdf](#)

### **1027.5 EMPLOYEE ASSISTANCE PROGRAM**

Insurance coverage that provides treatment for drug and alcohol abuse may be available. Employees should contact their insurance providers for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

### **1027.6 WORK RESTRICTIONS**

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Battalion Chief respond to the location of the impaired member. The Battalion Chief shall ensure the member is transported to a safe location and that the continuity of district operations is maintained.

### **1027.7 REQUESTING SCREENING TESTS**

A supervisor or Battalion Chief may request an employee to submit to a screening test under any of the following circumstances:

- (a) The supervisor or Battalion Chief reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.

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### *Drug- and Alcohol-Free Workplace*

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- (b) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person or substantial damage to property.
- (c) The District reserves the right not to require post-accident testing after minor accidents or accidents that result in no injuries or no property damage in excess of five hundred (\$500) dollars.

Employees may be subject to disciplinary action for any of the following reasons; Failing or refusing to submit a test sample within two (2) hours after the request for a test sample, causing or attempting to cause the adulteration of a test sample, submitting or attempting to submit a false test sample, or otherwise obstructing the testing process. Disciplinary action, which may be undertaken pursuant to this policy and the provisions of the personnel policies, shall not be dependent upon or controlled in any manner by any other civil, administrative, or criminal proceedings, which are or may be instituted against the employee.

#### 1027.7.1 BATTALION CHIEF RESPONSIBILITY

The Battalion Chief shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

#### 1027.7.2 SCREENING TEST DISPOSITION

An employee may be subject to disciplinary action if he/she:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
- (c) Violates any provisions of this policy.

#### 1027.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

## *Drug- and Alcohol-Free Workplace*

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### **1027.9 CONFIDENTIALITY**

The District recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

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## Personal Appearance Standards

### 1028.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the District, members shall maintain their personal hygiene and appearance to project a professional image appropriate for this district and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the District by addressing specific grooming items. However, nothing herein shall limit the district's ability to address any other grooming or personal appearance deemed improper for members of the District.

### 1028.2 POLICY

It is the policy of the Nixa Fire Protection District that all members meet required personal hygiene and grooming standards while on-duty or conducting official business.

### 1028.3 GROOMING STANDARDS

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

#### 1028.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Administration.

#### 1028.3.2 HAIR

Haircuts or personal grooming styles are varied and wide. While it is not the intent of this code to dictate or specify what type of hairstyle is acceptable, it is in the best interest of the employee and the District to maintain a high professional image.

Hairstyles that may be extreme or otherwise classified as non-professional in the accepted professional community, may be evaluated and either approved or disapproved. Hair color should be kept natural or in a natural color.

The hair must be kept well groomed and neat at all times. The hairstyle cannot interfere with the seal of the SCBA face piece. The length of hair cannot extend below the collar of a uniform shirt.

#### 1028.3.3 MUSTACHES

Facial hair must be well kept and all facial hair at any point where the SCBA face piece is designed to seal with the face will not be permitted. (NFPA 7.13.3)

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### *Personal Appearance Standards*

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#### 1028.3.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

#### 1028.3.5 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee.

Civilian (non-firefighting) employees are allowed to have facial hair as long as it kept neat, groomed, and of natural color.

#### 1028.3.6 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

#### 1028.3.7 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

#### 1028.3.8 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

- Necklaces or jewelry worn around the neck shall not be visible above the shirt collar.
- It is recommended that members refrain from wearing rings while assigned to suppression.

#### 1028.4 TATTOOS

It is not the district's intent to tell any employee what he/she can do to their bodies. However the employees of the District are a direct representation of the fire district while on or off duty.

Tattoos, brands or mutilations that are inappropriate, as determined at the sole discretion of the Fire Chief, must also be covered. Inappropriate marks may include, but are not limited to, marks that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age (40 and over), physical or mental disability or medical condition, or marital status; marks that promote or express gang, supremacist or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts or other obscene material. Tattoos on the head, face, neck and hands are prohibited with the exception of a tattooed band on one finger no bigger than 1/2 inch that meet all provisions contained within this policy.

The district strongly encourages any employee considering a tattoo(s) to reflect upon with great care how the new tattoo will reflect on the employee and the organization's standing in the community they serve.



## *Personal Appearance Standards*

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### **1028.5 BODY PIERCING OR ALTERATION**

Except for a single stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any member is on-duty or representing the District in any official capacity.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.

## Uniform Regulations

### **1029.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish uniform regulations for members in order to enhance the district's overall professional and positive image.

### **1029.2 POLICY**

It is the policy of the Nixa Fire Protection District that members shall wear the proper uniform at all times when on-duty or engaged in district-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede district regulations regarding the use of any personal protective equipment (PPE).

[Nixa Fire Protection District Procedure Manual: 1029.2 UNIFORMS](#)

## Badges

### 1030.1 PURPOSE AND SCOPE

The name of the Nixa Fire Protection District and the district badge and uniform patches are property of the District. This policy establishes the rules associated with Nixa Fire Protection District badges and any likeness of the badge.

### 1030.2 POLICY

The Nixa Fire Protection District may issue members of the District a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this district shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

### 1030.3 BADGE TYPES

#### 1030.3.1 CIVILIAN MEMBER BADGES

Curved uniform badges issued to Civilian personnel shall be clearly marked to reflect the position of the assigned member (e.g., dispatcher, Public Information Officer, inspectors).

- (a) Civilian personnel shall not display the district badge except as a part of the uniform and while on-duty, or otherwise acting in an official and authorized capacity.
- (b) Civilian personnel shall not display the district badge or represent themselves, on- or off-duty, in such a manner which would cause a reasonable person to believe that they occupy the rank or position of any other member of the District.
- (c) Civilian personnel may not purchase, carry or display a flat badge.

#### 1030.3.2 RETIREE BADGES

Upon honorable retirement, a member may purchase his/her assigned curved uniform badge for memorabilia purposes. Other uses of the badge may be unlawful. The badge will remain the property of the Nixa Fire Protection District and may be revoked in the event of misuse or abuse.

#### 1030.3.3 MOURNING BADGE

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty. The following mourning periods will be observed:

- (a) A firefighter of this district: From the time of death until midnight on the 14th day after the death.
- (b) A firefighter from this or an adjacent county: From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee: While attending the funeral of an out-of-region firefighter.
- (d) As directed by the Fire Chief.

## *Badges*

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### **1030.4 LOSS OF BADGE**

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

### **1030.5 UNAUTHORIZED USE OF BADGES**

No badge shall be issued to anyone other than a current or honorably retired member of the District. District badges are for official use only.

The district badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as email, websites or Web pages.

Members may not use the district badge, uniform patch or district name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their district badge to others and shall not permit the badge to be reproduced or duplicated.

### **1030.6 PERMITTED BADGE USE BY MEMBER GROUPS**

The likeness of the district badge shall not be used by any member group without the express prior authorization of the Fire Chief and shall be subject to the following:

- (a) The member associations may use the likeness of the district badge for merchandise and official association business provided the merchandise is used in a clear representation of the association and not the Nixa Fire Protection District. The following modifications shall be included:
  1. Any text referring to the Nixa Fire Protection District shall be replaced with the name of the member association.
  2. The badge number portion of the image shall display the name or acronym of the member association.

## Identification Cards

### 1031.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing Nixa Fire Protection District identification cards. Any image or likeness of the identification card and the name of the Nixa Fire Protection District are the property of the District and their use shall be restricted as specified in this policy.

### 1031.2 POLICY

It is the policy of the Nixa Fire Protection District that identification cards shall be issued to all district members. All members shall be in possession of their district-issued identification card at all times while on-duty or otherwise acting in an official or authorized capacity. The use and display of district identification cards shall be in compliance with this policy.

### 1031.3 IDENTIFICATION CARD CONTENT

District-issued identification cards shall include the following information:

- The district name
- An image of the district badge
- A photograph of the member
- The full name of the member
- The rank of the member
- A statement indicating that the identification card is the property of the Nixa Fire Protection District and that if found, the card must be returned to the District

### 1031.4 UNAUTHORIZED USE

District identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the district identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.

Members shall not loan district identification cards to others and shall not permit the identification card to be reproduced or duplicated.

### 1031.5 LOSS OF DISTRICT IDENTIFICATION CARD

The loss of the district identification card must be immediately reported to the District. An identification card should be considered lost whenever it is not in the direct control of the member.

## *Identification Cards*

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### **1031.6 REPLACING IDENTIFICATION CARDS**

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated or no longer presents an accurate depiction of the member.

## Work-Related Illness and Injury Reporting

### 1032.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries and occupational illnesses.

#### 1032.1.1 DEFINITIONS

Definitions related to this policy include:

**Work-related illness or injury** - An occupational disease or injury arising out of and in the course of employment. It does not include an injury that requires first aid which does not result in further medical treatment or lost time from work (§ 287.020, RSMo; § 287.067, RSMo).

### 1032.2 POLICY

The Nixa Fire Protection District will address work-related illnesses and injuries appropriately, and will comply with applicable state workers' compensation requirements ([Chapter 287, RSMo](#)).

### 1032.3 RESPONSIBILITIES

#### 1032.3.1 MEMBER RESPONSIBILITIES

A member sustaining any work-related illness or injury shall report such event to a supervisor as soon as practicable, but within 24 hours, and shall seek medical care when appropriate. Any injury to fire service personnel, which occurred while operating at any emergency or non-emergency scene, shall be immediately reported to the officer in charge. A follow up written report shall be made immediately upon returning to quarters, using the section in our current fire reporting software. The casualty report should be filled out following the explanations contained in the NFIRS Guide.. All appropriate workers compensation forms must be filled out and signed by the Fire Chief or designee.

For injuries that are not incident related, a verbal report should be followed up with a written narrative detailing the mechanics of the injury and the extent of the injury. All appropriate workers compensation forms must be filled out and signed by the Fire Chief or designee.

#### 1032.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related illness or injury should ensure the member receives medical care as appropriate and should notify the Battalion Chief of the reported illness or injury.

Supervisors shall ensure that required workers' compensation documents regarding the illness or injury are completed and forwarded to the Battalion Chief promptly. Any related District-wide illness- or injury-reporting protocol shall also be followed ([§ 287.380, RSMo](#)).

#### 1032.3.3 BATTALION CHIEF RESPONSIBILITIES

The Battalion Chief who receives a report of a work-related illness or injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Administrative Assistant of the District and the Fire Operations Assistant Fire

## *Work-Related Illness and Injury Reporting*

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Chief to ensure any required reporting is completed as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Program Policy.

### **1032.3.4 FIRE CHIEF RESPONSIBILITIES**

The Fire Chief shall review and forward copies of the report to the Administration. Copies of the report and related documents retained by the District shall be filed in the member's confidential medical file.

### **1032.4 OTHER ILLNESS OR INJURY**

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Assistant Fire Chief through the chain of command and a copy sent to the Administration Assistant Fire Chief.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

### **1032.5 SETTLEMENT OFFERS**

When a member sustains a work-related illness or injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

#### **1032.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL**

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related illness or injury, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Fire Chief. The purpose of such notice is to permit the District to determine whether the offered settlement will affect any claim the District may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury, and to protect the District's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

### **1032.6 NOTICE REQUIRED**

The District shall display a notice to employees regarding access to workers' compensation benefits. The notice shall be as required in [§ 287.127, RSMo](#) and posted in a sufficient number of places to ensure that it will reasonably be seen by all employees.



## Temporary Modified-Duty Assignments

### 1033.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, District rules or current collective bargaining agreements. For example, nothing in this policy affects the obligation of the District to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

### 1033.2 POLICY

Subject to operational considerations, the Nixa Fire Protection District may identify temporary modified-duty assignments for employees who have a work-related injury resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the District with a productive employee during the temporary period.

### 1033.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Missouri Division of Workers' Compensation shall be treated equally, without regard to any preference for a work-related injury.

No position in the Nixa Fire Protection District shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the District. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

### 1033.4 PROCEDURE

Employees will be placed on temporary modified-duty assignment for work-related short-term injuries.

Employees seeking a temporary modified-duty assignment will submit a written request to their Assistant Fire Chief or the authorized designee. The request should, as applicable, include a certification from the treating medical professional containing: ( [See attachment: Attending Physician Letter Template.pdf](#) )

- (a) An assessment of the nature and probable duration of the injury.

## *Temporary Modified-Duty Assignments*

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- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

Transitional duty (modified-duty) will be coordinated by staff based on the need and the condition of the employee. This duty is intended to work normal business hours, Monday through Friday, 0800-1700 hours. This will include hours that are required for diagnostic visits and physical therapy appointments. The requirements, duties, rules and regulations will follow existing policy.

If the employee works a shift schedule their hourly rate of pay shall be adjusted to a 40 hour per week rate so that the employee does not lose any salary.

### **1033.5 ACCOUNTABILITY**

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate district operations and the employee's medical appointments, as mutually agreed upon with the Assistant Fire Chief. This will apply to outside employment also. If the outside employment is in question while on modified-duty the employee shall obtain written approval from the fire chief and the local representative. If an employee is witnessed outside the limitations set they shall be subject to the disciplinary process.

The District shall report any known violations to the work comp carrier for further follow up.

#### **1033.5.1 EMPLOYEE RESPONSIBILITIES**

The responsibilities of employees assigned to temporary modified duty shall include, but are not limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Assistant Fire Chief that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

#### **1033.5.2 SUPERVISOR RESPONSIBILITIES**

The employee's immediate supervisor shall monitor and manage the work schedule of an employee assigned to temporary modified duty.

## *Temporary Modified-Duty Assignments*

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The responsibilities of supervisors shall include, but are not limited to:

- (a) Periodically apprising the Assistant Fire Chief of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Assistant Fire Chief and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

### **1033.6 MEDICAL EXAMINATIONS**

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations. ( [See attachment: Return to Work Form.pdf](#) )

The District may require a fitness-for-duty examination prior to returning an employee to full-duty status.

### **1033.7 PREGNANCY**

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee ([42 USC § 2000e\(k\)](#)).

A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

#### **1033.7.1 NOTIFICATION**

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the District's personnel rules and regulations regarding family and medical care leave.

### **1033.8 PROBATIONARY EMPLOYEES**

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

### **1033.9 MAINTENANCE OF CERTIFICATION AND TRAINING**

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

## Release of HIPAA-Protected Information

### 1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's personal health information (PHI), which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

### 1034.2 POLICY

It is the policy of the Nixa Fire Protection District to allow members to complete a pre-authorization for the release of their PHI to a family member or other specific individual in the event the member becomes injured or ill on-duty.

### 1034.3 GUIDELINES

The Fire Chief or the authorized designee should ensure procedures are in place to address:

- (a) The right of members to voluntarily complete a pre-authorization for the release of PHI to specific individuals.
- (b) Storage and security of completed pre-authorization forms.
- (c) Supervisor access to completed forms during both business and non-business hours.
- (d) Expiration and renewal requirements for the pre-authorization form.
- (e) Situations or circumstances in which members can expect the District to release their PHI to the pre-authorized family member or other specific individual.

## Return to Work

### 1035.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee who has been off work for an extended period of time due to an injury or illness may return to work.

#### 1035.1.1 DEFINITIONS

Definitions related to this policy include:

**Interactive process** - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

### 1035.2 POLICY

It is the policy of the Nixa Fire Protection District to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the District.

### 1035.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the District of his/her absence and to immediately advise the District when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions. ( [See attachment: Return to Work Form.pdf](#) )

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the Administration.

### 1035.4 DISTRICT RESPONSIBILITIES

The District will evaluate the employee's request to return to work and the written medical verification, and will consult with the Administration in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b)
- (c) The employee should have a fitness-for-duty evaluation by a physician chosen by the district.
- (d) In the event that the employee fails to pass the fitness-for-duty portion of the test, the employee will be allowed to retake the agility test within thirty (30) calendar days. If the employee fails the fitness-for-duty test the second time and there is no medical

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### *Return to Work*

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reason, condition or disease, in the opinion of the District's physician that would have prevented the employee from successfully completing the physical standards, ground for disciplinary action shall exist.

- (e) The employee has reached maximum medical improvement or a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

The Administration, in consultation with the district representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The Administration should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

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## Line-of-Duty Death

### 1036.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any district member while on-duty, while traveling in connection with such duty or while engaged in firefighting or Emergency Medical Services (EMS) activities off-duty, is considered a line-of-duty death. The death of any district member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of district members are seriously injured.

### 1036.2 POLICY

It is the policy of the Nixa Fire Protection District to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications and fielding press inquiries.

### 1036.3 RESPONSIBILITIES

#### 1036.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- (a) Conduct briefings in order to communicate activities to the assigned officers.
- (b) Make an announcement to the District at the appropriate time. Immediately after the announcement, all flags at fire stations and other district facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event should that be for longer than 10 days.
- (c) Request that the Administration Division assemble personal data, such as date of birth, file photograph, marital status, dependents and names of next of kin to facilitate the application for state and federal line-of-duty death benefits.
- (d) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration Division.
- (e) Assign a Family Support Liaison to facilitate communication between the deceased member's family and the District.
- (f) Document all actions, contacts, requests and other pertinent data.

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### *Line-of-Duty Death*

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- (g) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.
- (h) Preserve any equipment, turnouts and breathing apparatus used by the deceased firefighter for the investigation.

The Fire Chief should determine the need to request outside resources to assist in the staffing or investigation of the incident, as needed.

#### 1036.3.2 BATTALION CHIEF

In the event of a line-of-duty death, the Battalion Chief or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel and local law enforcement.
- (b) Immediately notify the Assistant Fire Chief and the Fire Chief.
- (c) Preserve any equipment, turnouts and breathing apparatus used by the deceased firefighter for the investigation.
- (d) Preserve all tactical worksheets, video and/or audiotapes for the investigation.
- (e) Gather all available information concerning the incident and circumstances leading to the death.
- (f) Consider the need for members at the incident to have access to Critical Incident Stress Debriefing (CISD) services.

#### 1036.3.3 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the Public Information Officer (PIO) shall:

- (a) Collect facts of the incident from the Battalion Chief or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Fire Chief or the authorized designee.
- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the PIO.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Patient Medical Record Security and Privacy Policy in this manual.

#### 1036.3.4 AUDITING OFFICER

The auditing officer is responsible for ensuring the security and proper disposition of the personal effects of a member in the event of his/her line-of-duty death. Personal effects include all property



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owned by the deceased member that is kept on district property, as well as personal items on the person of the member once those items have been released by investigators, in accordance with the Line-of-Duty Death and Serious Injury Investigations Policy.

In the event of a member's line-of-duty death, whether on- or off-duty, the following steps shall be followed in gathering and disposing of his/her personal effects:

- (a) All personal effects at the station shall be taken to the Administration Division to be kept in a secure location.
- (b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Administration Division and secured.
- (c) A designee from the Administration Division should conduct an inventory of all personal items received and make a written report.
- (d) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forwarded to the Administration Division for placement in the deceased member's personnel file.

#### **1036.3.5 ADMINISTRATION DIVISION**

The Administration Division will have the following responsibilities:

- (a) Receive, inventory and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.
- (b) Establish the deceased member's survivor benefits (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits, other salary pay, vacation pay).
- (c) Review the Public Safety Officers' Benefit Act to determine benefits and process for securing benefits for surviving next of kin.
- (d) Assist and coordinate with the next of kin in the process of securing all of the benefits to which the survivor is entitled.

#### **1036.4 FAMILY SUPPORT LIAISON**

The appointed Family Support Liaison should conduct all duties in accordance with the Family Support Liaison Policy.

#### **1036.5 FUNERAL ARRANGEMENTS**

Funeral arrangements should be made in accordance with the Funerals Policy.

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### **1036.6 LINE-OF-DUTY DEATH INVESTIGATIONS**

For line-of-duty death investigation procedures, see the Line-of-Duty Death and Serious Injury Investigations Policy.

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# Line-of-Duty Death and Serious Injury Notification

## 1037.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, outlines steps for conducting each set of notifications and identifies roles and responsibilities.

## 1037.2 POLICY

It is the policy of the Nixa Fire Protection District to ensure, to the extent reasonably practicable, that immediate and compassionate notification is made to the family of members who are seriously injured, hospitalized or killed in the line of duty. The District shall make it a priority to offer assistance and support to the member's family.

## 1037.3 PROCEDURE

- (a) For the purposes of this policy, a serious injury or hospitalization is defined as a medical condition that is life-threatening or has the potential to disable the member for a substantial period of time.
- (b) The Incident Commander (IC) or Battalion Chief at the scene of the serious injury or death will immediately notify the Administration Assistant Fire Chief and provide the necessary information.
- (c) The Assistant Fire Chief will be the point of contact for making assignments and will coordinate actions with the Fire Chief and others.
- (d) All inquiries related to the incident should be referred to the IC, Public Information Officer (PIO) or the Battalion Chief, as appropriate.
- (e) In the event of the death of a member, the Battalion Chief must immediately initiate the procedures in the Line-of-Duty Death and Serious Injury Investigations Policy.

## 1037.4 DEATH NOTIFICATIONS

The Assistant Fire Chief, in coordination with the Fire Chief or the authorized designee, will assign a two-person notification team consisting of either a Battalion Chief and district chaplain or two Battalion Chiefs to locate and inform the member's family. If more than one member has been seriously injured or killed in an incident, separate teams will be assigned to each affected family. The team should:

- (a) Contact the Administration Division to obtain information regarding the member's next of kin.
- (b) Callback operations staff, if necessary.

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### *Line-of-Duty Death and Serious Injury Notification*

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#### 1037.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Battalion Chief learning of the serious injury or death. The following should be considered when planning the notification:

#### 1037.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

- (a) The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.
- (b) In most cases, if a chaplain is part of the notification team, he/she should make the notification.
- (c) Notification should be made briefly and directly.
- (d) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- (e) Team members should communicate the support and sympathy of the Fire Chief and all members of the District.
- (f) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

#### 1037.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Battalion Chief may make arrangements to have someone in the family's area make the notification. The following should be considered:

- (a) Whether the notification should be made by the local clergy or another person in the area who has a relationship with the family or with the assistance of the local fire department/law enforcement.
- (b) Whether the fire department in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.
- (c) Whoever is selected to make the notification should be provided with the information contained in this policy.
- (d) The notification plan must include a coordinated telephone call with the family and the Assistant Fire Chief.

#### 1037.4.4 INTERNAL DISTRICT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All on-duty Battalion Chiefs should be notified.

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### *Line-of-Duty Death and Serious Injury Notification*

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- (b) All members should be notified as soon as possible after the family notification is made.

#### 1037.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Battalion Chief will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or serious injury include the following:

- (a) Elected officials or board of directors
- (b) Fire Chief
- (c) Employee labor representatives
- (d) District Health and Safety Officer, who will make the necessary notifications in coordination with the Battalion Chief
- (e) Other notifications as determined by the Fire Chief

#### 1037.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- (a) Notification to the Missouri State Fire Marshal
- (b) Notification to the Missouri Department of Labor and Industrial Relations
- (c) Notification to the Missouri Fire Service Funeral Assist Team should their assistance be needed
- (d) Notification to the National Institute for Occupational Safety and Health (NIOSH)
- (e) Notification to the U. S. Department of Justice Public Safety Officers' Benefit Program
- (f) Notification to the United States Fire Administration (USFA)
- (g) Notification to the National Fallen Firefighters Foundation (NFFF)
- (h) Notification to other agencies as mandated by federal and state law and local ordinance

#### 1037.5 FAMILY SUPPORT

The Battalion Chief should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

In the event of a line-of-duty death, the Fire Chief or the authorized designee should appoint a funeral detail officer to administer the Funerals Policy.

#### 1037.6 NEWS MEDIA AND COMMUNITY RELATIONS

It is the policy of the Nixa Fire Protection District to follow the News Media and Community Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include, but are not limited to:

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### *Line-of-Duty Death and Serious Injury Notification*

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- (a) The employee's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.
- (b) All information must be validated prior to its release to the media.

The PIO or the authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the employee's name should be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media is on-scene and are aware of the death, the PIO will simply confirm that a death has occurred and communicate the district's compassion and concern for the employee's family and colleagues. The PIO will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the PIO will focus on handling the details concerning the death. Another trained spokesperson will be assigned to handle the media relations for the incident.

#### **1037.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE**

Some of the notification and support procedures described in this policy for a line-of-duty death may be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

- (a) If the seriously injured employee has been taken to a hospital, a Assistant Fire Chief should assign a Battalion Chief who is not involved in the incident to go to the hospital and become the hospital liaison.
- (b) The Battalion Chief should establish communications with the hospital and report regularly to the Assistant Fire Chief on the employee's condition.
- (c) A representative of the employee's labor organization will also be sent to the hospital, if possible.

The hospital liaison and labor representative should work cooperatively for the benefit of the employee and his/her family. In addition, the Assistant Fire Chief should ensure close coordination with the treating medical facility.

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## Family Support Liaison

### 1038.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the district personnel responsible for the activation.

### 1038.2 POLICY

It is the policy of the Nixa Fire Protection District to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line of duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

### 1038.3 PROCEDURE

#### 1038.3.1 LIAISON ACTIVATION CRITERIA

The District will assign a member to the Family Support Liaison position whenever any district member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

#### 1038.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the District and will represent the District in helping meet the needs of the employee's family by communicating directly with the Fire Chief or the authorized designee. Responsibilities shall include, but are not limited to:

- (a) Establish ongoing communication with the member's Battalion Chief and obtain a briefing regarding circumstances of the event, family contacts up to the present and other relevant information.
- (b) Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- (c) Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the district Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.
- (f) Coordinate with local law enforcement to provide for the physical security of the family.

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### *Family Support Liaison*

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- (g) Establish communications with other support personnel or groups, including district chaplains, employee associations, human resources representatives and appropriate labor organizations.
- (h) If appropriate, coordinate with the district-appointed funeral detail officer.
- (i) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

#### 1038.3.3 SELECTION AND REPORTING REQUIREMENTS

The affected member's Battalion Chief will select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable working.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the affected member's Battalion Chief.
- (d) If the selected liaison does not already have an assigned district pager or cellular telephone, one or both should be assigned to facilitate the necessary communications.



## Funerals

### 1039.1 PURPOSE AND SCOPE

It is the intent of this policy to ensure that every member of the District, both active and retired, who passes away may be offered the option of a funeral or assistance from the District. These guidelines will ensure proper support and care of the family and the posthumous honoring of a member of the District.

#### 1039.1.1 DEFINITIONS

**Level I, Line-of-Duty Death** - Considered for all firefighters (career, reserve and volunteer) of the District who die as a direct result of injuries suffered at the scene of any emergency incident or while responding to or returning from the scene of an emergency incident. This includes medical conditions (e.g., heart attack) that result in the death at the scene of an emergency.

**Level II, On-Duty Death** - Pertains to all firefighters of the District who die while on-duty, but not due to injuries sustained while performing emergency activities. This includes firefighters whose death is a direct result of medical treatment or complications arising from a previous on-duty injury.

**Level III, Active Employee Off-Duty** - The death of an active firefighter that occurs while the firefighter is off-duty and the death is not related to any emergency activity.

**Level IV, Retired Employee or Staff Professional** - The death of a retiree or professional staff employee of the District. Level IV may also include a dignitary closely associated with the District, as designated by the Fire Chief, and upon whom the District wishes to bestow funeral honors. The death of a retired Fire Chief may be considered as a higher level, at the district's discretion.

**Level V, Death of a Family Member** - The death of a family member of an active firefighter, retiree or staff professional of the District. Level V may also include a family member of a dignitary closely associated with the District as designated by the Fire Chief, and upon whom the District wishes to bestow funeral honors.

### 1039.2 POLICY

It is the policy of the Nixa Fire Protection District for the Fire Chief or the authorized designee to make the necessary assignments and coordinate actions with other district representatives any time the District learns that an active or retired employee has passed away. Activities should be in accordance with the Line-of-Duty Death, Line-of-Duty Death and Serious Injury Notification and Family Support Liaison policies.

If a responsible family member requests district assistance, the Fire Chief or authorized designee should appoint, with the approval of the family member, an employee to act as a funeral detail officer and oversee all of the arrangements. The Fire Chief may deny the option of district participation if the circumstances of the member's death may reasonably bring discredit to the District.

## *Funerals*

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The Fire Chief or the authorized designee should determine the highest level of participation the District can provide, based on the cause of death.

### **1039.3 LEVEL OF PARTICIPATION**

The desires of the family are paramount and shall be given fullest consideration; however, the district's funeral participation should be conducted according to the following guidelines:

- (a) A Level I funeral may include Level II criteria and any of the following:
  - 1. Crossed ladders
  - 2. Supreme Sacrifice Medal
  - 3. Helicopter fly-over
- (b) A Level II funeral may include Level III criteria and any of the following:
  - 1. Fire engine or caisson with casket
  - 2. Cordon of fire apparatus of both the District and visiting agencies
- (c) Level III funeral may include Level IV criteria and any of the following:
  - 1. Casket draped with the U.S. flag
  - 2. Honor Guard as pallbearers
  - 3. Procession with district apparatus from the firefighter's current battalion
  - 4. Bugler
  - 5. Bell ceremony
- (d) Level IV funeral may include:
  - 1. Hearse with casket
  - 2. Apparatus from last assignment (if appropriate)
  - 3. Honor Guard
  - 4. Pipe and drum band
  - 5. Administration and logistic support as needed
  - 6. Uniformed personnel
  - 7. Flag folding (if appropriate)
- (e) Level V funeral honors may include (with the approval of the Fire Chief):
  - 1. One piece of apparatus to be used as a static display (not to be included in a procession)
  - 2. Honor Guard (if appropriate)
  - 3. Uniformed personnel

The National Fallen Firefighters Foundation (NFFF) and the Missouri Fire Service Funeral Assist Team can also provide guidance and be of assistance for funerals involving a line-of-duty death.

## Funerals

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### 1039.4 ROLES AND RESPONSIBILITIES

The Fire Chief or the authorized designee may appoint one or more of the following positions to provide assistance with the funeral arrangements:

- **Family Support Liaison** - Any district member who is a close friend of the family and will make reasonable efforts to address the needs and desires of the family, communicate between the District and the family and coordinate details with the Officer in Charge.
- **Funeral detail officer** - An employee who is appointed by the Fire Chief to oversee all arrangements for a funeral.
- **Head usher** - The head usher is responsible for seating and parking arrangements at the funeral services, both at the church and at the grave site.
- **Honor Guard Commander/Officer in Charge of the Honor Guard and pipe and drum band** - This position will be filled by a member of the Honor Guard and will be responsible for the coordination of the Honor Guard, Color Guard and the pipe and drum band.
- **Honorary pallbearers** - Honorary pallbearers are those selected by the family. They will follow the casket from the location of the services to the grave site.
- **Logistics officer** - The logistics officer is charged with preparing the apparatus, vehicles, equipment and facilities for the funeral services.
- **Officer in Charge/detail officer** - Selected by the Fire Chief or the authorized designee, the detail officer is the person in charge of the overall district participation and is responsible for the coordination between the funeral director, the chaplain and the Family Support Liaison.
- **Public agency liaison (as needed)** - The public agency liaison will coordinate any interaction with other public agencies that wish to participate in the services.
- **Public Information Officer (as needed)** - The Public Information Officer will coordinate all media and public relations issues.
- **Pallbearers** - The pallbearers will be members of the Honor Guard, unless otherwise requested by the family.
- **Protocol liaison** - Appointed by the Fire Chief or the authorized designee, the protocol liaison will provide direction, advice and clarification to the family regarding proper funeral procedures.
- **Transportation officer** - The transportation officer is responsible for all transportation of family members, pallbearers and escort detail from a pre-determined location to the location of the services, from the service to the grave site and back to a pre-determined location (e.g., the family home, place of worship).

## Family and Medical Leave

### 1040.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Administration or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any collective bargaining agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

#### 1040.1.1 DEFINITIONS

Definitions related to this policy include:

**Child** - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent).

**FMLA** - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

**Qualified health care professional** - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the district benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

**Spouse** - The person with whom an employee has entered into a marriage defined or recognized by the location in which the marriage was entered into (29 USC § 2611(13); 29 CFR 825.102; 29 CFR 825.122).

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### **1040.2 POLICY**

It is the policy of the Nixa Fire Protection District to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

### **1040.3 ELIGIBLE EMPLOYEES**

Employees are eligible for FMLA after working for the Nixa Fire Protection District for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site.

### **1040.4 TYPE AND DURATION OF LEAVE**

Generally, eligible employees are entitled under FMLA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

#### **1040.4.1 SERIOUS HEALTH CONDITIONS**

Eligible employees may take up to 12 weeks of leave to care for a spouse, child or parent with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200).

If both spouses are employed by the Nixa Fire Protection District, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar

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### *Family and Medical Leave*

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days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

#### 1040.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

If both parents are employed by the Nixa Fire Protection District, the combined number of work weeks of leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

#### 1040.4.3 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

#### 1040.4.4 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

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Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the Nixa Fire Protection District, the combined number of work weeks of leave is limited to 26 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

### 1040.4.5 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Intermittent leave for any employee shall be tracked and calculated.

### 1040.4.6 PREGNANCY DISABILITY LEAVE

Pregnant employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA leave. The duration of leave is dependent on the circumstances. The District shall defer to a pregnant member's qualified health care professional in assessing the member's ability to work.

## **1040.5 EMPLOYEE BENEFITS WHILE ON LEAVE**

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has

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been exhausted or expires, the District may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The District may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

### **1040.6 SUBSTITUTION OF PAID ACCRUED LEAVES**

Subject to applicable collective bargaining agreements and civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA leave. Employees may not use paid accrued leave to extend FMLA leave beyond 12 work weeks per year.

### **1040.7 USE OF FMLA LEAVE**

If an employee takes a leave of absence for any reason that is FMLA qualifying, the District may designate that non-FMLA leave as running concurrently with the employee's 12-week FMLA leave entitlement.

### **1040.8 PROCEDURES**

The following procedures will apply for all employees requesting leave under FMLA:

- (a) When a leave is requested for a medical or other FMLA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the district's operations (29 USC § 2612; 29 CFR 825.302).
- (b) An employee who wishes to take FMLA must provide his/her supervisor with 30 days' advanced notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303).
- (c) At the time of the request, the employee must complete an FMLA request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the District, the supervisor should forward the request and any medical certifications to the Administration and ensure the employee is provided the necessary forms and FMLA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310).



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Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312).

### **1040.9 REINSTATEMENT FOLLOWING LEAVE**

Generally, employees returning from FMLA leave within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Administration or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the Administration, will determine whether non-FMLA leave should apply.

### **1040.10 RESPONSIBILITY**

Supervisors should work with the Administration or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Administration should advise the supervisor and inform members of their rights and responsibilities.

### **1040.11 RECORDS**

The District will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the district's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

### **1040.12 NOTICE TO EMPLOYEES**

The Fire Chief should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the District where it can be readily seen by all

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employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

## Military Leave

### 1041.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard, or for active duty in the U.S. Armed Forces ([Uniformed Services Employment and Reemployment Rights Act](#) (USERRA); 38 USC § 4301 et seq.; § 105.270, RSMo).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the Administration or legal counsel to obtain specific guidance regarding military leave rights.

### 1041.2 POLICY

The Nixa Fire Protection District supports employees who may be called or who volunteer to serve in the military. The District will comply with USERRA and state laws relating to military leave.

### 1041.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits that are provided to employees having similar seniority, status and pay who are on furlough or leave of absence ([38 USC § 4316](#)).

#### 1041.3.1 LENGTH OF LEAVE

Employees are entitled to military leave of absence for up to a maximum of five years. Military leave is available for both voluntary and mandatory service ([38 USC § 4303](#); [38 USC § 4312](#)).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall or retention in support of war, national emergency, certain operational missions, or training or retraining requirements ([38 USC § 4312](#)).

#### 1041.3.2 TEMPORARY MILITARY DUTY LEAVE OF ABSENCE

Employees who are members of the National Guard or of any reserve component of the Armed Forces of the United States are entitled to a leave of absence for duty or training without loss of time, pay, regular leave, impairment of efficiency rating or any other entitled rights or benefits. This leave shall not exceed 120 hours per the federal fiscal year (October 1 through September 30) (§ 105.270, RSMo).

### 1041.4 PROCEDURES AND RESPONSIBILITIES

Employees requesting military leave shall:

- (a) Provide as much advance notice of the pending service as reasonably possible ([38 USC § 4312](#)).
- (b) Provide copies of official orders or other official documentation.

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- (c) Select the benefit options desired during absence, if applicable.
- (d) Retain copies of all submitted documents.

Upon receipt of a request, the Nixa Fire Protection District will determine eligibility for military leave and notify the employee in writing of the determination.

### **1041.5 COORDINATION WITH CONTRACTS, PRACTICES AND OTHER RULES**

Wherever USERRA has more generous protections and benefits than state or local law, any applicable collective bargaining agreement or local policy or practice, the District will apply the more beneficial right or benefit (38 USC § 4302).

### **1041.6 LEAVE ACCRUALS**

Employees are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time, at their discretion (38 USC § 4316).

Employees will not accrue sick days or paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty and then returns, would be entitled to three weeks of vacation one year after reemployment.

### **1041.7 COMPENSATION**

During approved military leave, employees are entitled to compensation up to 120 hours. Prior to receiving compensation, employees are required to provide an official order from the appropriate military authority as evidence of military duty or training for which the military leave pay is granted. The order shall contain the certification of the employee's officer or commanding officer verifying the performance of duty (§ 105.270, RSMo).

#### **1041.7.1 HEALTH CARE BENEFITS**

Employees on approved military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:

- (a) The 24-month period beginning on the first day of the employee's absence for military leave.
- (b) The period beginning on the first day of the employee's absence for military leave and ending on the date that he/she fails to return from service or apply for reemployment.

If the duration of an employee's approved military service is less than 31 days, the employee may purchase continuing health care coverage under the district's health plan for no more than the regular employee share. If the approved military service is 31 days or more, the District will charge the employee for no more than 102 percent of the full premium of the health care plan (38 USC § 4317).

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### **1041.8 RETURN FROM DUTY**

Employees returning from approved military leave of absence must report to work as follows (38 USC § 4312):

- (a) For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows the end of the employee's service period, plus a reasonable time to travel to the employee's residence, plus eight hours. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period.
- (b) For periods of service of more than 30 days but less than 181 days, employees must submit an application for reemployment no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so.
- (c) For periods of service of more than 180 days, employees must submit an application for reemployment no later than 90 days after completion of service.

Employees who are recovering from an illness or injury incurred in or aggravated during military service must report to the District or apply for reemployment as provided in this policy at the end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist.

An employee who fails to report or apply for reemployment in a timely manner will be subject to the district's rules of conduct and established policies covering absence from scheduled work.

### **1041.9 REEMPLOYMENT RIGHTS**

An employee returning from an approved temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits he/she would have attained if not absent for military duty or, in some cases, a comparable job.

#### **1041.9.1 FORMER POSITION**

An employee returning from approved regular active military leave is entitled to reinstatement in the position that he/she would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status and pay (38 USC § 4313).

If an employee returning from approved military leave is not able to perform the essential duties of the position the employee would have attained, the District will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the district's reasonable efforts, the employee is entitled to his/her previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status and pay. Where an employee remains unqualified for both of these positions after reasonable efforts by the District, the employee is entitled to the nearest approximation to these positions (38 USC § 4313).

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When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the District, after making reasonable accommodations, must find a position of equivalent seniority, status and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313; 20 CFR 1002.198).

#### 1041.9.2 COMPENSATION AND BENEFITS

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including, but not limited to:

- (a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion and merit salary increases (20 CFR 1002.210).
- (b) Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act (20 CFR 1002.210).
- (c) Returning to the level in the salary range that the employee would have attained had he/she not left on approved military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the District would have contributed had he/she not taken leave (20 CFR 1002.261).
- (e) Being treated as not having a break in service for purposes of participation, vesting and accrual of pension benefits (38 USC § 4316; 38 USC § 4318).
- (f) Reenrolling in district health benefits without any waiting period.
- (g) Restoring benefits that were elected by the employee and his/her dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible.

#### 1041.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

- (a) An employee returning from approved regular active military leave is entitled to reinstatement rights only if he/she (38 USC § 4312):
  - (b) Has given advance written or verbal notice of such service, unless precluded by military necessity.
  - (c) Has served in the uniformed service for no more than five years cumulatively while employed at the Nixa Fire Protection District, except as provided in 38 USC § 4312(c).
  - (d) Has been issued a discharge under honorable conditions.
  - (e) Reports to the Nixa Fire Protection District or applies for reemployment in a timely manner as provided in this policy.
    - (a) In the case that the approved military leave exceeds 30 days, submits documentation showing:
      - (a) The application for reemployment is timely.

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- (b) The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).

#### 1041.9.4 DISTRICT RE-EMPLOYMENT RESPONSIBILITIES

The District shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the District shall reinstate employees as soon as practicable (20 CFR 1002.181).

The District is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312):

- (a) The district's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the District.
- (c) The person held a nonrecurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the Administration or legal counsel before determining whether any of these conditions exist.

#### **1041.10 RETENTION**

An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316; 20 CFR 1002.247):

- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.

#### **1041.11 DISCRIMINATION AND RETALIATION PROHIBITED**

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311; § 105.270, RSMo).

## Driver License Requirements

### 1042.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Nixa Fire Protection District members who drive as a part of their duties have and maintain required driver licenses.

### 1042.2 POLICY

In order to promote driver safety, it is the policy of the Nixa Fire Protection District that any member who is assigned duties that require him/her to drive district vehicles or equipment, or drive a privately owned vehicle while conducting district business, has and maintains driving privileges and licenses consistent with his/her duties.

### 1042.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive district vehicles, equipment or private vehicles shall be required to obtain and maintain a valid driver license.

#### 1042.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint the administrative assistant to monitor the driving records of all members who are assigned duties that require driving while conducting district business, to confirm each driver has a valid driver license and to monitor driving records for potential problem behavior.

The administrative assistant shall be responsible for reviewing the driver license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the administrative assistant becomes aware of changes that could affect a member's eligibility to drive, they should notify the affected member, the member's immediate supervisor and the Health and Safety Officer.

#### 1042.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver license and to review the type and number of traffic violations and accidents on the record. ( [See attachment: Release of Personal Information Form.pdf](#) )

At the time of hire, a new member whose duties require driving a vehicle while conducting district business shall be required to present a valid driver license.

The candidate shall have a Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years.

#### 1042.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that the member has a valid driver license and to review any traffic violations and collisions.



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Any member who drives a vehicle while conducting district business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of his/her driver license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid license shall not drive any vehicle while conducting district business.

If a member's driver license is suspended, revoked or becomes invalid, the District may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the Missouri Department of Revenue report, to allow the member an opportunity to seek the reinstatement of his/her driver license, provided:
  - 1. The member can still perform the majority of his/her job duties.
  - 2. There is minimal impact on the District work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the Missouri Department of Revenue report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.

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## Nepotism and Conflicting Relationships

### 1043.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this district. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

#### 1043.1.1 DEFINITIONS

Definitions related to this policy include:

**Business relationship** - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$500 per transaction or \$5,000 in a year.

**Conflict of interest** - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

**Nepotism** - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

**Personal relationship** - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

**Public official** - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

**Relative** - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling, grandparent, great grandparent, niece/nephew, aunt/uncle or first cousin.

**Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

**Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

### 1043.2 POLICY

The Nixa Fire Protection District is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

## *Nepotism and Conflicting Relationships*

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### **1043.3 RESTRICTED DUTIES AND ASSIGNMENTS**

The District will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions should apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
  - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor should make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
  - 2. When personnel and circumstances permit, the District will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The District, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this district should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties, or in the case of immediate relatives, employees should not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive, registered sex or arson offender, or who engages in serious violations of state or federal laws.

#### **1043.3.1 EMPLOYEE RESPONSIBILITY**

All employees are required to adhere to state guidelines and to disclose conflicts of interest as required by law ([Mo. Const. art. VII, § 6](#)).

Prior to entering into any personal or business relationship, or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation

## *Nepotism and Conflicting Relationships*

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of this policy, the employee should promptly notify his/her uninformed, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee should promptly notify his/her uninformed, immediate supervisor. In the event that no uninformed supervisor is immediately available, the employee should promptly notify dispatch to have another uninformed employee either relieve the involved employee or, minimally, remain present to witness the action.

### 1043.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor should take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors should also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

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# Member Speech, Expression and Social Networking

## 1044.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### 1044.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, and use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

## 1044.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this district. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this district be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Nixa Fire Protection District will carefully balance the individual member's rights against the district's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

## 1044.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Nixa Fire Protection District members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow firefighter.

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### *Member Speech, Expression and Social Networking*

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- Otherwise disclosing where another firefighter can be located off-duty.

#### **1044.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

To meet the district's safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Nixa Fire Protection District or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Nixa Fire Protection District and tends to compromise or damage the mission, function, reputation or professionalism of the Nixa Fire Protection District or its members. Examples may include:
  1. Statements that indicate disregard for the law of the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the Nixa Fire Protection District.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of district logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Nixa Fire Protection District on any personal or social networking or other website or web page, without the express authorization of the Fire Chief.

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### *Member Speech, Expression and Social Networking*

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- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or district-owned, for personal purposes while on-duty, except in the following circumstances:
  - 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
  - 2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

#### 1044.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

Although members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Nixa Fire Protection District or identify themselves in any way that could be reasonably perceived as representing the Nixa Fire Protection District in order to do any of the following, unless specifically authorized by the Fire Chief:

- (a) Endorse, support, oppose or contradict any political campaign or initiative
- (b) Endorse, support, oppose or contradict any social issue, cause or religion
- (c) Endorse, support or oppose any product, service, company or other commercial entity
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Nixa Fire Protection District.

Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes ([5 USC § 1502](#)).

#### 1044.4.2 POLITICAL ACTIVITY

No member shall be prohibited from engaging in political activity while off-duty and not in uniform, being a candidate for elected or appointed public office, or holding such office unless such political activity or candidacy is otherwise prohibited by state or federal law ([§ 67.145, RSMo](#)).

# Nixa Fire Protection District

## Policy Manual

### *Member Speech, Expression and Social Networking*

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Members shall not be coerced or required to engage in political activity.

#### **1044.5 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device.

This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

#### **1044.6 CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the District or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the District.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the District.

#### **1044.7 TRAINING**

Subject to available resources, the District should provide training regarding member speech and the use of social networking to firefighters and supervisors.

#### **1044.8 DEPARTMENT SOCIAL MEDIA**

All department social media sites or pages shall be approved by the Fire Chief or designee and shall be administered by the departmental information services section or designee.

Social media pages shall clearly indicate they are maintained by the Nixa Fire Protection District and shall have the department logo and contact information prominently displayed.



# Nixa Fire Protection District

## Policy Manual

### *Member Speech, Expression and Social Networking*

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Social media is a valuable tool when providing information about

- road closures,
- special events,
- weather emergencies, and major ongoing events in the jurisdiction that affects the entire community.

Employment Opportunities - Persons seeking employment and volunteer positions use the Internet to search for opportunities.

## Anti-Retaliation

### 1045.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement/memorandum of understanding.

### 1045.2 POLICY

The Nixa Fire Protection District has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

### 1045.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

## *Anti-Retaliation*

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### **1045.4 COMPLAINTS OF RETALIATION**

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, or the Fire Chief

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

### **1045.5 SUPERVISOR RESPONSIBILITIES**

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

## *Anti-Retaliation*

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### **1045.6 COMMAND STAFF RESPONSIBILITIES**

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

### **1045.7 RECORDS RETENTION AND RELEASE**

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

### **1045.8 TRAINING**

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

## Discipline

### 1046.1 PURPOSE AND SCOPE

This section shall define and govern the usual and general types of disciplinary actions the District may use in administrating its personnel. All employees of the District except as hereinafter provided shall be subject to the provisions of these sections;

- Members of the Board of Directors,
- Fire Chief,
- Persons employed to render professional or technical services,
- Members of appointed boards, commissions, or committees,
- Persons hired to perform temporary or contract services or labor, or persons drafted for service in time of emergency or disasters.

### 1046.2 POLICY

This policy provides guidance and a standard procedure on the handling of discipline.

### 1046.3 DISCIPLINARY LEVELS

In administering policy and procedure the District may utilize the following types of actions, as deemed necessary and appropriate. ( [See attachment: Discipline Form.pdf](#) )

Counseling Sessions; as personnel are counseled through issues the administering supervisor shall document the session. These sessions may be used as supporting instances for further disciplinary actions. If these sessions are used as supporting items for a reprimand they shall be attached to the reprimand and presented in conjunction with the reprimand. The counseling warning shall remain in the employee's personnel file for six (6) months; unless it is used in conjunction with a reprimand then the counseling warning shall fall under the attached reprimand time frames.

Oral Reprimand; on the first offense, where the infraction is not a serious enough nature to immediately initiate more stringent disciplinary actions, a verbal warning may be given to the employee. For purposes of letting the individual know that it is an official warning, the supervisor shall state "This is a verbal warning" and the warning must be documented as such. The verbal warning shall remain in the employee's personnel file for one (1) year.

Letter of Reprimand; where the infraction is a repeat of a verbal warning or of a more serious nature a letter of reprimand may be given to the employee. A written statement from the Supervisor, stating specifically the conduct, omission, or neglect of duty of the employee warranting this action

## *Discipline*

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shall be prepared. The letter of reprimand shall be kept in the employee's personnel file for two (2) years.

Suspension; the infraction is repeated or of a serious nature a suspension (with pay or without pay) may be given to the employee.

Demotion; involves an involuntary change of the employee's duties or classification, which may result in a loss of monetary compensation. Notice of an involuntary demotion shall be kept in the employee's personnel file for four (4) years.

Discharge; involves permanent termination of the employee from the District.

### **1046.4 DISCIPLINARY PROCESS**

All disciplinary statements, records, and documents must be signed and dated by the employee and supervisor issuing the disciplinary action before they go into the employee's personnel file. If an employee refuses to sign the documentation the supervisor shall state such on the documentation. The supervisor should if possible obtain a witness to such a refusal. All parties involved must sign and date the documentation. All documentation shall be expunged from the employee's personnel file upon the expiration date as set forth by the offense or during the employee's annual evaluation, as long as the issue is completely corrected.

Oral Reprimand; the employee shall be advised they are receiving a verbal warning and it shall be documented as such. The employee may submit in writing a response to the verbal warning. The response must be submitted within seven (7) days of receiving the verbal warning. All grievances and responses related to the oral reprimand shall be placed in the employee's file.

Letter of Reprimand; the employee shall be delivered a copy of the letter of reprimand. The employee may submit in writing a response to the letter of reprimand. The response must be submitted within seven (7) days of receiving the letter of reprimand. All grievances and responses related to the letter of reprimand shall be placed in the employee's file.

Suspension; if the act or omission occurs while the employee is on duty, or because of circumstances surrounding any infraction or alleged infraction, it may be important to relieve the employee from active duty until any final determination can be made. Any Chief Officer may suspend an employee with pay. If due to serious circumstance the employee must be removed the Fire Chief may suspend the employee a maximum of two (2) shifts without pay. If a suspension involves a non-shift employee the maximum suspension without board approval is five (5) working days. If the board is unable to convene within the time frame, approval from two (2) board

# Nixa Fire Protection District

## Policy Manual

### *Discipline*

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members must be obtained to extend the suspension without pay. The employee shall be provided a written statement outlining the specific conduct, omission, or neglect of duty and the duration of the suspension. The employee shall have seven (7) days, from the date of his/her receipt of the written statement to submit a written response to the suspension. All grievances and responses related to the suspension shall be placed in the employee's file.

Demotion; an infraction is repeated or of a serious nature a demotion may be given to the employee. The employee shall be provided a written statement outlining the specifics of the demotion. The employee shall have seven (7) days from the date of receipt of the statement to submit a written response to the demotion. All grievances and responses related to the suspension shall be placed in the employee's file.

Discharge; the Board of Directors shall conduct all actions in regards to discharging an employee. The Board's decision shall be provided to the employee in writing. Upon receiving the notice of discharge the employee, within seven (7) days, submit a written response. This response may include a request for a Hearing before the Board of Directors.

## Paid Time Off

### 1047.1 PURPOSE AND SCOPE

Due to the nature of working in emergency services, employee attendance is essential. Poor attendance or "leave abuse" impairs the district's ability to maintain adequate staffing levels which may adversely affect our fellow firefighters and the public we serve.

The district provides for and encourages paid time off to its employees to promote a healthier and happier work environment. Employees are encouraged to use their paid time off in a responsible manner by scheduling their time in advance and avoiding unnecessary burden on their fellow employees.

### 1047.2 DEFINITIONS

#### Paid time off

- Vacation
- Sick
- Extended Leave
- Holidays
- Bereavement
- Court Appearance
- Jury Duty

#### Family Member

*As defined by the Family Medical Leave Act (FMLA):*

- Spouse - the employee's legal husband or wife as defined or recognized under State Law for purposes of marriage in the State where the employee resides.

#### Parent

- A biological parent of the employee. An individual who stands or stood "in loco parentis" to an employee by providing primary day-to-day care and financial support when the employee was a child. Coverage does not include parents-in-law.

#### Child

- The employee's biological son or daughter under the age of 18. A legally adopted son or daughter under the age of 18. A foster child, stepchild or ward under the age of 18, legally placed with the employee. Any such child over the age of 18 if the child is incapable of self-care due to a mental or physical disability.

#### Incapable of self-care



# Nixa Fire Protection District

## Policy Manual

### *Paid Time Off*

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- Requiring active assistance or supervision to provide daily self-care in three or more basic or instrumental "activities of daily living," such as grooming and hygiene, bathing, dressing, eating, cooking, taking public transportation, etc.

#### Physical or mental disability

- One that substantially limits one or more major life functions as defined under the American with Disabilities Act (ADA).

#### Serious medical condition

- A serious medical condition is a health condition involving a serious illness, injury, impairment, or condition that is likely to require the employee's absence from work for an extended period of time longer than the amount of sick and vacation leave available to the employee, and the health condition is such that it is not medically appropriate for the employee to delay the absence in order to accrue additional sick or vacation leave prior to the absence. Some examples of such conditions include: advanced or rapidly growing cancers, acute serious illnesses, chronic life threatening conditions involving failure of bodily organs or systems (e.g., heart attack) or chronic conditions requiring extended rehabilitation such as back surgery. The absence may be continuous, as in hospitalization following surgery or an accident, or intermittent, as in period absences for chemotherapy or other procedures. Normal pregnancy without complications is not considered a serious health condition under this program.

#### Immediate Family may also include

- Grandparents
- Grandchild
- Father or Mother-in-law
- Legal Guardian
- In emergency cases; brother, sister, and fiancé.
- This list may be expanded on a case-by-case basis, when approved by a Chief Officer, under circumstances that would be impractical to deny the employee their attendance to the family member.

### **1047.3 POLICY**

To the best of the employees' ability all paid time off shall be scheduled in advance.

### **1047.4 PROCEDURE**

All full time employees of the District shall earn sick and vacation on a monthly basis for each calendar month worked. Other leave hours are listed below.

# Nixa Fire Protection District

## Policy Manual

### *Paid Time Off*

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#### **1047.5 VACATION**

Vacation time is intended to benefit the employee and serve as a time of mental and physical refreshment. All employees are encouraged to use their vacation time. Each employee's vacation time is determined by their assigned position based on the length of continuous service.

Employees earn vacation time but may not take earned time until completion of their probationary period. Upon completion of probation employees may begin utilizing accumulated vacation hours.

Vacation requests should be made at the earliest convenience. Any new rate of accrual shall begin January 1 of the following year.

The full time shift personnel must make their request in writing to the Battalion Chief for approval.

The Battalion Chief and other 40 hour personnel shall submit their request for vacation to the Fire Chief or designee for approval.

#### 1047.5.1 VACATION ACCRUAL

If an employee has accrued the maximum vacation leave, they will not accrue any further hours.

All full time District employees shall be compensated based on the scale below;

Full time employees	Shift	40 Hour
Length of service	Hrs/month	Hrs/month
Probation – 730 days and to the Jan 1 <sup>st</sup> following	12	3.34
On Jan 1 <sup>st</sup> following the completion of 2 years	14	6.67
On Jan 1 <sup>st</sup> following the completion of 5 years	16	8
On Jan 1 <sup>st</sup> following the completion of 8 years	18	10
On Jan 1 <sup>st</sup> following the completion of 10 years	20	13.34

Full time shift employees may have up to 72 hours of vacation time on the books, which will not be a portion of the current year's bidding process.

Full time 40 hour employees may have up to 40 hours of vacation time on the books.

At the end of the year all hours above the cap shall be rolled into the employee's accumulated sick leave hours.

Upon separation, either voluntary or involuntary, an employee shall receive compensation for accumulated vacation time, at their current hourly wage.

# Nixa Fire Protection District

## Policy Manual

### *Paid Time Off*

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#### 1047.5.2 BIDDING PROCESS

In an effort to maintain a system of fairness, prevent staffing shortages, and allow personnel time off a “bidding process” is identified below. Procedure in CBA.

#### **1047.6 SICK LEAVE**

A full time employee, who has a personal sickness or non-job related injury, shall be granted sick leave. Sick leave must be earned before it can be utilized. Use of accrued sick leave for absence from duty is not a privilege at an employee’s discretion, but shall be allowed in the event of an employee’s absence from duty during scheduled sick days due to actual illness, injury off duty, pregnancy, medical appointments or treatments, or in the case of illness in their immediate family, which necessitates absence from work. Sick leave used for these purposes will be deducted in fifteen (15) minute increments.

Any employee discovered misusing the sick leave policy would be subject to discipline. Sick leave shall not be used to extend the date of retirement.

All employees shall report, to the on-duty Battalion Chief, absence due to sickness or non-work related injuries a minimum of one (1) hour prior to scheduled tour of duty. An employee who is absent for a period of more than three (3) consecutive working days or consistently for shorter periods and requests sick leave to cover such absences may be required to furnish a doctor release as a condition or granting, attesting and returning to work to the fact that the employee’s absence has been due to personal sickness or non-duty related injury. “Consecutive working days” constitutes the employees normal working schedule.

#### 1047.6.1 SICK ACCRUAL

All full time shift employees shall accrue sick leave at the rate of twelve (12) hours for each month of hours worked. The full time shift employees may accumulate up to seven hundred twenty (720) hours that are available for an employee to use at a later date. When an employee reaches his maximum accrual of 720 hours, he/she then may become eligible to accumulate hours towards additional vacation hours. When the employee accrues each additional 72 hours over the 720 hours maximum, then the employee shall receive twenty-four (24) additional vacation hours not to exceed forty-eight (48) additional vacation hours per year. These additional hours would be added to the next year’s vacation hours and cannot be used during the bid process or during anytime that would jeopardize the district daily staffing levels.

All full time administrative employees shall accrue sick leave at the rate of eight (8) hours for each month of hours worked. The full time administrative employees may accumulate up to seven hundred twenty (720) hours that are available for an employee to use at a later date. When

# Nixa Fire Protection District

## Policy Manual

### *Paid Time Off*

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an employee reaches his maximum accrual of 720 hours, he/she then may become eligible to accumulate hours towards additional vacation hours. When the employee accrues each additional forty-eight (48) hours over the 720 hours maximum already accrued, then the employee shall receive eight (8) additional vacation hours not to exceed sixteen (16) additional vacation hours per year. These additional hours would be added to the next year's vacation hours.

#### **1047.7 EXTENDED LEAVE**

See policy 1040 - Family and Medical Leave

#### **1047.8 HOLIDAYS**

The following is the list of Holidays recognized for administrative employees of the District.

New Years Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

The full time administrative shift personnel (Battalion Chief) shall earn holiday pay at an additional one half (1/2) time of their regular pay. This constitutes one and one half (1 ½) time pay for the recognized holidays. Holiday hours shall be accumulated by the employee who's shift begins on the morning of the recognized holiday.

The full time administrative personnel (Fire Chief, Assistant Chief, Administrative Assistant, and Fire Marshal) shall be given the recognized holidays off with pay. They may be requested to work on a holiday at which time they would be compensated at a time and a half rate. For holidays, which fall upon Saturday or Sunday, the Fire Chief shall reschedule the administrative personnel off with pay on the Friday before or the Monday after the holiday.

These policy items do not apply to reserve or part time personnel, as these positions do not fall into the holiday or overtime pay classifications.

#### **1047.9 BEREAVEMENT**

Full time employees of the District may be granted a maximum of twenty-four (24) working hours leave as needed in the event of death of a person in the employee's family. Any additional time off

# Nixa Fire Protection District

## Policy Manual

### *Paid Time Off*

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for funeral leave may be taken as vacation or leave without pay. This provision shall be handled on a case-by-case basis depending on the distance of travel, relationship between employee and deceased family member, and subject to the Fire Chief or designee approval.

“Immediate Family” shall include; spouse, child, parent, mother, father, grandparents, grandchild, father-in-law, mother-in-law, legal guardian, other persons who are dependent upon the employee for their care and maintenance, and in emergency cases brother, sister, and fiancé. This list may be expanded on a case-by-case basis, when approved by a Chief Officer, under circumstances that would be impractical to deny the employee their attendance to the family member.

#### **1047.10 COURT ORDERED SUBPOENA TO APPEAR**

An employee who has been subpoenaed or ordered to testify at a deposition or court appearance in his/her official capacity in a matter involving the official business of the District, will be compensated for the hours of appearance. All personal or civil court related appearances are not included in this policy.

#### **1047.11 JURY DUTY**

An employee may be granted leave with pay when required to be absent from work for jury duty.

Compensation for such leave shall be limited to the difference between pay received for this service and normal pay received from the District.

## Employee Benefits

### 1049.1 BENEFITS

One of the greatest assets of the District is its employees, their efforts and cooperation. While it will not be the plan to be a leader in the industry of benefit plans, the District will strive to maintain comparable plans while staying within its means.

The District must maintain control of the benefit plans. The District will confer with the Union/Local Group on all changes to the benefit plans. Once the Meet and Confer is complete the District reserves the right to alter, amend or terminate any and all benefit plans, at any time offered by the District including any health insurance plan, retirement plan, or any other employment benefits at the sole discretion of the Board of Directors of the District.

### 1049.2 HEALTH INSURANCE

It is the District's policy to provide the employee's portion of the health insurance.

If family coverage is desired, the employee must establish this coverage at his or her own expense.

To be eligible for any health care insurance there is a sixty (60) day waiting period for eligible employees.

### 1049.3 DENTAL / VISION

Included in the employee benefit plan is dental and vision coverage. The District provides the employee's portion of the dental and vision insurance.

If family coverage is desired, the employee must establish this coverage at his or her own expense.

### 1049.4 LIFE INSURANCE

The District provides Group Life Insurance that includes AD&D Insurance (Accidental Death and Dismemberment), for the employee in the amount of twenty-five thousand (\$25,000) dollar coverage.

### 1049.5 RETIREMENT

The District is enrolled in the Missouri Local Government Employees Retirement System. The District's current plan is LAGERS L12, 3 year final average salary, non-contributory employee retirement plan. Employees are not eligible for enrollment into the plan until completion of six (6) months of service unless prior service requirements have been met.

The District is also enrolled in a Nationwide 457B Deferred Compensation Plan. The employee may voluntarily contribute to the 457B by payroll deduction, with up to a \$40.00 per month match from the District.

## *Employee Benefits*

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### **1049.6 FLEXIBLE SPENDING ACCOUNT AND OTHER SUPPLEMENTAL INSURANCE PLANS**

The District offers its employees the opportunity to voluntarily subscribe to a Flexible Spending Account (FSA) and is sometimes referred to a Cafeteria Plan. The FSA is a Pre-Tax saving account that can be used for eligible out-of-pocket health, dental, and vision expenses.

The District also offers opportunities for other voluntary supplemental insurance plans through payroll deduction. Any agreement made between the employee and the supplemental insurance provider(s) is the responsibility of the employee. The Nixa Fire District will not be responsible for errors made by supplemental insurance provider(s) and/or the employee.

### **1049.7 ENROLLMENT AND EMPLOYEE RESPONSIBILITY**

Employees can opt-in, opt-out or waive coverage (completed forms are required) of any benefit plans during certain time periods. The district provides the opportunity to add a spouse and/or dependents to their health, dental, and vision subscriptions at their own expense through payroll deduction during certain time periods:

- New Hire/Employee
- Open Enrollment
- New Benefit Plans Offered
- Qualifying Events

Any balance remaining from a voluntary subscription to health, dental, vision or other supplemental insurance plans at the time of separation of employment will be paid in full.

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## Employee Assistance

### 1050.1 POLICY

Nixa Fire District views employees as its most valuable resources. We recognize that many personal problems that affect an employee, or his/her family, such as alcoholism, drug dependence, psychological disorders and others can also affect an employee's job performance.

In most cases, the employee can overcome personal problems independently, and adverse effect on job performance is negligible. For some employees, additional help may be needed.

Resolution of these situations may not be reached appropriately and efficiently unless the employee honestly faces his/her problems, and an enlightened management supports the employee's efforts to reach a solution.

Accordingly, Nixa Fire District offers employees an Employee Assistance Program, which provides skilled behavioral health professionals to help employees identify and assess problems. The EAP then makes recommendations for treatment, if necessary.

Nixa Fire District recognizes that balancing a job and other responsibilities frequently poses challenges that may require assistance. We are willing to work with our employees who are experiencing difficulties in an open, constructive atmosphere. Therefore, the Employee Relations Department and the Employee Assistance Program provide training for management personnel in early recognition of behavior or medical problems that adversely affect an employee's job performance and safety. The EAP does not alter or replace any existing rights or responsibilities of the employee or the Company, nor is it an alternative or substitute for disciplinary action.

### 1050.2 PURPOSE

The purpose of the Employee Assistance Program (EAP) is to retain valued employees by:

- (a) Providing assessment, referral, follow-up, and monitoring for employees who are experiencing personal problems;
- (b) Assisting management and supervisory personnel at all levels in determining whether a referral would be appropriate when an employee's performance declines or he/she has not responded to corrective discipline;
- (c) Assisting in the implementation and monitoring of the Company's Alcohol/Drug Rehabilitation Program; and
- (d) Assisting management in fitness-for-duty situations.

### 1050.3 ELIGIBILITY

All employees and their immediate family members may use EAP services.

### 1050.4 REFERRALS



# Nixa Fire Protection District

## Policy Manual

### *Employee Assistance*

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Self-Referral - Nixa Fire District encourages employees to take the responsibility to seek assistance in preventing the development of health or personal problems which may affect his/her job performance. This is a voluntary referral.

#### **1050.5 CONFIDENTIALITY**

Records. All records created by the EAP staff are maintained in their offices. These records shall be kept confidential in accordance with applicable laws. EAP records will not become part of an employee's personnel file.

Self-Referrals. When an employee self refers, management will be contacted only upon request by and with the written authorization of the employee. Cases involving alcohol/drug problems will be handled according to Nixa Fire District Alcohol and Drug Rehabilitation Policy.

## Chapter 11 - Facility

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## Facility Security

### 1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other district facilities. The safety and security of district members is the primary purpose of this policy. District members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of district facilities.

### 1100.2 POLICY

It is the policy of the Nixa Fire Protection District to provide physical security measures for all facilities under district control.

### 1100.3 GUIDELINES

Members are responsible for ensuring that all district facilities remain secured from unauthorized access at all times.

District members should apply the following guidelines whenever practicable.

#### 1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas. **No person(s) other than District personnel shall be allowed to remain in the stations for any reason without permission from an officer.**

No public access to the facility should be permitted outside of the published business hours or after 2200 hours. The facility should be secured against unauthorized entry when closed or when sufficient district personnel are not available to monitor visitor access.

#### 1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the District should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times

## *Facility Security*

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unless directly observed by a member. Outlying stations shall have the alarm system activated when not occupied. The alarm is to be set in the “away” mode.

### 1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of district facilities.

Any breach in security should be reported as soon as practicable, through the chain of command, to the chief officer responsible for the facility.

Any criminal activity that occurs and that poses a threat to district members should immediately be reported to local law enforcement. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the District should be notified of the incident as soon as practicable, given the totality of the circumstances.

### 1100.3.4 SUSPICIOUS ACTIVITY

District members should be vigilant about any suspicious activity occurring in or around district facilities and should report any such activity, through the chain of command, to the chief officer responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the District assigned to the facility or of district vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to district facilities without proper authorization.
- Any abandoned packages or other items left on district grounds or adjacent to district facilities.
- Any unknown or abandoned vehicles left on district grounds or adjacent to the district facility.

## Emergency Power

### 1101.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for identifying emergency power needs or relocation plans for critical facilities and/or equipment. The District provides critical emergency services to the community and must be able to respond to incidents with fully functioning equipment, regardless of commercial power failures.

### 1101.2 POLICY

It is the policy of the Nixa Fire Protection District to provide emergency power sources at its facilities where necessary.

### 1101.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a plan to:

- (a) Identify critical resources and the equipment necessary for the district's mission and determine the district's needs for emergency power.
- (b) Equip facilities and/or equipment identified as crucial to the mission of the District with electrical generators, uninterruptible power sources or other means of sustaining critical business components in the event of a loss of commercial power.
  1. All emergency power sources selected shall be in compliance with all building and electrical codes, environmental codes and Missouri rules and regulations governing the use of such equipment.
- (c) In the event that an alternative source of power for critical equipment cannot be found, relocate the equipment to reduce the risk of having inoperative equipment.

### 1101.4 PROCEDURE

The following aspects of maintaining and operating emergency power sources for fire stations and other facilities should be identified in the plan:

- Specific apparatus, equipment, computers or systems that should be served by the emergency power at each facility
- Permit requirements associated with the type of equipment proposed in the plan
- Identification of the person responsible for periodically testing and maintaining the proposed equipment
- Fueling procedure for any generator fuel tanks in the proposed system
- Details of any fuel service contracts
- Identification of the person responsible for ensuring the tanks are full at all times and for refilling the tanks in the event of a protracted event

# Nixa Fire Protection District

## Policy Manual

### *Emergency Power*

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- Identification of the person responsible for annually procuring a maintenance contract for the proposed equipment
- Identification of the vendor and how the vendor is contacted, during and after hours
- Details of the record-keeping system for testing and maintenance of the proposed equipment
- Contingency plans for a failure of the backup system
- In the event of no power contingency plan for the backup system, identification of alternatives to the critical equipment or apparatus needed to accomplish the mission

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## Wastewater Discharge

### 1102.1 PURPOSE AND SCOPE

The practices detailed in this policy are intended to minimize runoff releases associated with firefighting, fire training, emergency scene spills and discharges, trauma scene waste management and fire facility maintenance activities.

### 1102.2 POLICY

It is the policy of the Nixa Fire Protection District to adhere to local, state and federal regulations established to minimize the adverse impacts to the environment from wastewater discharges by ensuring best management practices for district activities.

### 1102.3 NON-EMERGENCY ACTIVITIES

#### 1102.3.1 DISCHARGES ASSOCIATED WITH FIRE TRAINING ACTIVITIES

Training activities should be performed in a manner that reduces or prevents discharges to the storm water systems. Occasionally, discharge into the storm water system is unavoidable (i.e., equipment failures). However, the following measures should be implemented to minimize the impact on water quality:

- (a) Conduct fire training, where feasible, in facilities where runoff controls that protect the storm drain system have been engineered and built into the facility.
- (b) Direct water flows to landscape or greenbelt areas whenever possible.
- (c) When flowing water cannot be contained in the landscape areas, survey the area prior to the training exercise to ensure that debris will not enter the storm water system as a result of water flow generated during the drill.
- (d) When practicable and necessary, divert flows to the sewer, with the permission of the local sewer agency.
- (e) Use fog streams for short durations.
- (f) Use lower gallon-per-minute nozzle settings.
- (g) Prevent discharge of foam to the storm drain system. If training activities involve the use of foam, block off all potentially affected storm drain inlets with plastic sheeting and sandbags, construct a temporary berm, collect the runoff and discharge to the sanitary sewer after a defoaming agent has been applied.

#### 1102.3.2 VEHICLE AND EQUIPMENT WASHING AND CLEANING

The following should be considered in order to prevent or reduce the discharge of pollutants to the storm drain system from vehicle and equipment washing and cleaning:

- (a) Use cleaning methods that employ the minimal use of water, such as a wet chamois or non-water rinse, when applicable.

## *Wastewater Discharge*

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- (b) Limit the use of all cleaning agents and, when feasible, use only water.
- (c) Remove debris from any area or facility that is used for washing and/or cleaning vehicles.
- (d) Direct water flows to landscape or green areas, or contain the water on-site and allow it to evaporate and infiltrate whenever it is safe to do so without causing damage or erosion.
- (e)
- (f)
- (g)
- (h)

### 1102.3.3 VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR

A “dry shop” can help prevent or reduce the discharge of pollutants from vehicle and equipment maintenance as follows:

- (a) Conduct vehicle and equipment maintenance in areas where precautions have been taken to prevent spills from entering the storm drain system.
- (b) Use dry cleaning methods in maintenance and repair areas unless adequate precautions have been taken to prevent the discharge of wash water to the storm drain.

### 1102.3.4 HOSE WASHING AND CLEANING

The discharge of pollutants from washing and cleaning fire hoses and equipment may be prevented or reduced by using the following safeguards, as appropriate:

- (a) Design new areas or facilities that will be used for washing and/or cleaning fire hoses in a way that prevents wash water or other debris from entering the storm drain or from receiving water that has not been adequately treated.
- (b) Direct water flows to landscaped or green areas, or contain the water on-site and allow it to percolate through plant material or the landscape, or to evaporate completely whenever it is safe to do so without causing damage or erosion.
- (c) Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer either through the use of a wet-vac or a plumbed sanitary sewer connection.
- (d) When cleaning the wash area, use wet mop cleaning methods in small areas, when feasible.
- (e) Use methods of cleaning fire hoses that employ the minimal use of water, such as high-pressure spray washers, when applicable.
- (f) Consider the use of biodegradable cleaning agents.



## *Wastewater Discharge*

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### 1102.3.5 FACILITY MAINTENANCE

Facility maintenance should be conducted as follows:

- (a) Use dry cleaning methods (e.g., sweeping) to clean impervious hardscape areas, such as apparatus floors, driveways, patios and walkways. Place debris in receptacles for solid waste disposal.
- (b) Maintain landscape areas as required to limit introduction of leaves and other landscape waste into the storm water system.
- (c) Monitor and maintain irrigation systems as required to minimize off-site discharge of irrigation run-off.
- (d) Maintain and repair structures using methods that do not result in the release of water, soil or waste into the storm drain system.

### 1102.3.6 SOLID WASTE AND HAZARDOUS MATERIALS STORAGE AREAS

Solid waste and hazardous materials storage areas should be maintained as follows:

- (a) There should be a canopy or roof over solid waste and hazardous materials storage areas.
- (b) There should be secondary containment (e.g., a metal or plastic pan with a raised edge) for hazardous materials storage areas.
- (c) All trash and solid waste receptacles should have lids. Keep lids closed to prevent contact with rainfall and to ensure containment of waste within the storage area.

## **1102.4 EMERGENCY ACTIVITIES**

It is not always possible to prevent discharge that occurs during emergency firefighting activities (e.g., flows necessary for the protection of life and property). However, when practicable, the following should be considered.

### 1102.4.1 DISCHARGES ASSOCIATED WITH EMERGENCY FIREFIGHTING ACTIVITIES

To the extent allowed by the circumstances at the scene and without compromising the health and safety of district members or the public, emergency firefighting activities should be performed in a manner that avoids or minimizes discharges to the storm water system, including the following:

- If possible, avoid directing firefighting flows directly on erodible surfaces if run-off will enter receiving waters or storm drains.
- If possible, apply firefighting flows so run-off will flow over vegetated areas prior to entering receiving waters or storm drains.

### 1102.4.2 TRAUMA SCENE CLEANUP

Trauma scene wastes (e.g., blood, human tissue) may be generated at various types of crime or vehicle or other accident scenes. This type of waste can pose a health risk to those responsible for overseeing and conducting the cleanup. The following procedures should be used when

## *Wastewater Discharge*

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practicable to protect members and prevent any unnecessary discharge of material into the storm drain.

### 1102.4.3 CLEANUP OF TRAUMA SCENE WASTE ON PUBLIC PROPERTY

The Incident Commander (IC) should be familiar with any District ordinances regarding the cleanup of trauma scene waste on public property.

Decontamination and cleanup operations may include, but are not limited to, the following:

- (a) Before proceeding with site cleanup, emergency responders must have the proper personal protective equipment (PPE), adequate supplies of bleach and sufficient water to properly complete the operation. Universal precautions must be utilized during any cleanup operation. Additional information and guidance for cleanup policies and procedures for bodily fluids may be obtained 24 hours a day by contacting the county health department.
- (b) Personnel shall wear gloves when washing or handling contaminated equipment, clothing or other materials. Additional PPE may be necessary if there is the potential for splashing.
- (c) The Coroner should remove any human tissue or body parts at the scene of a fatality, following its own policies and procedures. The Coroner will generally not respond to a non-fatal incident for the purpose of human tissue removal.
- (d) Human tissue, body parts or blood/bodily fluids in a solid state should not be allowed to enter a storm drain. Tissue found in the storm drain system should be removed to the maximum extent practicable.
- (e) The county health department may be contacted, if needed, for consultation or assistance in trauma scene management or questions regarding legal disposition of medical waste.

### 1102.4.4 SPECIFIC CLEANUP PROCEDURES FOR SMALL SPILLS

- (a) Nixa Fire Protection District members may decontaminate and then wash down small amounts of human blood/bodily fluids that are still in a liquid state. A small spill is defined as a spill that can be thoroughly and completely disinfected with one gallon of 10 percent chlorine disinfectant. This determination should be made with the understanding that multiple applications may be necessary to accomplish full disinfection.
  1. Members shall wear PPE to protect skin, mucus membranes, lungs and clothing from chlorine or trauma scene waste.
  2. Members shall apply disinfectant to the liquid biowaste (foam may develop) and let it sit for a minimum of 10 minutes.

# Nixa Fire Protection District

## Policy Manual

### *Wastewater Discharge*

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3. After 10 minutes, members shall wash down the area using a fire hose or pressurized water extinguisher.
- (b) In non-emergency situations and when circumstances permit, members should also:
1. Attempt to move trash or miscellaneous debris from the path of the run-off so no additional or unnecessary material is discharged or carried into the storm drain.
  2. If there is a choice between directing the run-off down a storm drain or a sewer, use the sewer.
  3. Porous surfaces, such as asphalt, may require multiple repetitions to completely disinfect and thoroughly clean the area.

#### 1102.4.5 DISCHARGES ASSOCIATED WITH HAZARDOUS MATERIAL SPILLS

The District is the authority with responsibility for coordinating a response to hazardous material spills. The Nixa Fire Protection District is a participating agency with specified responsibilities within the jurisdiction. The Nixa Fire Protection District operates under a multi-agency Hazardous Materials Response Plan that describes procedures for the allocation of resources and assigns tasks during a hazardous materials release emergency. Fire district and law enforcement members shall respond to hazardous material releases according to response protocols established by each district under oversight of the Missouri Emergency Response Commission (MERC).

#### 1102.4.6 NOTIFICATION OF SPILLS, RELEASES AND DISCHARGES

Spills, releases and discharges of pollutants shall be reported by the IC as required by all applicable state and federal laws. In addition, any such spills, releases and illegal discharges with the potential to endanger health, safety or the environment shall be reported by the IC to the Missouri Department of Natural Resources' Environmental Emergency Response as soon as practicable after discovery. If it is safe to do so, necessary actions shall be taken to contain and minimize the spill, release or discharge.

## Flag Display

### 1103.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Nixa Fire Protection District regarding the proper display of the flags of both the United States and the State of Missouri.

### 1103.2 POLICY

It is the policy of the Nixa Fire Protection District to display flags at district facilities in compliance with Missouri and federal laws.

### 1103.3 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as the "Flag Code." Members of this district will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

#### 1103.3.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

District members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all fire district facilities during hours of operation.
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).
- (d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

### 1103.4 DISPLAY OF THE MISSOURI STATE FLAG

Members of the Nixa Fire Protection District will display the Missouri State flag prominently and in the proper position of honor in accordance with the United States Flag Code.

#### 1103.4.1 DISPLAY OF THE MISSOURI FLAG IN DAILY OPERATIONS

District members should consult the Missouri Office of Administration for guidance whenever the flag is to be displayed in any manner to ensure that the display is presented appropriately. Displays of the flag should be consistent with the following protocol:

# Nixa Fire Protection District

## Policy Manual

### *Flag Display*

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- (a) The flag should be conspicuously posted on all district facilities during hours of operation.
- (b) Generally, the flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor of Missouri.
- (e) Whenever the flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (4 USC § 7). When the flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line-of-duty death, see the Line-of-Duty Death Policy.

# District Use of Fire Detection and Suppression Systems

## 1104.1 PURPOSE AND SCOPE

Automatic fire detection and suppression systems can enhance safety and preserve property in the event of a fire. This policy addresses the limitations and requirements of using facilities equipped with automatic fire detection and suppression systems for district-sponsored functions.

## 1104.2 POLICY

It is the policy of the Nixa Fire Protection District to enhance the safety of its members and preserve property by providing workspace equipped with fire detection and suppression systems when reasonably practicable. District members should also promote the use of space equipped with fire detection and suppression systems within the community.

## 1104.3 PROCEDURE

When reasonably practicable, the District should use only those facilities with automatic fire detection and suppression systems installed throughout when renting or acquiring office space, conference rooms or other facilities for district-sponsored functions.

District members should also encourage fire service and other groups to use facilities and lodging that are protected by automatic fire detection and suppression systems for their sponsored activities.

Subject to available resources, the Nixa Fire Protection District will upgrade to current standards any district-owned or operated facilities that do not have automatic fire detection and suppression systems.

Members traveling on District business shall seek hotel or motel accommodations that are protected by automatic fire detection and suppression systems. When protected lodging is not available within a reasonable distance from the traveler's destination, or if the cost of protected lodging is 25 percent above the cost of unprotected lodging, unprotected lodging facilities may be used with the approval of the Assistant Fire Chief.

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## Fire Station Living

### 1105.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces.

### 1105.2 POLICY

It is the policy of the Nixa Fire Protection District that routine care, maintenance and cleaning shall be conducted daily at each station by members on all shifts.

### 1105.3 PROCEDURE

Each company shall be assigned responsibility for a specific area of the station and should cooperate with other companies to ensure all duties are completed during the course of a shift.

All fire stations and equipment shall be inspected periodically by a Battalion Chief. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep desks, cars, beds and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene, and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- (a) The station and equipment shall be maintained in a clean, orderly and sanitary condition. Daily tasks to accomplish this shall include, but are not limited to:
  1. Vacuuming
  2. Sweeping and mopping floors
  3. Dusting
  4. Polishing
  5. Cleaning restrooms
  6. Cleaning apparatus bays
- (b) Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.
- (c) Safety considerations regarding cleaning and maintenance may include, but are not limited to:
  1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.
  2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
  3. Maintaining cooking appliances and eating utensils in good working order.

## *Fire Station Living*

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4. Cleaning kitchen hoods and vents at least monthly. Ensuring the hood light is installed and functioning.
  5. Providing and clearly labeling first-aid supplies.
- (d) All members shall follow established policies and procedures regarding:
1. Beginning and end of shift preparation, readiness, equipment inventory and testing.
  2. Meal plans for the shift.
  3. Shift change station cleanup.
  4. Sleeping quarter assignments.
  5. Permissible and restricted activities and hours.
  6. Use of technology and electronics on-duty.

Any disputes shall be resolved by a supervisor.

### **1105.4 ENERGY CONSERVATION**

Personnel are requested to conserve energy when possible. Thermostats in living areas should be kept at 75 degrees or below for heating and at 70 degrees or above for air conditioning. The heaters in the apparatus bays should be kept in the area of 50 to 60 degrees. When bay doors are open during cold weather please turn bay heaters down or off. The lights should be turned off in unattended areas, with the exception of safety and security lighting.



## Attachments

**Interview Form Letter-FF Hiring List.pdf**

## **Non-Vehicle Accident Form.pdf**

**NIXA FIRE PROTECTION DISTRICT**

**Title**  
**Non-Vehicle Accident**

**Page**  
**1 of 1**

NON-VEHICLE ACCIDENT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

What specific task was being performed when accident occurred?

Give a description of the accident?

Were there any witnesses?

If yes, please provide their names.

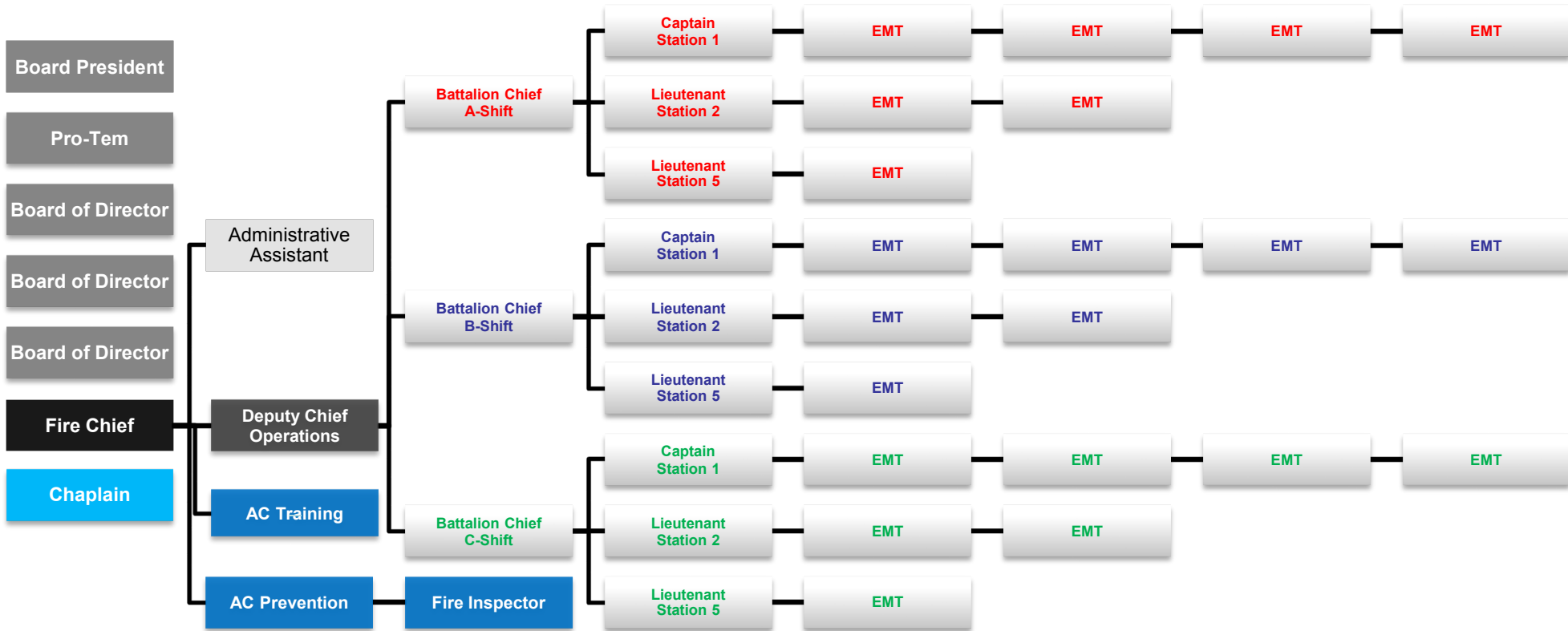
## **Incident Action Plan Form.pdf**

**Logan-Rogersville Fire Protection  
District Mutual Aid Agreement 2014.pdf**

## **Employee Chain of Command.pdf**



# Nixa Fire Protection District





**PATIENT REFUSAL OF TREATMENT Form.pdf**

# NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Rd ♦ Nixa, MO 65714  
Emergency 911 ♦ Business (417) 725-4025 ♦ Fax (417) 725-2393

## PATIENT REFUSAL OF TREATMENT

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Date: \_\_\_\_\_ Incident # \_\_\_\_\_

### A. MEDICAL DECISION-MAKING CAPACITY: (To be completed by provider)

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. New onset of altered mental status or known or suspected head trauma?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Suspected suicidal or homicidal ideations or intent by caller/family/concerned citizens?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Current suicidal ideations or evidence of recent self inflicted harm present?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4. Does patient present as a significant life-threat to self or others (i.e. unable to care for minor(s) in their charge, continually attempts to enter an unsafe area, or exhibits unsafe behavior? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5. Is a communications barrier present and patient is unable to understand information in order to make an informed decision or communicate a choice?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 6. Is patient unable to comprehend the current situation and its consequences?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

*If YES is circled to any of questions 1-6, and the patient is refusing treatment, they may not have adequate decision making capabilities. Contact a Battalion Chief, and request an ambulance response.*

### B. ASSESSMENT / TREATMENT REFUSED: (Check all that apply)

- Patient deemed competent; declines all Fire Department care and further refuses all offers of ambulance response.  
 Patient deemed competent, accepts the following pre-hospital care:

### C. PATIENT / GUARDIAN / POWER OF ATTORNEY HAS BEEN ADVISED: (Check all that apply)

- That significant risk(s) could be involved with refusal of Fire Department treatment, related from, but not limited to; exacerbation of present complaint / condition / injuries, or the possibility of significant disability and/or death occurring from refusal of emergent medical care.  
 Patient has been informed of their right to refuse pre-hospital treatment and/or offer of ambulance response.  
 The evaluation and/or treatment provided to you by Fire Department personnel is not a substitute for medical evaluation and treatment by a doctor. We advise you to get medical evaluation and treatment.

### D. PATIENT SIGNATURE: (This section to be completed by patient or patient representative)

I (we), the undersigned, hereby certify that I (we) refuse recommended treatment for: myself minor less than 18 Other: \_\_\_\_\_, to preserve life/limb or promote recovery of health. I (we), having been so advised by the Fire Department personnel that above treatment is recommended, hereby accept all responsibility connected with my (our) refusal and release of Nixa Fire Protection District, their employees, Medical Director, and administrative officers from any and all liability or claims resulting from any such refusal or advised care. **I further understand that I should immediately contact the EMS system via 911, my personal physician, or emergency department physician should further medical care be required.**

\_\_\_\_\_  
Date: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Patient / Patient Representative Signature (must be of legal age)

\_\_\_\_\_  
Date: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Fire personnel Signature

\_\_\_\_\_  
Date: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Witness Signature (must be of legal age)

- Patient deemed competent, but declines or refuses to sign form

**Public Relations Event Request-  
Post Summary Form.pdf**

## **Protective Services Kit.pdf**



# NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Rd ♦ Nixa, MO 65714  
Emergency 911 ♦ Business (417) 725-4025 ♦ Fax (417) 725-2393

## PROTECTIVE SERVICES KIT

08/19/10

Missouri law mandates reporting of abuse or neglect of children, senior adults and dependent adults of all ages when any member of these groups is endangered by a caretaker. Abuse is generally defined as physical harm; financial exploitation, or general neglect.

### QUESTIONS TO ASK YOURSELF to identify possible abuse:

1. Are bruises extensive – do they cover a large area of the body?
2. Are there bruises of different ages – did various injuries occur at different times?
3. Are there patterns caused by a particular instrument (e.g. Belt, buckle, wire, coat hanger)?
4. Are injuries/burns consistent with the explanation offered?
5. Are injuries consistent with the person's age and developmental capacity?
6. Are there patterns of the injuries consistent with the abuse?
7. Are the patterns of burns consistent with forced immersion in hot liquid?
8. Are the patterns consistent with a splattering by hot liquids?

### INDICATORS OF ABUSE/NEGLECT

#### *Sexual Abuse:*

1. Difficulty in walking or sitting
2. Pain or itching around genitals
3. Stomach aches
4. Bed wetting
5. Sleep problems
6. Depression or withdrawn behavior
7. Poor peer relationships
8. Sudden onset of behavior problems
9. Unusual knowledge of/or interest in sex

#### *Physical Neglect:*

1. Underfed or constantly hungry
2. Constantly unclean
3. Lack of supervision
4. Unattended medical/dental needs
5. Begging or stealing food
6. Drug or alcohol problems
7. With children, poor school attendance
8. Nails need clipping
9. Bed sores

#### *Emotional/Psychological Abuse:*

1. Speech problems
2. Dramatic emotional swings, agitation
3. In children, slow physical, mental or emotional growth
4. Loss of appetite
5. Long term depression, no eye contact, movement or expressions
6. Habits of sucking, biting or rocking
7. Sleep disorders
8. Antisocial or destructive behavior
9. Suicide attempts/homicide
10. Unjustified fear

(Sources: "Guidelines for the Hospital and Clinic: Management of Child Abuse and Neglect" by US Department of Health, Education and Welfare; St. John's Regional Health Center Department of Medical Social Services; St. John's: Behavioral Health Care)

Specific Actions to take:

- Notify Battalion Chief of EMS, or Fire Chief
- Use either the suspected Child Abuse or Dependent/Adult Abuse worksheet to organize and document the information to be reported.

What happens when a report is made?

When the Missouri Department of Social Services receives a report, it conducts an investigation to determine the seriousness of the harm to the victim. An investigation can start within 24 hours. The reporter is contacted within forty-eight hours for additional information, medical records, etc. If the Department of Family Services finds that protective or preventive services are necessary, it evaluates the needs of the person and assists in providing casework, counseling and in locating alternative safe living arrangements as needed.

**Nixa Fire Protection District**  
**Suspected CHILD Abuse Report Worksheet:**  
Missouri HOTLINE NUMBER: 1-800-392-3738

Reporting party name/occupation: \_\_\_\_\_

Date of Report: \_\_\_\_\_

<u>Victims</u> Name:	Birth date	Sex	Race
_____	_____	_____	_____

Household address: \_\_\_\_\_

Phone: \_\_\_\_\_

Incident: Date/time \_\_\_\_\_

Location/Address: \_\_\_\_\_ Phone: \_\_\_\_\_

<u>Siblings</u> Name:	Birth date	Sex	Race
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<u>Parents/substitutes</u> Name:	Birth date	Sex	Race
_____	_____	_____	_____
_____	_____	_____	_____

Alleged Perpetrator Name: \_\_\_\_\_ Age \_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to victim: \_\_\_\_\_

Significant Others:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Type of abuse: (circle one)    Physical    Sexual    Neglect

Nature and extent of injuries: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actions taken: \_\_\_\_\_

Any known history of similar, previous incidents for this child or siblings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Child Abuse and Neglect

### DEFINITIONS

**CHILD:** Any person, regardless of physical or mental condition, under the age of 18.

**ABUSE:** Any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody and control except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse.

**SEXUAL ABUSE:** Any sexual activity between a child 17 years of age and younger and an adult. This includes exhibitionism, lewd and threatening talk, fondling and oral, anal or vaginal intercourse. Rape occurs when the child is forced into sexual activity. Incest is sexual activity between family members' other than marital partners. Molestation is sexual activity between an adult and child outside the family.

**EMOTIONAL ABUSE:** Willful cruelty or unjustifiable punishment of a child, a situation where any person willfully causes or permits any child to suffer or inflicts unjustifiable physical pain or mental suffering.

**NEGLECT:** Failure to provide, by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being. This care may include inadequate food, shelter, clothing, protection, supervision, and medical or dental care.

**PROBABLE CAUSE or REASONALBE CAUSE:** Available facts when viewed in the light of surrounding circumstances which would cause a reasonable person to believe a child was abused or neglected.



**Nixa Fire Protection District**  
**Suspected Dependent ADULT/ELDER Abuse Report Worksheet:**  
Missouri HOTLINE NUMBER: 1-800-392-0210

Reporting party name/occupation: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Victim Name: \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Victim's Social Security Number: \_\_\_\_\_

Current address: \_\_\_\_\_

Phone: \_\_\_\_\_

Incident: Date/time \_\_\_\_\_

Location/Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of abuse: (circle one)      Physical      Neglect  
Nature and extent of injuries: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actions taken: \_\_\_\_\_

Family or other persons responsible for victim:

Name: \_\_\_\_\_ role \_\_\_\_\_ relationship \_\_\_\_\_ Birth dateSex \_\_\_\_\_ Race \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ role \_\_\_\_\_ relationship \_\_\_\_\_ Birth dateSex \_\_\_\_\_ Race \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Physician Name: \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Alleged Perpetrator(s):

Name: \_\_\_\_\_ role \_\_\_\_\_ relationship \_\_\_\_\_ Birth dateSex \_\_\_\_\_ Race \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ role \_\_\_\_\_ relationship \_\_\_\_\_ Birth dateSex \_\_\_\_\_ Race \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

## Dependent Adult/Elder Abuse and Neglect

### DEFINITIONS

**ELIGIBLE ADULT:** Persons who are sixty years of age or older or an adult with a handicap between the ages of 18 and 59 who is unable to protect his own interests or adequately perform or obtain services which are necessary to meet his essential human needs.

**CARETAKER:** Any person who has the care, custody or control of an elder or a dependent adult, or is in a position of trust with that person.

**ABUSE:** The infliction of physical, sexual or emotional injury or harm, including financial exploitation by any person, firm or corporation.

**NEGLECT:** Failure to provide services to an eligible adult by any person, firm, or corporation with a legal or contractual duty to do so, when such failure presents either an imminent danger to the health, safety, or welfare of the client OR – substantial probability that death or serious physical harm will result.

**FINANCIAL ABUSE:** A situation in which a caretaker takes, hides, or appropriates that funds or property of an elder or dependent adult for a use or purpose that is not in the due and lawful execution of his or her trust.

**PROTECTIVE SERVICES:** Services provided by the state or other governmental or private organizations or individuals which are necessary for the eligible adult to meet his essential human needs.

**LONG-TERM CARE OMBUDSMAN PROGRAM:** Services of a Volunteer who helps residents by empowering them with knowledge and advocating on their behalf, both individually and as a group to ensure that their rights are protected. Can be accessed in Missouri by calling 1-800-309-3282

## **Firefighter Issued Gear and Equipment Form.pdf**

**Work-Plan Company Officer Form.pdf**

## Engine Qualification Check List Form.pdf

**BattalionJobDescription.pdf**

**RIDE ALONG WAIVERonline.pdf**

NIXA FIRE PROTECTION DISTRICT

RIDE ALONG WAIVER

In consideration of receiving permission from the Nixa Fire Protection District to enter upon its premises, and to accompany its employees, while engaged in their assigned duties, including emergency and non-emergency alarm responses, I (print your name) \_\_\_\_\_ hereby releases the Nixa Fire Protection District and its agents and employees, of and from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss or damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon these premises, vehicles, or equipment, under the control or supervision of the Nixa Fire Protection District, or in route to or from premises of the Nixa Fire Protection District or other premises at or around a site of an emergency or non-emergency alarm response.

The undersigned being duly aware of the risk and hazards, including but not limited to physical, physiological and emotional hazards, inherent upon entering said premises and/or in participating or accompanying its employees on emergency or non-emergency alarm responses, hereby elects voluntarily to enter upon said premises, knowing their present condition, and knowing that said condition may become more hazardous and dangerous during the time the undersigned is upon premises or accompanying its employees on its alarm responses, and further knowing they may witness severe injury to, or the death of human beings. The undersigned hereby voluntarily assumes all risk of loss, damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon said premises, or accompanying the District's employees upon their assigned duties. This release shall be binding upon the distributes, heirs, next of kin, executors, administrators, personal representatives of the undersigned.

In signing the foregoing release, the undersigned hereby acknowledges and represents:

- a) The undersigned has read the foregoing release, and understands it, and signs it voluntarily:
- b) The undersigned is over eighteen (18) years of age and of sound mind; or the undersigned is below eighteen (18) years of age and the witness, is signed by a parent or legal guardian.
- c) The undersigned is not an agent, servant or employee of the Nixa Fire Protection District or any of the agents, officers, servants, or employee of the Nixa Fire Protection District.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_



**Personnel Records Form.pdf**

**INSPECTORdescription.pdf**

**FF\_MedicJobDescription.pdf**

**Nixa Fire District Tax Rate Hearing 2017 .pdf**

**Substance Abuse Signature Page.pdf**

**Burn Permit Application-DNR 780-1941-f Form.pdf**

**Purchase Order Form Revised 12-27-16.pdf**

## **Smoke Detector Application Form.pdf**



**substance abuse signature.pdf**

DRUG AND ALCOHOL TESTING POLICY

I \_\_\_\_\_ (name of employee) acknowledge that I have received a copy of the Nixa Fire Protection District's Alcohol and Drug Abuse Policy, including the policies on Alcohol and Drug Testing. These are set forth in Policy 1027. I have reviewed the Policy and I understand the requirements of the Policy.

As shown by my signature below, I consent to the drug and alcohol testing described in the Policy. I also agree to comply with all requirements of the Alcohol and Drug Abuse Policy.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

## Hydrant Flow Test Sheet Form.pdf

**Sick Time Donation Form.pdf**

## **Notification of Hazard Form.pdf**

**Incident Reflection Form.pdf**

## **Fire Investigation Worksheet Nixa Packet.pdf**

# Structure Fire

Incident Number
Date
Investigator

**Information**


**Day/date/time of fire**


**Location/Venue** (Mailing address)


**Day/date/time of investigation**


**Fire discovered/reported by:**


**Interview person who discovered fire**

**Scene Description**

Where was smoke/fire first observed

Smoke/fire blowing which way

Doors Left <input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Forced Open	Windows <input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Forced Open
--	---

Who notified the fire department?

Fire Department response time

Police Present

What do you think caused the fire?

--



<b>Property involved:</b>			
<b>Owner:</b>			
<b>Occupants:</b>			
<b>Tenants:</b>			
<b>Insurance</b>			
Company		Investigator	
Address		Address	
City/State/Zip		City/State/Zip	
Phone	Fax	Phone	Fax
Adjuster		Agent	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
Policy type <input type="checkbox"/> Home owners <input type="checkbox"/> Renters <input type="checkbox"/> Commercial		Date Of Issue	Expiration
Coverage Structure \$		Contents \$	Other Buildings \$
Additional Living \$		Business Interruption \$	Total \$

**Police Department****Fire Department****Suppression Information**

Interviewed

Officer in charge (OIC)

Dispatched

Arrival

Cleared

Time of alarm

Wind Direction

Temperature

Conditions

Weather/Wind Speed

First fire fighters on scene/Observations

Location of smoke/flames

Building security upon arrival

First point of entry

Locations/types of ventilation

First area extinguished

Last area extinguished

Utilities

 on  off -- who disconnected

Problems with extinguishment

Rekindle

Overhaul

**Suggested Interviews** Officer in charge Police personnel Owner Fire Department Personnel Witnesses Neighbors Others

**Structure Involved**

Residential    Mobile home    Single    Duplex    Apartment    Multiple    Commercial  
 other

One story    Two story    Other

**Garage**

Attached    Unattached   **Size:**

**Foundation**

Crawl    Slab    Basement    Other    Block    Poured    Other

**Exterior Siding**

Aluminum    Vinyl    Wood    Asphalt    Block    Asbestos/Slate    Metal    Brick  
 Other

**Roof**

Pitched    Flat    Other    Rolled    Metal    Shingles    Wood    Other

Number of roof lines

**Exterior Examination**

Electrical meter location    Pulled/Disconnected  
 No    Yes   By:

Electrical Company

Condition

Propane gas service    Natural gas service    Fuel Oil    Other    None

Company:

Location

Condition

Fuel tanks type and location

Condition

Amount of fuel in tank

Regulators   **Location:**   **Color(s):**

Condition



**Interior Examination**

**Kitchen**

Stove

Electric  Natural gas  Propane  Other  In use

Position of control knobs

Fuel/electrical lines

Refrigerator

Dishwasher

Toaster oven

Microwave

Other appliances

Walls

Drywall  Wood  Lathe/plaster  Paneling  Other

Ceiling

Drywall  Dropped  Wood  Lathe/plaster  Tile  Other

Floor

Carpet  Wood  Tile  Vinyl  Other

Electrical

Contents

Smoke/heat detectors

battery  hard wired

Functional

Yes  No

Condition

Fire damage

Suppression System

Yes  No

Discharged

Yes  No

Functional

Yes  No

Type and Brand Name of System

Installer

**Other Room**

Name of room

Walls

- Drywall    Wood    Lathe/plaster    Paneling    Other

Ceiling

- Drywall    Dropped    Wood    Lathe/plaster    Tile    Other

Floor

- Carpet    Wood    Tile    Vinyl    Other

Electrical

Contents

Smoke/heat detectors

- battery    hard wired

Functional

- Yes    No

Condition

Fire damage

**Other Room**

Name of room

Walls

- Drywall    Wood    Lathe/plaster    Paneling    Other

Ceiling

- Drywall    Dropped    Wood    Lathe/plaster    Tile    Other

Floor

- Carpet    Wood    Tile    Vinyl    Other

Electrical

Contents

Smoke/heat detectors

- battery    hard wired

Functional

- Yes    No

Condition

Fire damage

**Other Room**

Name of room

Walls

- Drywall     Wood     Lathe/plaster     Paneling     Other

Ceiling

- Drywall     Dropped     Wood     Lathe/plaster     Tile     Other

Floor

- Carpet     Wood     Tile     Vinyl     Other

Electrical

Contents

Smoke/heat detectors

- battery     hard wired

Functional

- Yes     No

Condition

Fire damage

**Other Room**

Name of room

Walls

- Drywall     Wood     Lathe/plaster     Paneling     Other

Ceiling

- Drywall     Dropped     Wood     Lathe/plaster     Tile     Other

Floor

- Carpet     Wood     Tile     Vinyl     Other

Electrical

Contents

Smoke/heat detectors

- battery     hard wired

Functional

- Yes     No

Condition

Fire damage

**Other Room**

Name of room

Walls

Drywall     Wood     Lathe/plaster     Paneling     Other

Ceiling

Drywall     Dropped     Wood     Lathe/plaster     Tile     Other

Floor

Carpet     Wood     Tile     Vinyl     Other

Electrical

Contents

Smoke/heat detectors

battery     hard wired

Functional

Yes     No

Condition

Fire damage

**Other Room**

Name of room

Walls

Drywall     Wood     Lathe/plaster     Paneling     Other

Ceiling

Drywall     Dropped     Wood     Lathe/plaster     Tile     Other

Floor

Carpet     Wood     Tile     Vinyl     Other

Electrical

Contents

Smoke/heat detectors

battery     hard wired

Functional

Yes     No

Condition

Fire damage



**Other Room**

Name of room

Walls

- Drywall     Wood     Lathe/plaster     Paneling     Other

Ceiling

- Drywall     Dropped     Wood     Lathe/plaster     Tile     Other

Floor

- Carpet     Wood     Tile     Vinyl     Other

Electrical

Contents

Smoke/heat detectors

- battery     hard wired

Functional

- Yes     No

Condition

Fire damage

**Other Room**

Name of room

Walls

- Drywall     Wood     Lathe/plaster     Paneling     Other

Ceiling

- Drywall     Dropped     Wood     Lathe/plaster     Tile     Other

Floor

- Carpet     Wood     Tile     Vinyl     Other

Electrical

Contents

Smoke/heat detectors

- battery     hard wired

Functional

- Yes     No

Condition

Fire damage

**Other Room**

Name of room

Walls

Drywall    Wood    Lathe/plaster    Paneling    Other

Ceiling

Drywall    Dropped    Wood    Lathe/plaster    Tile    Other

Floor

Carpet    Wood    Tile    Vinyl    Other

Electrical

Contents

Smoke/heat detectors

battery    hard wired

Functional

Yes    No

Condition

Fire damage

**Other Room**

Name of room

Walls

Drywall    Wood    Lathe/plaster    Paneling    Other

Ceiling

Drywall    Dropped    Wood    Lathe/plaster    Tile    Other

Floor

Carpet    Wood    Tile    Vinyl    Other

Electrical

Contents

Smoke/heat detectors

battery    hard wired

Functional

Yes    No

Condition

Fire damage

**Electrical Service** Overhead    Underground

Panel location

Size/Amps

 Breakers    Fuses

Damage

 Fire    Heat    Smoke    Other \_\_\_\_\_  None

Sub panel location/size

Sub panel damage

 Fire    Heat    Smoke    Other \_\_\_\_\_  None

Damage or condition of service panels, fuses, or breakers

**Heating Service** Natural gas    Propane    Fuel oil    Wood    Electric Other Forced air    Hot water    Radiant Other

Make

Model

Serial

Location/condition

Location of incoming fuel line

Fuel

 on    off   By:

Supplemental heat source location/damage

**Appliances****Water heater** Natural gas    Fuel oil    LPG    Electric    Other   Size \_\_\_\_\_ Gallons

Location

Damage

Make

Model

Serial

**Washer**

Location

Damage

Make

Model

Serial

**Dryer** Natural gas    Fuel oil    LPG    Electric Other

Location

Damage

Make

Model

Serial

Other appliances

<b>Injury</b>		
Name 1)	Race/Gender	Date of Birth
Address	<input type="checkbox"/> Civilian <input type="checkbox"/> F.D. <input type="checkbox"/> Other	<input type="checkbox"/> L <input type="checkbox"/> K
Next Of Kin Notified Yes <input type="checkbox"/> No <input type="checkbox"/>		By Whom
Additional Comments:		
<b>Injury</b>		
Name 2)	Race/Gender	Date of Birth
Address	<input type="checkbox"/> Civilian <input type="checkbox"/> F.D. <input type="checkbox"/> Other	<input type="checkbox"/> L <input type="checkbox"/> K
Next Of Kin Notified Yes <input type="checkbox"/> No <input type="checkbox"/>		By Whom
Additional Comments:		
<b>Injury</b>		
Name 3)	Race/Gender	Date of Birth
Address	<input type="checkbox"/> Civilian <input type="checkbox"/> F.D. <input type="checkbox"/> Other	<input type="checkbox"/> L <input type="checkbox"/> K
Next Of Kin Notified Yes <input type="checkbox"/> No <input type="checkbox"/>		By Whom
Additional Comments:		
<b>Injury</b>		
Name 4)	Race/Gender	Date of Birth
Address	<input type="checkbox"/> Civilian <input type="checkbox"/> F.D. <input type="checkbox"/> Other	<input type="checkbox"/> L <input type="checkbox"/> K
Next Of Kin Notified Yes <input type="checkbox"/> No <input type="checkbox"/>		By Whom
Additional Comments:		

**Injury**

Name <b>5)</b>	Race/Gender	Date of Birth
Address	<input type="checkbox"/> Civilian <input type="checkbox"/> F.D. <input type="checkbox"/> Other	<input type="checkbox"/> L <input type="checkbox"/> K
Next Of Kin Notified Yes <input type="checkbox"/> No <input type="checkbox"/>		By Whom
Additional Comments:		

**Injury**

Name <b>6)</b>	Race/Gender	Date of Birth
Address	<input type="checkbox"/> Civilian <input type="checkbox"/> F.D. <input type="checkbox"/> Other	<input type="checkbox"/> L <input type="checkbox"/> K
Next Of Kin Notified Yes <input type="checkbox"/> No <input type="checkbox"/>		By Whom
Additional Comments:		

**Injury**

Name <b>7)</b>	Race/Gender	Date of Birth
Address	<input type="checkbox"/> Civilian <input type="checkbox"/> F.D. <input type="checkbox"/> Other	<input type="checkbox"/> L <input type="checkbox"/> K
Next Of Kin Notified Yes <input type="checkbox"/> No <input type="checkbox"/>		By Whom
Additional Comments:		

**Injury**

Name <b>8)</b>	Race/Gender	Date of Birth
Address	<input type="checkbox"/> Civilian <input type="checkbox"/> F.D. <input type="checkbox"/> Other	<input type="checkbox"/> L <input type="checkbox"/> K
Next Of Kin Notified Yes <input type="checkbox"/> No <input type="checkbox"/>		By Whom
Additional Comments:		





**After Action Review Form.pdf**



**Course Attendance Request Form.pdf**



# NIXA FIRE PROTECTION DISTRICT

## Course Attendance Request Form

This form should be completed for any course offered outside the Fire District. You will receive a copy of the form back via email after being approved or denied.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### COURSE INFORMATION

Title: \_\_\_\_\_

Number: \_\_\_\_\_

*(for MUFRTI courses only)*

Dates: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Location: \_\_\_\_\_

Registration Fee: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Have you made contact with this person? Yes No

Is this a course on your Career Development Path?

Yes  No

Transportation: **\*\* You will be assigned a district vehicle unless otherwise advised. \*\***

If not, explain why you wish to attend this course?

Description of desired training:

Desired competency skills to be acquired through this training:

Would the requested training be for you or for the District? (explain)

Materials Needed: \_\_\_\_\_

*(textbook, SCBA, etc.)*

### ADMINISTRATIVE USE ONLY

Will an overnight stay be needed? Yes NO

*(if class location is 60+ miles from Station 1)*

Mileage to class location: \_\_\_\_\_

If YES, hotel you will be staying in? \_\_\_\_\_

Cost per night of hotel room: \_\_\_\_\_

Number of nights and dates of hotel stay: \_\_\_\_\_

Approved Means of Transportation: \_\_\_\_\_

*(request will be forwarded if approved)*

How many meals will be needed?

#### Battalion Chief

Approved

Denied

REASON FOR DENIAL

#### Deputy Chief

Approved

Denied

REASON FOR DENIAL

**Orientation Schedule Draft.pdf**

## **Operational Guideline Template Form.pdf**

**Press Release Form.pdf**

## Orientation Checklist Form.pdf

**Scene Sketch Form.pdf**

**NIXA FIRE PROTECTION DISTRICT**

**Title**  
**Scene Sketch**

**Page**  
**1 of 1**

SCENE SKETCH, 12/12/02

NAME \_\_\_\_\_ DATE \_\_\_\_\_

INCIDENT # \_\_\_\_\_ TIME OF ACCIDENT \_\_\_\_\_

LOCATION OF ACCIDENT \_\_\_\_\_

NOT TO SCALE

TOP OF PAGE NORTH



## Hose Test Work Sheet Form.pdf

## **Interview Questions Dos and Donts Form.pdf**

## **Ladder Qualification Check List Form.pdf**

**Ride-A-Long Waiver Form.pdf**

**CaptainJobDescription.pdf**

**Burn Permit Application Form.pdf**

## **Wages and Benefits Package-Firefighter.pdf**

**Employee Status Change Form.pdf**



## **FireInspector.pdf**

## **Hazardous Exposure Form.pdf**

## **Discipline Form.pdf**

# Nixa Fire Protection District

## Disciplinary Action Report

Policy 106 Exhibit1

### Employee Information

Employee Name:

Date:

### Type of Discipline

Counseling

Verbal

Written

Suspension

Demotion

Termination

### Details

Description of Infraction:

Plan for Improvement:

Consequences of Further Infractions:

### Acknowledgement of Receipt of Discipline

*By signing this form, you confirm that you understand the information in this document. You also confirm that you and your supervisor have discussed the infraction and a plan for improvement. Signing (optional) this form does not necessarily indicate that you agree with this discipline report.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature (if employee understands warning but refuses to sign)

**New Hire Information Form.pdf**

**POST INCIDENT ANALYSIS  
STRUCTURAL FIRE Form.pdf**

## **Air Consumption Work Sheet Form.pdf**

**Mobile Device Agreement Form.pdf**



**Physician on Scene Form.pdf**



# NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Rd ♦ Nixa, MO 65714  
Emergency 911 ♦ Business (417) 725-4025 ♦ Fax (417) 725-2393

## PHYSICIAN ON SCENE

I have represented to the Nixa Fire Protection District EMT/Paramedic that I am a MEDICAL DOCTOR, licensed to practice medicine in the State of Missouri. I agree to assume full patient care and responsibility for all care provided by myself or FIRE personnel as directed by me (Fire district providers shall not comply with orders that exceed their scope of practice or training). I agree to remain with the patient and continue care during transport to the destination facility or until such time as patient care is relinquished to another equally qualified individual.

\_\_\_\_\_  
Physician Name Printed

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Personnel Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Personnel Signature

\_\_\_\_\_  
Date

*\*\*In case of disagreement between an Intervener Physician and an On-Line Medical Consultant, the Fire District EMT/Paramedic is to follow the orders of the On-Line Physician. \*\**

## LieutenantJobDescription.pdf

**Request for Leave Form.pdf**

**BATTALION CHIEF ANNUAL  
PERFORMANCE EVALUATION.pdf**

**003-2017 IFC Fire Code.pdf**

**NIXA FIRE PROTECTION DISTRICT**

**Adopted**  
**06/20/17**

**Ordinance #**  
**003-2017**

**Title**  
**2012 IFC**

**Page 1 of 5**

**AN ORDINANCE REPEALING AND REPLACING IN ITS ENTIRETY  
ORDINANCE # 004-2011 OF THE NIXA FIRE PROTECTION DISTRICT FOR  
THE ESTABLISHMENT OF MINIMUM REGULATIONS GOVERNING THE  
INTERNATIONAL FIRE CODE 2006 EDITION.**

AN ORDINANCE adopting the 2012 edition of the *International Fire Code*, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the **NIXA FIRE PROTECTION DISTRICT** providing for the issuance of permits and collection of fees therefor; repealing **ORDINANCE** No. 004-2011 of the **NIXA FIRE PROTECTION DISTRICT** and all other ordinances or parts of laws in conflict therewith.

The **NIXA FIRE PROTECTION DISTRICT** does ordain as follows:

**Section 1.** That a certain document, three (3) copies of which are on file in the office of the **FIRE INSPECTOR** of **NIXA FIRE PROTECTION DISTRICT**, being marked and designated as the *International Fire Code*, 2012 edition, including Appendix Chapters B, C, D, F, I, and all references and standards, (see *International Fire Code* Section 101.2.1, 2012 edition), as published by the International Code Council, be and is hereby adopted as the Fire Code of the **NIXA FIRE PROTECTION DISTRICT**, in the State of **MISSOURI** regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the **NIXA FIRE PROTECTION DISTRICT** are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

**Section 2.** That the following sections are hereby revised:

Section 101.1. Insert: **NIXA FIRE PROTECTION DISTRICT**

## NIXA FIRE PROTECTION DISTRICT

**Adopted**  
**06/20/17**

**Ordinance #**  
**003-2017**

**Title**  
**2012 IFC**

**Page 2 of 5**

Section 109

**109.4**            **Violations penalties.**            Delete and replace with:  
**PENALTIES**

Any person within the Nixa Fire Protection District violating any of the provisions of these codes or failing to comply with any order issued pursuant to any section thereof; or who shall erect, construct, alter or repair a building, structure or system in violation of an approved plan or directive of the code official or of a permit or certificate issued under the provisions of these codes shall be guilty of a misdemeanor and punishable as set out in the Circuit Court of Christian County and upon conviction thereof, shall be subject to a fine of not less than fifty dollars (\$50.00) or not more than five hundred dollars (\$500.00) or imprisonment in the county jail for a period not exceeding ninety (90) days, or both. Each day that a violation continues, after service of notice of a violation as provided for in these codes, shall be deemed a separate offense for purposes of the penalties and remedies specified in this section. Service of a notice of a violation as set forth herein shall not be required in order to prosecute a person for a violation of any provision of these codes, except such notice shall be required to prosecute a person for failure to comply with an order.

Section 111

**111.4**            **Failure to comply**            Delete and replace with:

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be punished in accordance with this Ordinance, the Ordinances of the City of Nixa, or if in the county portion of the Nixa Fire Protection District, in accordance with the Prosecution of Violations and Penalties in the county building codes and regulations.

Section 506

**506.1**            Key Boxes, of the 2012 International Fire Code shall be amended to read as follows;

1. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the code official is authorized to require a key box to be installed in an accessible location. The key box shall be of an approved type and shall contain keys to gain access as required by the code official. The KNOX Key Box shall be ordered from [www.knoxbox.com](http://www.knoxbox.com).



## NIXA FIRE PROTECTION DISTRICT

**Adopted  
06/20/17**

**Ordinance #  
003-2017**

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2012 IFC**

**Page 3 of 5**

**506.1.1** Locks, of the 2012 International Fire Code shall be amended to read as follows;

1. When a building within the Nixa Fire Protection District is protected by an automatic fire suppression or standpipe system.
2. When a building is protected by an automatic alarm system and/or access to or within a building, or an area within that building, is unduly difficult because of secured openings, and where immediate access is necessary for life saving or firefighting purposes.
3. When a property is protected by a locked fence or gate and where immediate access to the property is necessary for life saving or firefighting purposes.
4. Any change of occupancy including renovations or remodel in a building meeting the requirements above.
5. The KNOX Rapid Entry System shall be located;
  - a. Gated areas and secured areas around buildings and residential areas will be required to have a KNOX Key Switch or KNOX Pad Lock for emergency access.
  - b. Buildings shall place the box at or near the left of the recognized public entrance on the exterior of the structure approved by the Fire Marshal.
  - c. The lock box shall be located at a height of not less than four (4) feet and not more than six (6) feet above final grade.
  - d. An alternate location shall be approved by the Fire Marshal if construction features do not allow for placement near the entrance.
  - e. No steps, displays, signs or other fixtures, or structure protrusions shall be located under the box which would allow intruders to access the box without assistance.
6. The KNOX Box shall contain the keys and items of the following;
  - a. The main entrance door
  - b. Alarm room

**NIXA FIRE PROTECTION DISTRICT**

**Adopted**  
**06/20/17**

**Ordinance #**  
**003-2017**

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**2012 IFC**

**Page 4 of 5**

- c. Mechanical rooms
- d. Sprinkler control rooms
- e. Any other room specified during plan review
- f. Fire alarm control panel
- g. Special keys to pull-stations or other fire protection devices
- h. Elevator keys
- i. Alarm codes or alarm silencing procedure

The keys shall be labeled to be easily identified in the field

**Section 3.** That **ORDINANCE** No. 004-2011 of **NIXA FIRE PROTECTION DISTRICT** entitled **2006 INTERNATIONAL FIRE CODE** and all other ordinances or parts of laws in conflict herewith are hereby repealed.

**Section 4.** That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The **NIXA FIRE PROTECTION DISTRICT** hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**Section 5.** That nothing in this legislation or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 4 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

**Section 6.** That the **NIXA FIRE PROTECTION DISTRICT** is hereby ordered and directed to cause this legislation to be published.

**Section 7.** That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect the first Monday of the following month from and after the date of its final passage and adoption.

**NIXA FIRE PROTECTION DISTRICT**

**Adopted**  
**09/20/\*\***


**Ordinance #**  
**003-2017**

**Title**  
**2012 IFC**

**Page 5 of 5**

**Section 8.** This Ordinance shall apply to all property located within the boundaries of the Nixa Fire Protection District, except that in accordance with Section 321.228 of the Revised Missouri Statutes, it will be advisory only as to Residential Construction in those areas that have adopted a “Residential Construction Regulatory System,” (which include the City of Nixa and Christian County as of the time of enactment of this Ordinance), and the Nixa Fire Protection District will not enforce or implement this Ordinance in those areas. Inspections of non-residential property under this Ordinance will be conducted by the Fire Inspector of the Nixa Fire Protection District. Initial inspections and plan reviews of commercial and all other types of construction or property may be performed by the City of Nixa, Chief Building Inspector; and/or the Christian County Building Inspector under the ICC International Fire Code as adopted by each of them, respectively, or under this Ordinance. All enforcement actions for violations of this Ordinance will be referred to the Christian County Prosecutor.

**Adopted,** by the Board of Directors of the Nixa Fire Protection District, this 20<sup>th</sup> day of June, 2017, and shall take full force and effect as of the July 3, 2017.

  
Board President

  
Attest: Board Secretary

**ASSTCHIEFdescription.pdf**

**Sparta Mutual Aid Agreement 2014.pdf**

## **Training Activitiy Form.pdf**

## Overtime Form.pdf

**Attending Physician Letter Template.pdf**



## NIXA FIRE PROTECTION DISTRICT

**Title**  
**Letter to Attending Physician**

**Page**  
**1 of 1**

LETTER TO ATTENDING PHYSICIAN, 05/25/06

(Date of Letter)

(Doctor's Name)  
(Doctor's Address)

Dear Dr. (Name),

(Employee's Name) is employed by the Nixa Fire Protection District as a (job title). He/she was injured on (date of injury), and you treated him/her on (date of treatment).

The Nixa Fire Protection District has implemented a return to work program. This program is designed to return an injured employee to the workplace as soon as medically appropriate. If (employee name) is unable to return to his/her original job, we will make every attempt to return this employee to modified duties or an alternative duty position. We will ensure that this position meets all medical restrictions that you prescribe. (Employee's name) is aware of our desire to return him/her to the workplace. If necessary, we are willing to rearrange work schedules around diagnostic or treatment appointments.

The District has identified job duties that may be suitable for a "return to work" situation. Enclosed is job with attached physical demands that may be appropriate for (employee name) based on our knowledge of his/her injury. Please assist us by reviewing the attached position and providing your recommendations. We would also like updated recommendations after each appointment.

Please call me at 417-725-4025 if you have any questions about our return to work program or the proposed job position. The District appreciates your participation in our efforts to return (employee's name) to a safe and productive workplace.

Sincerely,

(Company's Representative)  
(Title)  
(Company Name)

**Vehicle Accident Form.pdf**

**NIXA FIRE PROTECTION DISTRICT**

**Title**  
**Vehicle Accidents**

**Page**  
**1 of 1**

VEHICLE ACCIDENTS, 12/12/02

NAME \_\_\_\_\_ DATE \_\_\_\_\_

INCIDENT # \_\_\_\_\_ TIME OF ACCIDENT \_\_\_\_\_

LOCATION OF ACCIDENT \_\_\_\_\_

RESPONSE MODE \_\_\_\_\_

ROADWAY CONDITIONS: \_\_\_ STRAIGHT, \_\_\_ CURVED, \_\_\_ LEVEL, \_\_\_ HILL,  
\_\_\_ DRY, \_\_\_ WET, \_\_\_ MUDDY, \_\_\_ SNOWY, \_\_\_ ICY, \_\_\_ OILY

ACCIDENT OCCURRED: \_\_\_ STATION, \_\_\_ ON SCENE, \_\_\_ RESPONDING,  
\_\_\_ RETURNING TO QUARTERS, \_\_\_ DRIVER TRAINING, \_\_\_ OTHER

Was your line of vision impaired?

Were you performing another function while driving? Explain

Did you attempt to avoid a road hazard?

Did the accident occur at an intersection?

How many times or hours have you operated the vehicle before?

Have many hours of training have you received for the vehicle?

Was the vehicle examined prior to operation for obvious problems?

Was the road familiar to you?

Did all motorist yield to your response?

Do you feel that mechanical failure contributed to the accident? Explain

**Generic Letterhead Empty Form.pdf**

**Employee Relations CBA.pdf**

## Personnel Equipment Records Form.pdf

**ADMINASSISTdescription.pdf**

**Purchase Order Form.pdf**



**Community Room - Station  
Tour Reservation Form.pdf**

**Consent to Search Form.pdf**

## **Battlefield Mutual Aid Resolution.pdf**

**Paramedic Promissory Note Form.pdf**

## **Company Officer Competencies Revised Form.pdf**

**FIRECHIEFdescription.pdf**

## 12 Lead Mounting Form.pdf

**Clever Mutual Aid Agreement 2014.pdf**



## **Apparatus Training Tracking Sheet Form.pdf**

## **Tax Exempt Letter.pdf**

## Price Comparison Form.pdf

## **Tanker Qualification Check List Form.pdf**

## **Operations Level Evaluation Form.pdf**

**General Discrepancy Report Form.pdf**

## **Return to Work Form.pdf**



## NIXA FIRE PROTECTION DISTRICT PHYSICIAN'S RELEASE TO RETURN TO WORK FORM



Employee's Name:	Date:
Physician's Name:	Telephone #:

**To be completed by Physician**

After reviewing the attached job description and the specific tasks within the job description please complete either (A) or (B) as appropriate and sign and date below.

- (A) The above named employee has been released by the above named physician to return to Full Duty as of \_\_\_\_\_(Date) with NO RESTRICTIONS.
- (B) The above named employee has been released by the above named physician to Return to Work on \_\_\_\_\_(Date) WITH THE FOLLOWING RESTRICTIONS through \_\_\_\_\_(Date):

Check applicable boxes and provide limitations/restrictions.	
<input type="checkbox"/> Lifting (Max weight in lbs) _____ lbs.	<input type="checkbox"/> Walking _____ % degree of motion
<input type="checkbox"/> Repetitive Lifting _____ lbs.	<input type="checkbox"/> Standing _____ % degree of motion
<input type="checkbox"/> Carrying _____ lbs.	<input type="checkbox"/> Sitting/Driving _____ % degree of motion
<input type="checkbox"/> Pushing/pulling _____ lbs.	<input type="checkbox"/> Crawling _____ % degree of motion
<input type="checkbox"/> Pinching/Gripping _____ lbs.	<input type="checkbox"/> Kneeling _____ % degree of motion
<input type="checkbox"/> Reaching over head	<input type="checkbox"/> Squatting _____ % degree of motion
<input type="checkbox"/> Reaching away from body	<input type="checkbox"/> Climbing _____ % degree of motion
<input type="checkbox"/> Repetitive Motion Restrictions:	
<input type="checkbox"/> Other Restrictions:	
These limitations/restrictions are:	<input type="checkbox"/> Temporary limitations/restrictions <input type="checkbox"/> Permanent limitations/restrictions
Have medication(s) been prescribed that could impair his/her ability to safely operate a motor vehicle or operate machinery?	

IF THE ABOVE RESTRICTIONS CONSTITUTE LIGHT DUTY, THE NIXA FIRE DISTRICT POLICY IS TO ACCOMMODATE WHEN POSSIBLE. My signature indicates that I have read and understand the employee's job description and the listed tasks within the job description and that my findings are based on my medical assessment of this employee's physical capabilities as compared to the essential functions of the job.

Physician's Name (Please Print):			
Physician's Signature:		Date:	

I AGREE THAT:

I will follow through with all of the restrictions listed above. I will notify my supervisor of any departure from these restrictions.

Employee's Signature:		Date:	
-----------------------	--	-------	--



## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

### *Physical Requirements*

Vision sufficient to operate hand and power tools; and conduct patient evaluations; read video monitors, gauges, maps, SOPs, rules regulations, and training documents;

Hearing sufficient to hear conversation in person and over radios and telephones;

Speech sufficient to make oneself understood in conversation, on fire scenes, in person, and over radios and telephones;

Mobility sufficient to effectively perform fire suppression activities such as climbing ladders; removing trapped individuals from confined spaces; and operating power saws and axes while wearing a Self-Contained Breathing Apparatus (SCBA), and full protective clothing;

Dexterity to operate tools and apparatus associated with fire suppression and emergency services work, office equipment including computer keyboards and medical equipment;

Strength sufficient to lift and carry patients and equipment weighing in excess of 50 pounds; open fire hydrants and perform firefighting and ventilation work;

Endurance sufficient to maintain appropriate level of performance in extreme heat while wearing an SCBA and full protective clothing; and to maintain efficiency throughout the entire work shift.

### *Work Environment*

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives, and risk of vibration. The noise level in the work environment is usually moderate to loud.

### *Disclaimer*

*The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*

## Daily Checklist Generic Form.pdf

## **Board Declaration of Relationship Resolution.pdf**

**NIXA FIRE PROTECTION DISTRICT**

**Title  
Declaration of Relationship**

**Page  
1 of 1**

DECLARATION OF RELATIONSHIP

The Board of Directors of the Nixa Fire Protection District have determined that it is in the best interest of the District and its employees, and all others involved, to declare and determine that all information, communications, results, scores, rankings, opinions, or conclusions arising from the various tests, interviews, and evaluation administered to any applicant for positions within the District shall be a "closed record" under the provisions and as authorized by Chapter 610 of the Revised Statutes of Missouri.

THEREFORE, the applicant, nor any other person, shall be given this information except as provided by law.

The undersigned acknowledges that he/she has read the above policy of the Nixa Fire Protection District and further acknowledges that this acknowledgement was signed prior to the commencement of any testing procedures.

The undersigned further acknowledges that he/she is or isn't related to any of the Board of Directors within the fourth degree by consanguinity (blood) or affinity (marriage). If you are related to less than three (3) Directors, you will maintain your eligibility for employment.

The undersigned:

\_\_\_ is, \_\_\_ is not related to Director Larry LaForge,

\_\_\_ is, \_\_\_ is not related to Director Marty Anderson,

\_\_\_ is, \_\_\_ is not related to Director Bill Odom,

\_\_\_ is, \_\_\_ is not related to Director Terry Young,

\_\_\_ is, \_\_\_ is not related to Director Terry Allen,

Print name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## **Release of Personal Information Form.pdf**

**NIXA FIRE PROTECTION DISTRICT**

<b>Policy</b>	<b>Title</b>	<b>Page</b>
<b>101 Exhibit 2</b>	<b>Authorization of Release of Information</b>	<b>1 of 1</b>

**AUTHORIZATION FOR RELEASE OF INFORMATION**

Applicant \_\_\_\_\_ (please print), Date \_\_\_\_\_

I am an applicant for a position with the Nixa Fire Protection District. The District needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Nixa Fire Protection District bearing this release to obtain any information in your files pertaining to my employment records, and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Nixa Fire Protection District, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of the authorization is to provide full and free access to the background investigation that may provide pertinent data for the Nixa Fire Protection District to consider in determining my suitability for employment in that District. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I understand my rights under Title 5 – United States Code; Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Nixa Fire Protection District in conjunction with employment procedures.

This waiver also allows for the periodic search, during my employment, if employment is offered and accepted, of state driver's license records, including arrest records and records of pending matters not adjudicated. Continuation of employment may be contingent upon information discovered, and I may be asked to explain any information discovered by the Nixa Fire Protection District in connection with said search.

Social Security Number \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Medical Director Agreement 2016.pdf**

**Pre-Plan Form.pdf**



# NIXA FIRE PROTECTION DISTRICT

## Title Pre-Incident Plan Form

Page  
1 of 1

Revised: 10/5/2010

Grid	
SHIFT	



NIXA FIRE PROTECTION DISTRICT  
PRE-FIRE PLAN



Orig Date	
Updated	

<b>Quick Access Pre-fire Plan</b>	
Business Name	
Business Address:	
<input checked="" type="checkbox"/> Plot Plan Attached	After hours Contact:
Construction Type: <input style="width: 50px;" type="text"/>	
Building Description:	
Roof Construction:	
Floor Construction:	
Occupancy Use Group:	Initial Resources Required:
Hazards to Personnel:	
Location of Water Supply:	Available Flow:

	<b>Estimated Fire Flow</b>			
Level of Involvement:	25%	50%	75%	100%
Estimated Fire Flow:	0	0	0	FALSE

\*Fire flow based on floor area of  square feet

Fire Behavior Prediction:			
Predicted Strategies:			
Problems Anticipated:			
<input type="checkbox"/> Standpipe	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Fire Detection	<input type="checkbox"/> Knox Box

Notes:	
Initials of persons completing QAP	

## **Probationary Ceremony Guide.pdf**

**CHAPLAINdescription.pdf**

## **Automatic Aid Resolution.pdf**

## **Brush Truck Driver Qualification Checklist Form.pdf**

## **Rescue Qualification Check List Form.pdf**

**Employee Annual Pre-Performance  
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**Officer Evaluation Form.pdf**



# Nixa Fire Protection District Policy Manual

## Policy Manual

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