

# Nixa Fire Protection District

Procedure Manual

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## **PROCEDURES**

# Nixa Fire Protection District

## Procedure Manual

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### **PROCEDURAL DEVELOPMENT**

All Operating Procedures established by the District shall be in a standardized format. Situations and circumstances, which may prompt the development of new procedures, shall be submitted in writing for review.

The procedures contained herein cannot, nor are they expected to, provide a solution to every question or problem, which may arise in an organization established to render emergency services. It is expected, however, that they will be sufficiently comprehensive to cover either in specific or a general way the obligations and duties of the members of the District.

These procedures are not designed nor intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in a given circumstance. Much, by necessity, must be left to the loyalty, integrity, professionalism, and discretion of the members. To the degree which the individual member demonstrates possession of these qualities for the team, and to that degree alone, will the District measure up to the high standard required of this service.

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## **Chapter 1 - Role and Authority Procedures**



## District Bylaws

### 100.1 ARTICLE 1

#### Section 1: Name

This organization shall be known as the NIXA FIRE PROTECTION DISTRICT.

#### Section 2: Mission Statement

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

#### Goals

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

- Will maintain adequate emergency preparedness to handle a variety of potential life or property threatening situations.
- Will promote personal development within the department while utilizing effective principals and practices of modern fire and life safety technology in an accountable manner.

Will establish and maintain relationships with the stakeholders in our community and our profession.

#### Vision

The Nixa Fire Protection District will continue to honor the heritage of the fire service by striving to be recognized by our community and peers as a model of excellence in providing services through education, prevention, and mitigation. While efficiently utilizing all of the necessary resources to provide the service that is expected by the citizens of our district.

### 100.2 ARTICLE 2

#### Section 1: Director Qualifications (RSMO 321.130 -2014)

A person, to be qualified to serve as a director, shall be a voter of the district at least one year before the election or appointment and be over the age of twenty-five years. The person shall also be a resident of such fire protection district. In the event the person is no longer a resident of the district, the person's office shall be vacated, and the vacancy shall be filled as provided in section 321.200. Nominations and declarations of candidacy shall be filed at the headquarters of the fire protection district by paying a ten dollar filing fee and filing a statement under oath that such person possesses the required qualifications

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#### **Section 2: Election and Terms of Directors** (RSMO 321.210-2014)

On the first Tuesday in April after the expiration of at least two full calendar years from the date of the election of the first board of directors, and on the first Tuesday in April every two years thereafter, an election for members of the board of directors shall be held in the district. Nominations shall be filed at the headquarters of the fire protection district in which a majority of the district is located by paying a filing fee up to the amount of a candidate for state representative as set forth under section [115.357](#) and filing a statement under oath that he possesses the required qualifications. The candidate receiving the most votes shall be elected. Any new member of the board shall qualify in the same manner as the members of the first board qualify

#### **Section 3: Powers of Board** (RSMO 321.600 -2014)

For the purpose of providing fire protection to the property within the district, the district and, on its behalf, the board shall have the following powers, authority and privileges:

- (1) To have perpetual existence;
- (2) To have and use a corporate seal;
- (3) To sue and be sued, and be a party to suits, actions and proceedings;
- (4) To enter into contracts, franchises and agreements with any person, partnership, association or corporation, public or private, affecting the affairs of the district, including contracts with any municipality, district or state, or the United States of America, and any of their agencies, political subdivisions or instrumentalities, for the planning, development, construction, acquisition or operation of any public improvement or facility, or for a common service relating to the control or prevention of fires, including the installation, operation and maintenance of water supply distribution, fire hydrant and fire alarm systems; provided, that a notice shall be published for bids on all construction or purchase contracts for work or material or both, outside the authority contained in subdivision (9) of this section, involving an expense of ten thousand dollars or more;
- (5) Upon approval of the voters, as herein provided, to borrow money and incur indebtedness and evidence the same by certificates, notes or debentures, and to issue bonds, in accordance with the provisions of sections [321.010](#) to [321.450](#);
- (6) To acquire, construct, purchase, maintain, dispose of and encumber real and personal property, fire stations, fire protection and fire-fighting apparatus and auxiliary equipment therefor, and any interest therein, including leases and easements;
- (7) To refund any bonded indebtedness of the district without an election. The terms and conditions of refunding bonds shall be substantially the same as those of the original issue of bonds, and the

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board shall provide for the payment of interest, at not to exceed the legal rate, and the principal of such refunding bonds in the same manner as is provided for the payment of interest and principal of bonds refunded;

(8) To have the management, control and supervision of all the business and affairs of the district, and the construction, installation, operation and maintenance of district improvements therein;

(9) To hire and retain agents, employees, engineers and attorneys, including part-time or volunteer firemen;

(10) To have and exercise the power of eminent domain and in the manner provided by law for the condemnation of private property for public use to take any property within the district necessary to the exercise of the powers herein granted;

(11) To receive and accept by bequest, gift or donation any kind of property. Notwithstanding any other provision of law to the contrary, any property received by the fire protection district as a gift or any property purchased by the fire protection district at a price below the actual market value of the property may be returned to the donor or resold to the seller if such property is not used for the specific purpose for which it was acquired;

(12) To adopt and amend bylaws, fire protection and fire prevention ordinances, and any other rules and regulations not in conflict with the constitution and laws of this state, necessary for the carrying on of the business, objects and affairs of the board and of the district, and refer to the proper authorities for prosecution any violation thereof detrimental to the district. Any person violating any such ordinance is hereby declared to be guilty of a class B misdemeanor, and upon conviction thereof shall be punished as is provided herein:

(a) The prosecuting attorney for the county in which the violation occurs shall prosecute such violations in the circuit court of that county. The legal officer or attorney for the fire district may be appointed by the prosecuting attorney as special assistant prosecuting attorney for the prosecution of any such violation; or

(b) The board may adopt a specific ordinance to impose a fine or a series of fines for specific offenses of not more than five hundred dollars. The accused person may either appear in court at a set date or make payment to the officer appointed by the board, either in person or through the United States mail, with the moneys handled as are all other moneys of the district. If the fine is not paid by the deadline imposed, the violation and the failure to pay the fine or appear in court at the set date may be further prosecuted as provided in paragraph (a) of this subdivision. The enactments of the fire district in delegating administrative authority to officials of the district may provide standards of action for the administrative officials, which standards are declared as industrial codes adopted by nationally organized and recognized trade bodies;

(13) To pay all court costs and expenses connected with the first election or any subsequent election in the district;

(14) To have and exercise all rights and powers necessary or incidental to or implied from the specific powers granted herein. Such specific powers shall not be considered as a limitation upon

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any power necessary or appropriate to carry out the purposes and intent of sections [321.010](#) to [321.450](#);

(15) To provide for health, accident, disability, and pension benefits, through either or both a contributory or noncontributory plan, of the salaried members and such other benefits for their spouses and eligible unemancipated children of its organized fire department of the district. For purposes of this section, "eligible unemancipated child" means a natural or adopted child of an insured, or a stepchild of an insured who is domiciled with the insured, who is less than twenty-three years of age, who is not married, not employed on a full-time basis, not maintaining a separate residence except for full-time students in an accredited school or institution of higher learning, and who is dependent on parents or guardians for at least fifty percent of his or her support. Such benefits shall be determined by the board of directors of the fire protection district within the level of available revenues of the pension program and other available revenues of the district. If an employee contributory plan is adopted, then at least one voting member of the board of trustees shall be a member of the fire district elected by the contributing members, which shall not be the same as the board of directors;

(16) To provide for life insurance, accident, sickness, health, disability, annuity, uniform, length of service, pension, retirement and other employee-type fringe benefits, subject to the provisions of section [70.615](#), through either a contributory or noncontributory plan or both, for the volunteer members and such other benefits for their spouses and minor children of any organized fire department of the district. The type and amount of such benefits shall be determined by the board of directors of the fire protection district within available revenues of the district, including the pension program of the district. The provision and receipt of such benefits shall not make the recipient an employee of the district. Directors who are also volunteer members may receive such benefits while serving as a director of the district;

(17) To contract for services with any rural, volunteer or subscription fire department or organization, or volunteer fire protection association, as defined in section [320.300](#), for the purpose of providing the benefits described in subdivision (16) of this section.

#### **Section 4: Oaths of Office and Surety Bond (RSMO 321.160- 2014)**

Whenever a district has been declared duly and finally organized, the members of the board shall thereafter qualify within fifteen days by filing with the circuit clerk their oaths of office, which shall be in the form prescribed by the constitution, and such board members shall also file with the circuit clerk corporate surety bonds to be furnished at the expense of the district in an amount not to exceed one thousand dollars each, the form and amount thereof to be fixed and approved by the circuit court having jurisdiction, and said bonds to be conditioned for the faithful performance of their duties as directors.

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### **Section 5: Election of Officers** (RSMO 321.170- 2014)

After taking their oaths and filing their bonds, the board shall choose one of its members as chairman of the board and president of the district, and shall elect a secretary and a treasurer of the board and of the district, who may or may not be members of the board. The secretary and the treasurer may be one person. Such board shall adopt a seal, and the secretary shall keep in a well-bound book a record of all its proceedings, minutes of all meetings, certificates, contracts, bonds given by employees and a record of corporate acts, which shall be open to inspection of all owners of property in the district, as well as to all other interested parties.

### **Section 6: Regular Meetings** (RSMO 321.200- 2014)

The Board shall meet regularly, not less than once each month, at a time and at some building in the district to be designated by the board. Notice of the time and place of future regular meetings shall be posted continuously at the firehouse or firehouses of the district and in accordance with the requirements for posting notices of meetings under the Sunshine Act, Section 610.20 RSMO.

### **Section 7: Special Meetings** (RSMO 321.200- 2014)

Additional meetings may be held, when the needs of the district so require, at a place regular meetings are held, and notice of the time and place shall be given to each member of the board. Notice of the time and place of special meetings shall be posted at the firehouse or firehouses of the district and in accordance with the requirements for posting notices of meetings under the Sunshine Act, Section 610.20 RSMO.

### **Section 8: Quorum** (RSMO 321.200- 2014)

A majority of the members of the board shall constitute a quorum at any meeting and no business shall be transacted unless a quorum is present.

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#### **Section 9: Vacancies** (RSMO 321.200- 2014)

Any vacancy on the board shall be filled by the remaining elected members of the board, except when less than two elected members remain on the board any vacancy shall be filled by the circuit court of the county in which all or a majority of the district lies. The appointee or appointees shall act until the next biennial election at which a director or directors are elected to serve the remainder of the unexpired term.

#### **Section 10: Board Compensation** (RSMO 321.190- 2014)

Each member of the board may receive an attendance fee not to exceed one hundred dollars for attending each regularly called board meeting, or special meeting, but shall not be paid for attending more than two in any calendar month, except that in a county of the first class having a charter form of government, he shall not be paid for attending more than four in any calendar month. However, no board member shall be paid more than one attendance fee if such member attends more than one board meeting in a calendar week. In addition, the chairman of the board of directors may receive fifty dollars for attending each regularly or specially called board meeting, but shall not be paid the additional fee for attending more than two meetings in any calendar month. Each member of the board shall be reimbursed for his or her actual expenditures in the performance of his or her duties on behalf of the district. The secretary and the treasurer, if members of the board of directors, may each receive such additional compensation for the performance of their respective duties as secretary and treasurer as the board shall deem reasonable and necessary, not to exceed one thousand dollars per year. The circuit court having jurisdiction over the district shall have power to remove directors or any of them for good cause shown upon a petition, notice and hearing.

#### **Section 11: Treasurer** (RSMO 321.180-2014)

The Treasurer shall be responsible for keeping a strict and accurate record of all the district monies. The treasurer shall at the expense of the district file with the county clerk of the court, a corporate bond of not less than \$5,000.00 conditioned on the faithful performance of his or her duties of that position. In addition, the treasurer shall file a financial report of the district, with the county clerk, on or before April 1 for the preceding year.

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### **Section 12: Fire District Chief Officers**

The board shall be responsible for the hiring of the Fire District Chief and for the setting his or her yearly salary and benefits. The Fire Chief shall answer directly to the Board of Directors. The fire chief is responsible for the administrative and technical work in planning, organizing and directing the fire fighting and fire prevention activities and other related duties of the municipality. The fire chief is responsible for staffing, training, budgeting and all other administrative matters, for the development and improvement of the department, and keeping abreast of changing local conditions and technological changes in firefighting and fire prevention. The chief shall be the representative of the Board and the channel through which all directives from the Board to its employees and volunteers shall be communicated. The chief may also give directives, which shall be valid until disapproved by the Board, for the management of the fire district to employees and volunteers on points not covered by the adopted policies, rules and regulations. The fire chief is given considerable independence of action in making administrative and technical decisions.

The board shall additionally be responsible for the hiring of Deputy Chiefs and Assistant Chiefs as those positions are deemed necessary to the operation of the administration of the Fire District. The job description and duties of these chief officer positions shall be set by District Policy and approved by the Board of Directors.

### **100.3 ARTICLE 3**

#### **Section 1: Checks, Drafts, etc.**

All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Corporation shall be signed by such director or directors, officer or officers, agent or agents of the corporation in such manner as shall from time to time be determined by a resolution of the Board of Directors. All checks will have two signatures.

### **100.4 ARTICLE 4**

#### **Section 1: Amendments**

These by-laws may be altered, amended, or repealed and new by-laws may be adopted at any regular meeting of the Board or any special meeting of the Board provided that notice is given to the public of the Board's intent to purpose said new by-laws and provide a time frame for debate or discussion before final vote thereon. The Board of Directors may adopt emergency by-laws as provided by law.

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#### **100.5 ARTICLE 5**

##### **Section 1: Anti-Discrimination Clause**

The District will not discriminate against any person in any of its activities, on the basis of race, color, religion, national origin, age, sex, pregnancy, citizenship, family status, disability, or veteran status.

#### **100.6 ARTICLE 6**

##### **Section 1: Validity and Amendments**

Should any clause, sentence, paragraph of these by-laws, rules, and regulations be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the rules and regulations as a whole or any part thereof other than the part so declared to be invalid.

These by-laws may be altered or amended by the Board of Directors present at any regular meeting by resolution in writing and approved by majority.



## **Chapter 2 - Organization and Admin Procedures**

## Emergency Action Plan

### 201.1 PURPOSE

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

In a crisis, the situation may evolve rapidly. Depending on the situation, this procedure in its entirety or any portion, may be activated and/or adjusted as the crisis warrants.

The decision to activate this procedure or any temporary procedures in relation to a disaster shall be jointly made by the Command Staff and the Medical Director, with recommendations from the Federal, State, and Local Officials, in conjunction with the Christian County Emergency Operations Plan.

### 201.2 PROCEDURE COMMUNICATIONS

Information shall be monitored thoroughly. Information that is released shall be in conjunction with the recommendations of Federal, State, and Local Officials through the Local Emergency Operations Plan (EOP), County Emergency Operations Plan (EOP), Joint Information Center (JIC), and Region D Joint Information System (DJIS).

Personnel may transfer callers requesting information or to report infectious disease signs and symptoms to alternate resources. These may include prepared scripts or recorded information lines established by public health, county government, emergency services or the Joint Information System.

Response capability will play a critical role in responding to requests for assistance, providing treatment, and in triaging patients. During the waves of the disaster it will be virtually impossible to make a response for every call for service.

The District will consult the appropriate agencies to modify protocols and the response resources during this time of crisis.

### NON-EMERGENCY ACTIVITY

As the conditions warrant, all non-emergency activities will be suspended. This may include; meetings, events, tours, demonstrations, and or any public gatherings.

As conditions worsen activities such as hydrant maintenance, preplans, and inspections should cease.

As department personnel and resources lessen the District shall reduce or eliminate non-life threatening emergency medical calls. This outcome must be coordinated with the Medical Director, Office of Emergency Management, and the Christian County Ambulance District in accordance with the Emergency Operations Plan (EOP).

### RECALL OF PERSONNEL

# Nixa Fire Protection District

## Procedure Manual

### *Emergency Action Plan*

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As conditions and resources will allow personnel may be recalled and additional units placed in service. This outcome must be evaluated against risk versus benefit i.e. maintain minimum staffing and maintain emergency operations.

#### **EMERGENCY OPERATIONS**

The primary objective is to deliver services during emergency situations. All personnel and divisions will respond as necessary to support the primary objective.

The following capabilities must be maintained;

- The safety of personnel Ensure
- Provide adequate personnel
- Provide adequate resources
- Maintain apparatus and prepare reserve units
- Aid in reconfiguration of resources and response systems
- Maintain needed supplies and equipment.
- Provide information to the personnel and the public
- Maintain cooperative effort with Federal, State and Local Officials
- Maintain wellness and rehab of personnel
- Provide feedback, constant communication, and personal support

## Communications

### 207.1 PURPOSE

Communication throughout the District can be very challenging with personnel working different shift patterns and work schedules. However, it is the desire of the District that everyone have the opportunity to receive information concerning the assignments and any other aspects of the day-to-day operations. It is also the responsibility of the employee to seek out information when they have questions or concerns. The District will make every attempt to maintain an open channel of communications throughout the District.

### 207.2 MATRIX

The communication matrix is intended to maintain a standard flow of information through the organization.

SUBJECT	FACE TO FACE	GENERAL MEETING	E-MAIL	WRITTEN
SOPs		X		X
Policy		X	X	X
Memo		X	X	X if >24 hours
Pass-a-long	X		X	X fire point journal
Training info	X	X	X	X bulletin board
Prevention info	X	X	X	
New Program		X	X	
New Equipment	X	X		
Meeting	X		X	
Meeting Minutes			X	
Nice to Know	X	X	X	Optional
Rumor Control	X	X	X	Optional
Daily Assignments	X			

### 207.3 DISTRICT MEETINGS

The District attempts to maintain a schedule for meetings to take place. This allows for the employee and constituent attendance.

Board Meeting	Third Thursday	1800 hours
Staff Meeting	Every Monday	0830 hours

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## Procedure Manual

### *Communications*

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All of these meetings are subject to change however the District will make an attempt to maintain the schedule.

#### **MEETING RULES**

The District understands the importance to set meeting rules and follow an agenda. The following items will set the standard for meetings.

- All meetings will have an agenda
- The meetings will be governed by District policy and procedures
- Everyone should come to the meeting prepared
- The meeting will start on time, no reward for late arrivals
- Do not interrupt or criticize the ideas of others. Remain open minded and non-judgmental and build on the ideas of others
- Everyone participates, no one dominates, but please only one conversation at a time
- No hasty decisions, if not an emergency there is time
- Restate all decisions and or conclusions and the reasons
- Review all actions taken during the meeting
- REMEMBER – IT IS OK TO HAVE FUN

## Staffing

### **208.1 SCHEDULING 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 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, shall be toned over the paging system for coverage. These openings shall be awarded on a first come first service basis.

### **208.2 VACANCIES**

In the event that there is a vacancy by position, which the District desires to fill due to retirement, termination, 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.

### **208.3 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.

### **208.4 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.

### **208.5 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.

## *Staffing*

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### **208.6 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

### **208.7 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.

## Post Incident Critique

### 209.1 POST INCIDENT CRITIQUE

The District will complete a post incident analysis of significant calls such as structure fires, unusual rescues, hazardous materials release, or other unusual circumstances. The critique should be completed as soon as possible after the incident. [See attachment: After Action Review Form.pdf](#)

The incident commander shall lead the discussion of operations performed in chronological order, identify the command structure utilized and identify strong and weak operational points.

The post incident analysis is a learning tool for the organization. It is not designed to point fault with personal issues or personnel.



## **Chapter 3 - Operations Procedures**

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# Incident Management System

## 300.1 IMS SYSTEM IMPLEMENTATION

The incident management system shall be implemented on every incident. The first unit on the scene shall implement the system and establish command. The incident commander is responsible for the scene until relieved, even if senior officers are on the scene but have not assumed command. A radio report naming the incident and the location of command post shall be made as soon as possible after arrival at the incident. The incident commander shall establish the command post in an accessible location.

### COMMAND MODES

1. Investigation – Situations where no physical indicators are visible, no emergency is apparent upon arrival of the first unit or dispatch information provides inadequate information. In order to determine the situation an investigation shall be conducted to establish appropriate incident control measures.
2. Attack – These are situations where an emergency incident is obviously in progress and quick aggressive operations are required for effective control.
3. Patient Care – These are situations where medical assistance is going to be rendered.
4. Assistance – These are situations where non-emergency services are being rendered.

The incident commander may opt for the following command postures;

- Establish a command post and assume command responsibilities
- Perform command operations while participating in scene operations, only if direct participation will provide for a favorable outcome of the incident.

### SIZE UP

A size up shall be performed by the first arriving unit and shall be transmitted via the radio to all responding units. The size up shall consist of the following basic components:

- Type and size of the occupancy or incident
- A brief statement of conditions found
- Radio identification of the unit and the fact that command is being taken
- Mode of operations being taken
- When necessary, any special instructions to incoming units

### STATUS REPORTS

A situation report to dispatch shall be made as soon as it is practical after arrival and the scene is sized up. There should be a situation update every twenty (20) minutes into the scene. There should be an update on the following benchmarks:

## *Incident Management System*

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- Completion of primary search
- Completion of secondary search
- Fire under control
- Fire out
- Extrication complete
- Other pertinent information such estimated time out, etc.

### **DESIGNATION OF POSITIONS**

The incident commander shall designate sections as required. Responding apparatus or officers must realize that the incident commander must establish an organization and plan at a specific incident. Apparatus or officers dispatched to a specific area or location are not automatically Group/Division supervisors until assigned by the incident commander.

### **IDENTIFICATION OF SCENE**

The exterior of the building shall be identified with letter designation beginning with the front of the building as being side A (Alpha) and the lettering of sides continues in a clockwise fashion, B (Bravo), C (Charlie), D (Delta).

The interior shall be designated by floor. Beginning with the basement then floor 1, floor 2 and so forth.

The exposures shall be designated by utilizing numbers along with the side of the structure, i.e. Bravo/1 for the first building or exposure on side Bravo. The exposures will number in sequence as they move away from the fire building.

### **FIRE GROUND PRIORITIES**

There are three fire ground priorities and they should be accomplished in the following manner:

1. Life Safety – The accomplishment of life safety functions consist of a primary search, proper ventilation, fire control, secondary search, evacuation and the treatment of injured victims
2. Fire Control – The accomplishment of fire control may include fire attack, confinement, extinguishment and exposure protection.
3. Property Conservation – The accomplishment of property conservation functions may include salvage of property, overhaul of the fire, fire protection system control and securing of the structure.

### **STAGING OF RESOURCES**

There are two levels of staging utilized to maintaining resources for the incident.

Level 1 Staging – The first arriving unit not directly assigned to work at an incident shall establish a staging area. The incident commander may identify a staging location or the first arriving unit shall determine a location and transmit this to the incident commander. The staging location should

# Nixa Fire Protection District

## Procedure Manual

### *Incident Management System*

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be in a location where units can maneuver around the incident if required. All apparatus and later arriving personnel shall report to staging. The staging officer shall assign personnel to staff apparatus and or make up necessary crews.

Level 2 Staging – This is generally utilized for larger scale incidents where numerous resources will be required. The staging location shall be in an area away from the incident and located for ease of access and egress as well as providing for minimizing traffic congestion.

#### **RESOURCE OFFICER**

The resource officer shall respond and assist with resource management. The officer shall account for all items required for the incident. The resource officer shall be responsible for providing coverage for the District in the event of multiple alarms. The resource officer shall have the authority to institute mutual aid requests in order to provide necessary scene resources and District coverage.

During large-scale incidents the resource officer should maintain a minimum of two available engine companies. It is preferred that the coverage is staged with an engine in station 1 and an engine in station 2.

The resource officer shall contact stations to obtain the availability of personnel and apparatus.

#### **EMERGENCY RADIO TRAFFIC**

If emergency radio traffic is needed personnel should utilize “Emergency Traffic” over the air. The incident commander shall state “Hold the Air for Emergency Traffic”. All other radio traffic should cease until the incident commander clears the air.

The site evacuation signal shall be an elongated air horn blast (approximately 10 seconds long) three consecutive times. The evacuation signal means to drop all items and exit the structure immediately. The incident commander shall also announce over the air to “Evacuate”.

#### **SCENE OPERATIONS AND FAMILY RELATIONSHIPS**

When operating at an emergency incident it is the intent of the District not to subject family members to the same hazards of emergency mitigation simultaneously. The incident commander will strive to assign one of the family members to a support service duty away from the hazard zone.

### **300.2 NIMS**

#### **300.2.1 SYSTEM IMPLEMENTATION**

The incident management system shall be implemented on every incident. The first unit on the scene shall implement the system and establish command. The incident commander is responsible for the scene until relieved, even if senior officers are on the scene but have not assumed command. A radio report naming the incident and the location of command post shall be made as soon as possible after arrival at the incident. The incident commander shall establish the command post in an accessible location.

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## *Incident Management System*

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### 300.2.2 COMMAND MODES

## Accountability

### 302.1 PURPOSE

This procedure identifies a system of incident site personnel accountability. The purpose is to account for all fire fighters within a small geographic area, within the "hazard zone" of an incident or during normal operations conducted during an incident.

Use of the system will provide enhanced personal safety for the individual fire fighter, and will provide the Incident Command Organization staff an improved means to track and account for all personnel working in the hazard zone.

The hazard zone will be defined as any area that requires an SCBA, a charged hose line and protective clothing or in which a fire fighter is at risk of becoming lost, trapped, or injured by the environment or structure, or in an area where the firefighter may be outside the line of sight of another individual. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, etc.

### 302.2 ACCOUNTABILITY ACCOUNTABILITY

Accountability is a critical element in the safety of all fire fighters working on the fire ground. Each person involved in an incident whether at the task, tactical, or strategic level, must make a personal commitment to follow all policies and procedures regarding accountability.

Accountability involves a personal commitment to work within the safety system at all times. Accountability is more than an accurate passport. Accountability is company officers keeping crews together, staying on the hoseline, working in pairs, and leaving when you're low on air, each crew carrying their portable radio, and ID on helmets.

- Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.
- Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.
- Area Officer will always maintain an accurate tracking and awareness of crews assigned to them. This will require the Area Officer to be in his/her assigned area and maintaining close supervision of crews assigned to them.
- Company officers shall maintain a current passport of personnel responding on the apparatus at all times.
- All crews will work for Command or Areas -- no free-lancing.
- Crews arriving on the scene should remain intact. A minimum crew size will be considered two or more members.
- All crews entering a hazard zone should have a supervisor.

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## Procedure Manual

### *Accountability*

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- All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness.
- If a radio fails while in the hazard zone, the crew will exit.

To enhance accountability and to improve tracking of fire fighters at the incident, the "PASSPORT" system will be used. PASSPORTS involve a plastic card with the crew members names affixed that is turned into a Command/Accountability Officer

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Arriving crew members will be responsible for immediately updating the company Passport as they arrive to duty - including any constant personnel duty and following transfer from another station.

Arriving crew members will remove the name tag from the Passport of the crew member they are replacing. For those crew members not permanently assigned, the name tag should be placed on the Velcro strip of their helmet on the underside of the rear brim or in their coat Velcro.

The Company Officer is responsible for ensuring that the Passports always remain current. Passports must reflect only those members presently assigned to the company.

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## Procedure Manual

### *Accountability*

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Implementation of the Passport system will occur at any incident that requires the use of SCBA and/or during normal operations at any incident.

The objective of the Passport system is always to have the crew members Passports near the command post and that they are accurate, reflecting only those members at the incident. For those situations where it is not clear-cut as to when and where to turn in Passport, crews should consider the above-cited objective for their decision.

For single company incidents, the Passport remains on the apparatus dash. The Company Officer will assume accountability responsibilities.

For Multi-Company or 1<sup>st</sup> Alarm assignments and greater, the Passport system will function as follows:

- When Command is passed, the assuming IC will be responsible for accountability. However, if an OPS area is established, then it becomes the responsibility of the OPS Officer. It may become necessary to assign an Accountability Officer for the incident to track personnel and resources.
- Upon arrival, units may receive assignments for OPS or Command.
- After receiving an assignment, the crew will drop off their Passport to the person in charge of accountability.
- The designated accountability will then place the Passport on the command or status board under the assigned task.
- After the crew has performed their assigned task, the crew will report back to Command or OPS that they have completed their assignment.

Command or OPS will do one of the following:

- Send the crew to Rehab.
- Give the crew another assignment
- Send the crew to Staging
- Send the crew home

If a company is released from the scene, the company officer will need to pickup their Passport.

All crews will take their Passports to their assigned accountability location prior to entering the incident.



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### *Accountability*

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Passports will remain with the designated Accountability Officer near the "point of entry" or command post to the incident. Upon entry, crews will turn in their Passport. Both the Company Officer and Accountability Officer will be responsible to see the Passports are retrieved.

Crews exiting at a different location other than the original point of entry must immediately notify their supervisor of their changed status.

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Passport accountability will be maintained through a report of "fire under control," at which time MARC for all crews must be obtained. Command will determine at that time, based on the situation and risk, as to whether to continue with the Passport system. If visibility is still impaired or a significant hazardous condition still exists, Command may choose to extend the Passport system further.

Upon termination and release from the incident, Company Officer and crew members will ensure that the Passport is returned to the dash of their apparatus and that the Passport is up-to-date.

### **MUTUAL AID COMPANIES**

When mutual aid companies arrive on the scene, the IC will advise the company officer of that crew to contact the accountability officer. The accountability officer will make up a Passport for that crew to use while operating at an incident or use their current system in place.

### **SUMMARY OF ACCOUNTABILITY RESPONSIBILITIES**

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

**FIRE FIGHTER;** Responsible for staying with his/her crew at all times and ensuring that his/her name tag is on the Passport at all times.

**COMPANY OFFICER;** The Company Officer of the first unit is responsible for becoming the initial Accountability Officer. Responsible for keeping his/her crew intact at all times and that the PASSPORT is current and accurate. The Passport must reflect only those personnel entering the incident. The Passport must be turned in at the point of entry and retrieved upon exit.

**AREA OFFICER;** The Area Officer works closely with the Accountability Officer to ensure accurate Passports and tracking of those crews in his/her assigned area and maintaining an awareness of their exact location.

**ACCOUNTABILITY OFFICER;** The Accountability Officer must collect all Passports and is responsible for teaming up and managing all accountability issues for an incident.

**COMMAND -** Responsible to track the location of all crews and direct later arriving crews where their Passports will be accepted before entry is made.

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

### 303.1 MAYDAY

Mayday - a radio term used to alert the Incident Commander or other persons on the emergency scene that personnel are in an imminent life-threatening situation.

Mayday is only for use when a firefighter or firefighters find themselves or others in a life threatening situation or are lost/trapped or missing during fire ground operations. A Mayday is not an emergency evacuation call. The emergency evacuation signal shall not be given only because of the declaration of a Mayday. A Mayday is communicated by radio and/or verbally. All firefighters should train giving a Mayday message so it will become second nature if ever utilized in real-life. All other important radio traffic will be issued using either "Emergency Traffic" or "Urgent".

The following situations will initiate an IMMEDIATE Mayday alert:

- Trapped
- Entanglement
- Cut off by fire
- Cut off by collapse
- Through the floor/roof
- Pinned
- SCBA failure/Out of Air
- Firefighter Down
- Lost/Disoriented

Declaring a Mayday:

- Declare "Mayday, Mayday, Mayday" over the radio.
- The IC should then stop all fire ground radio traffic and advise all units a Mayday has been declared. This should prompt all other personnel to stay off the radio and select another frequency (VTAC 1 or Fire Ground).
- If a Mayday is given, Dispatch will refrain from any radio traffic unless a Mayday has not been acknowledged by personnel on scene. At that time Dispatch will advise the Incident Commander of the situation and then stand by until they are needed. An additional ambulance and an additional engine shall be dispatched.
- All team leaders should conduct a PAR to insure their personnel are accounted for.
- The unit calling Mayday should relay information to the IC and RIT by utilizing the "UCAN" acronym.
  - U-Unit
  - C-Conditions (including air supply status)

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## Procedure Manual

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

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- A-Actions
- N-Needs
- The unit calling Mayday should try to remain calm in order to give good accurate information. Include last known location, what was your assignment; what side did you enter the building on etc.
- A Mayday, firefighter, should activate his/her PASS device once the radio transmission has been given. This will help the incoming RIT locate them quicker.
- Once information has been received the IC will then activate RIT to search for the firefighter giving the Mayday.
- Do not abandon existing fire fighting positions and assignments, if possible. These positions may be able to locate downed or lost members more rapidly and will provide protection from fire spread.
- The lost/trapped firefighter can help themselves by making tapping noises with tools, turning on flashlights, attempting to find walls, doors and windows. If the situation changes he/she should advise the IC immediately so the RIT can be updated. Radio traffic at this time should be kept to emergency traffic only by the IC, lost/trapped firefighter and RIT.
- Once a Mayday has been cleared, the IC will call “All Clear” over the radio and all units will go back to normal operations.

Mayday radio procedures are just one tool that should be used in an emergency situation. Learn self-rescue techniques, stay with your crew at all times, and try to avoid getting yourself in situations that may require assistance. This may limit your chance of ever having to use a Mayday.

### **303.2 RAPID INTERVENTION**

The District shall provide for the possible rescue of personnel operating at emergency scenes.

This team should be prepared for immediate deployment, wearing the appropriate protective clothing, SCBA and have a supply of extra tools and equipment.

This team should be set up and ready for deployment at;

- Working structure fires
- Specialty rescue scenes such as trench, water, ice, high angle and collapse

The District also recognizes that providing for the possible rescue of personnel will sometimes require operating at large or complex structures. Traditional search and rescue tactics are less effective in these situations, wherefore the District elected to utilize the Large Area Search Tactic (LAST) as developed by the Kansas City Fire Department. Deployment of the LAST equipment shall be determined by the RIC leader based off situational needs. To effectively deploy a LAST team the RIC must be staffed with a minimum of four (4) personnel.

The LAST bags will be comprised of the following equipment;

- 250' of 3/8" rope in deployment bag

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

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- 3 XL Carabineers
- 7 regular Carabineers
- 1 long and 2 short pieces of webbing

Possible tools and equipment for this team;

- Axes and prying tools
- Pike poles
- SCBA with extra bottle
- Search rope
- Hand lights
- Chain saw, circular saw or skill saw
- Thermal imaging camera
- Stokes type basket
- Long spine board, soft board or skid board
- Webbing, carabiners and items associated with rope rescue

Deployment of the team should be considered;

- Sudden hazardous event
- Lost, trapped or unaccounted for firefighter
- Flashover, back draft or rapid increase in fire

When the initial rapid intervention crew is deployed another team should be established.

The rapid intervention crew should take immediate actions on a scene to make conditions safer.

There are other minimal involvement tasks that are not directly related to firefighting that the rapid intervention crew could perform;

- Remove bars from windows
- Ladder upper floors of buildings
- Open ground level doors

The rapid intervention crew leader may be an experienced firefighter. The rapid intervention crew leader should have knowledge and skills associated with technical aspects;

- Assessments for entrances and exits
- Assessments for building construction
- Specialty training for the emergency
- Familiar with collapse potential

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

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- Capable of selecting appropriate equipment
- Familiar with breaching techniques

## Aircraft Operations

### **307.1 AIRCRAFT DOWN**

Personnel shall wear full protective equipment and air pack with the PASS device activated while in the hazard zone.

Personnel must remember the volatility of aircraft fuel. The apparatus should be immediately set up for foam operations.

The FAA must be contacted for all aircraft accidents and the scene shall be secured and considered a crime scene.

### **307.2 AIRCRAFT LANDING ZONE**

Personnel shall be in full protective equipment while aircraft is on approach.

A landing zone should be secured prior to allowing the aircraft to land and take off.

The apparatus should be staged a safe distance, approximately 200' when available, from the landing zone.

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# Carbon Monoxide Operational Guideline

## **308.1 CARBON MONOXIDE OPERATIONAL GUIDELINE**

The purpose of this operational guideline is to define the critical information that needs to be obtained on dispatch of a Carbon Monoxide event;

- Are occupants in the home experiencing sickness, if so EMS should be requested

### **SIZE UP REPORT:**

- Unit assignment for initial response
- Announce occupancy type
- Announce the command name
- Signs and symptoms of CO Poisoning
- Emergency Care for occupants with CO Poisoning
- Interview occupants to determine possible sources
- Single gas monitor
- Four or five gas meter
- Carbon Monoxide Levels and Actions for specific readings

### **Unit assignment for initial response:**

Unit assignment for initial response will be a brush truck unless occupants of the home are experiencing CO related sickness, then the engine should respond in addition to the brush truck.

### **Announce occupancy type:**

Announce the type of occupancy that is found on arrival, for example: single family dwelling, multifamily dwelling, commercial structure, etc.

### **Announce location of command post/command name:**

Announce location of command post/command name, for example: Brush 21 arrived on scene 1456 N Main, Main Command

### **Common Signs and Symptoms of CO Poisoning:**

Dull headache, generalized weakness, dizziness, nausea, shortness of breath, confusion for a few examples.

### **Emergency care for occupants with CO Poisoning:**

Occupants of the home experiencing symptoms of CO should immediately be evacuated from the home or business and given medical treatment if required.

### **Interview occupants to determine possible sources:**

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## Procedure Manual

### Carbon Monoxide Operational Guideline

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Interview the occupants and find out what type of appliances are in the home and the fuel that supports them. Determine the duration of exposure during this interview.

#### **Single Gas Monitor:**

If using the single gas monitor and it is not alerting to CO, but the homeowners have a detector that is reading or alerting or homeowners are experiencing symptoms of CO poisoning, crews on scene should request the 4 or 5 gas for additional monitoring. The single gas starts to alert at 25 ppm.

#### **Four or Five Gas Monitor:**

Prior to operating the meter in the hot zone, both monitors will require a fresh air calibration. This should be done away from the home, business or running vehicle.

#### **Carbon Monoxide Levels and Actions for specific readings:**

Measured Reading < 25 ppm continue to investigate

Measured Reading > 25 ppm SCBA will be worn during investigation, gas company should be notified and requested to respond.

<b>Level of CO</b>	<b>Health Effects, and Other Information</b>
0 PPM	Normal, fresh air.
9 PPM	Maximum recommended indoor CO level (ASHRAE).
10-24 PPM	Possible health effects with long-term exposure.
25 PPM	Max TWA Exposure for 8 hour work-day (ACGIH).
50 PPM	Maximum permissible exposure in workplace (OSHA).
100 PPM	Slight headache after 1-2 hours.
200 PPM	Dizziness, nausea, fatigue, headache after 2-3 hours of exposure.
400 PPM	Headache and nausea after 1-2 hours of exposure. Life threatening in 3 hours.
800 PPM	Headache, nausea, and dizziness after 45 minutes; collapse and unconsciousness after 1 hour of exposure. Death within 2-3 hours.
1000 PPM	Loss of consciousness after 1 hour of exposure.
1600 PPM	Headache, nausea, and dizziness after 20 minutes of exposure. Death within 1-2 hours.
3200 PPM	Headache, nausea, and dizziness after 5-10 minutes; collapse and unconsciousness after 30 minutes of exposure. Death within 1 hour.



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## *Carbon Monoxide Operational Guideline*

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6400 PPM

Death within 30 minutes.

12,800 PPM

Immediate physiological effects, unconsciousness.

## Staging

### **309.1 <STRONG>STAGING OF RESOURCES</STRONG>**

There are two levels of staging utilized to maintaining resources for the incident.

Level 1 Staging – The first arriving unit not directly assigned to work at an incident shall establish a staging area. The incident commander may identify a staging location or the first arriving unit shall determine a location and transmit this to the incident commander. The staging location should be in a location where units can maneuver around the incident if required. All apparatus and later arriving personnel shall report to staging. The staging officer shall assign personnel to staff apparatus and or make up necessary crews.

Level 2 Staging – This is generally utilized for larger scale incidents where numerous resources will be required. The staging location shall be in an area away from the incident and located for ease of access and egress as well as providing for minimizing traffic congestion.

## Rescue

### 314.1 SPECIAL RESCUE INCIDENTS

Personnel shall wear all personal protective equipment that is appropriate for the type of call such as if in or around water a personal floatation device shall be worn.

When applicable, air monitoring shall be performed before entering the atmosphere.

At any time the rescue incident is above and beyond the normal role and training of the responding personnel, a special rescue team shall be called in for assistance. The Springfield Fire Department is our first resource for Homeland Security Response and Technical Rescue.

If further resources are needed or Springfield is not available contact Western Taney County FPD.

## Wildland Firefighting

### 315.1 NATURAL COVER FIRES

Personnel shall wear a minimum of bunker pants and boots, gloves and helmet during natural cover fire operations. If conditions warrant full protective clothing shall be worn.

Always approach the fire from the burned side.

If the unit has lockout hubs on the front axles, always lock the hubs in before leaving the hard surface. Do not lock the 4x4 in gear until you are having difficulty getting traction.

The unit should be operated at a slow pace when off road. When possible have a spotter out in front of the vehicle watching for obstructions.

Utilize hand operations such as water packs, rakes, etc. when area is inaccessible.

REMEMBER – Natural cover fires are only an emergency when exposures are threatened. Units should still respond in the emergency mode during high winds, long distances, dry conditions or fire is threatening exposures.

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# Hazardous Material Operational Guideline

## 319.1 HAZMAT RESPONSE GUIDELINE

### **Purpose:**

The purpose of this operational guideline is to define the critical information that needs to be obtained when notification of a potential hazardous materials emergency. **Prior to responding**, the following points need to be considered for a safe and efficient response;

- Wind direction, velocity and current weather conditions
- Responding approach to coincide with weather conditions and allow a 1000' from the suspected incident
- Staying upwind and updrift of the hazardous incident
- Dispatch information given

### **SIZE UP REPORT:**

- Unit assignment for initial response
- Correct address or location if different from dispatched address
- Announce occupancy type or vehicle involved
- Announce current conditions found/pertinent information
- Announce location of command post/command name
- Request Hazardous Materials Response Team
- Emergency Decontamination of victims involved
- Additional Resources
- Air monitoring

### **Unit assignment for initial response:**

Unit assignment for initial response will be 1 engine, 1 rescue and a BC/AC.

### **Correct address if different from dispatched address:**

Announce the correct address or location of the incident if the address or location of the call is not where the unit was originally dispatched to. This announcement will allow additional responding units to make adjustment to response routes.

### **Announce occupancy type or vehicle involved:**

Announce the type of occupancy that is found on arrival, for example: single family dwelling, multifamily dwelling, commercial structure, etc. If it is a vehicle involved announce the type of vehicle for example: passenger vehicle, semi-truck, bobtail truck, etc.

### **Announce current conditions found/pertinent information:**

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Announce the current conditions found, for example: Engine 21 arrived on scene and found a semi-truck on its side with fire involvement to the cab with a white plume coming from the rear of the truck; no victims can be seen at this moment. If placard can be seen, utilize the Emergency Response Guidebook to help identify the hazard and relay information to incoming units.

#### **Announce location of command post/command name:**

Announce location of command post/command name, for example: Engine 21 arrived on scene Main Command; command will be located at the intersection of Main and North.

#### **Request Hazardous Material Response Team:**

If scene warrants, immediately contact a hazardous materials team. You should utilize either Springfield Fire Department or Logan-Rogersville Fire Protection District. Have the following information available if possible; placard id, approximate quantity involved and general size up of the incident.

#### **Emergency decontamination of victims involved:**

If emergency decontamination needs to take place, crews will be in full PPE including SCBA. These actions will also need to occur in the warm zone of the incident. Once emergency decon has taken place, the victims shall remain in the warm zone until they receive a proper decontamination.

#### **Additional resource:**

Additional resources that can be utilized at any hazardous materials incident include;

- Chemtrec 1-800-424-9300
- Chemtel Inc. 1-888-255-3924
- Infotrac 1-800-535-5053
- Military Shipments 1-800-851-8061

#### **Air Monitoring:**

The use of the district's 4 or 5 gas meter should be utilized throughout the incident

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## Suppression Operational Guidelines

### 324.1 TASKED ASSIGNED SEATING

#### PURPOSE:

The purpose of this operational guideline is to identify task based upon seating assignments prior to the alarm.

#### FIRST DUE ENGINE COMPANY

##### Driver / Operator

- **Tool Compliment**
  - PPE
  - Portable radio / DO headset adapter
- **Primary assignment**
  - Position apparatus
  - Charge attack lines/Connect to FDC
  - Prepare for water supply
  - Scene lighting
  - Tool staging/PPV fan

##### Company Officer

- **Tool compliment**
  - Full PPE
  - Portable radio
  - Box light
  - 6ft Hook
  - TIC
- **Primary assignment**
  - Scene size-up, report water needs, establish command
  - 360\* size-up and report, utility control
  - Pertinent information report to additional arriving units
  - Entry with FF
  - Assume Division Command Position

##### Pipeman

- **Tool compliment**
  - Full PPE

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- Portable radio
- Box light
- **Primary assignment**
  - Deployment of hose line to entry point
  - Forcible entry and door control
  - **Extinguishment!**

### **SECOND DUE ENGINE**

#### Driver / Operator

- **Tool Compliment**
  - PPE
  - Portable radio / DO headset adapter
- **Primary assignment**
  - Position apparatus
  - Establish water supply/secondary water source
  - Scene lighting
  - Ground ladders
  - Tool staging

#### Company Officer

- **Tool compliment**
  - Full PPE
  - Portable radio
  - Box light
  - 6ft Hook
  - TIC
- **Primary assignment**
  - Deploy back up hose line
  - Report to Division Commander

#### Pipeman

- **Tool compliment**
  - Full PPE
  - Portable radio
  - Box light



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- Halligan/ Hook
- **Primary assignment**
  - Hydrant
  - **Extinguishment!**

### **LADDER COMPANY**

#### Chauffeur

- **Tool Compliment**
  - Full PPE
  - Portable radio
  - 6ft hook
- **Primary assignment**
  - Position apparatus
  - Scene lighting
  - Ground ladders
  - Ventilation

#### Company Officer

- **Tool compliment**
  - Full PPE
  - Portable radio
  - TIC
  - Box light
  - 6ft or longer hook
- **Primary assignment**
  - Forcible entry
  - Search group leader
  - Search-victims/fire

#### Ladderman-IRONS

- **Tool Compliment**
  - Full PPE
  - Portable radio
  - Irons/Can

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- Box Light
- **Primary assignment**
  - Forcible Entry
  - Search-victims/fire

### Ladderman-Outside Vent Man (OVM)

- **Tool Compliment**
  - Full PPE
  - Portable Radio
  - Box Light
  - Irons
  - 6ft Hook
- Primary assignment
  - VEIS- Vent, Enter, Isolate and search
  - Creating means of egress on all sides
  - Throwing ground ladders to all sides all windows

**\* If the need arise for vertical ventilation the OVM and Chauffer will be responsible for handling that assignment and will be designated “vent group”**

### Tanker

#### Driver / Operator

- **Tool Compliment**
  - PPE
  - Portable radio
- **Primary assignment**
  - Water Supply

#### Company Officer

- **Tool compliment**
  - Full PPE
  - Portable radio
  - Box light
  - 6ft or longer hook/halligan
- **Primary assignment**
  - Rescue/Fire attack

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#### **324.2 FIRE ALARM OPERATIONAL GUIDELINE**

##### **PURPOSE:**

To establish the assignments and expectations of Fire & Rescue units when responding to an incident involving automatic alarm.

##### **STRATEGIC GOAL:**

Life safety is the highest priority at all structure fires. The potential for life loss is most prominent in residential occupancies. When responding to automatic fire alarms in either residential or commercial occupancies primary task should be complete evacuation of the building. First arriving apparatus should be able to support the FDC (if available) and first arriving officers should consider additional resources depending on the occupancy, daily staffing and time of the call.

##### **DEFINITION:**

Automatic alarms are a system for early notification

##### **INITIAL RESOURCES ON SINGLE FAMILY DWELLING**

One (1) Engine respond emergency

##### **FIRST ARRIVING ENGINE**

##### **Size up report:**

- Correct address if different from dispatched address
- Announce number of floors
- Announce type of occupancy
- Announce the conditions found/pertinent information "MODE"
- Announce location of command post
- Announce water supply location and needs
- Announce mode of operation
- Announce command name
- Announce that the 360 has been complete

##### **APPARATUS PLACEMENT**

The first due Engine Company will have to place their apparatus in a location to maximize use of equipment but also to ensure that the ladder has the front of the building. It would be ideal if the engine can pull past the incident far enough to ensure that the ladder has the front of the building. However if this cannot be accomplished than the first due Engine Company needs to stop short of the incident to ensure proper ladder placement. When operating at a building that has an FDC than the first arriving unit will need to park in an area to make those connections if need be.

##### **FIRST DUE ENGINE COMPANY "INVESTIGATION"**

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When the first engine arrives the officer will establish a command and mode. The primary focus for the first Engine Company will be **investigation**, location of an employee and the alarm panel will assist in future decision making for the incident. The radio designation for crews working within a geographic area shall have a radio designation of division "X". If the engine crew is performing a task like rescue or ventilation the radio designation will be "X" group.

#### **FIRST DUE ENGINE COMPANY "WORKING FIRE"**

When the first engine arrives the officer will establish a command and mode. The primary focus for the first Engine Company will be **extinguishment**, crews will make the proper line selection based on conditions and meeting 300gpm. Back up line should be placed in service as soon as personnel are available. The radio designation for crews working within a geographic area shall have a radio designation of division "X". If the engine crew is performing a task like rescue or ventilation the radio designation will be "X" group. "Also refer to operational guideline based on occupancy"

#### **FIRST DUE ENGINE COMPANY TASK'S AND TOOL'S**

##### Driver / Operator

- **Tool Compliment**
  - PPE
  - Portable radio / DO headset adapter
- **Primary assignment**
  - Position apparatus
  - Charge attack lines/FDC
  - Prepare for water supply
  - Scene lighting
  - Tool staging

##### Company Officer

- **Tool compliment**
  - Full PPE
  - Portable radio
  - Box light
  - Hook
  - TIC
- **Primary assignment**
  - Scene size-up, establish command
  - 360\* size-up and report, utility control
  - Pertinent information reported to additional arriving units

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- Entry with FF
- Assume Divisional Command Position

### Pipeman

- **Tool compliment**
  - Full PPE
  - Portable radio
  - Box light
  - Irons/Water can
- **Primary assignment**
  - Deployment of hose line to entry point/water can
  - Forcible entry and door control
  - **Extinguishment!**

### **324.3 SINGLE FAMILY DWELLING OPERATIONAL GUIDELINE**

#### **PURPOSE:**

To establish the assignments and expectations of Fire & Rescue units when responding to an incident involving single family dwelling fires.

#### **STRATEGIC GOAL:**

Life safety is the highest priority at all structure fires. The potential for life loss is most prominent in residential occupancies. This objective should be achieved through interior fire containment and primary search. All operational tactics should be assigned to support this strategic goal. The rescue problem should be addressed by a thorough interior primary search for life that focuses on the tenable areas adjacent to the fire area, as well as the bedrooms and means of egress. Coordinated ventilation in this type of structure is critical in facilitating a primary search. This may be achieved through the removal or opening of selected windows where occupants may be located. In most cases, fire extinguishment should be achieved through an offensive interior attack. At times size-up will indicate otherwise; however, personnel should anticipate an interior attack. The conservation of property without undue risk to firefighters should be a strategic goal throughout the entire incident.

#### **DEFINITION:**

Single Family Dwelling – a detached or attached structure constructed to dwell one or more families in a single place of residence; these types' dwellings may vary from one to three stories.

#### **INITIAL RESOURCES ON SINGLE FAMILY DWELLING**

##### HYDRANTED

- Four (4) Engine Companies

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- One (1) Ladder Company
- One (1) Battalion Chief
- One (1) EMS Unit

#### NON-HYDRANTED

- Four (4) Engine Companies
- One (1) Ladder Company
- Three (3) Tankers
- One (1) Battalion Chief
- One (1) EMS Unit

#### **FIRST ARRIVING ENGINE HYDRANTED**

##### **Size up report:**

- Correct address if different from dispatched address
- Announce number of floors
- Announce type of occupancy
- Announce the conditions found/pertinent information
- Announce location of command post
- Announce water supply location and needs
- Announce mode of operation
- Announce command name
- Announce that the 360 has been complete

#### **APPARATUS PLACEMENT FIRST DUE ENGINE COMPANY**

The first due Engine Company will have to place their apparatus on location in a way to maximize use of equipment but also to ensure that the ladder has the front of the building. It would be ideal if the engine can pull past the incident far enough to ensure that the ladder has the front of the building. However if this cannot be accomplished than the first due Engine Company needs to stop short of the incident to ensure proper placement.

#### **FIRST DUE ENGINE COMPANY TASK'S**

When the first engine arrives the officer will establish a command and mode. The primary focus for the first Engine Company will be extinguishment, crews will make the proper line selection based on conditions and meeting 300gpm. Back up line should be placed in service as soon as personnel are available. The radio designation for crews working within a geographic area shall have a radio designation of division "X". If the engine crew is performing a task like rescue or ventilation the radio designation will be "X" group.

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#### **APPARATUS PLACEMENT SECOND DUE ENGINE COMPANY**

Second due Engine Company shall consider entering the scene opposite of the first due Engine and establishing a water supply to the first due Engine. The second due Engine should make every attempt to park on the similar side of the street as the first due and ensure that additional ladder companies have access to the scene if they are needed.

#### **SECOND DUE ENGINE COMPANY TASK'S**

When the second due Engine arrives the personnel on that apparatus should report to the division leader with the backup line.

#### **APPARATUS PLACEMENT OF THE LADDER**

When the ladder arrives it should place its turntable in an area that will maximize the scrub area, taking in considerations for overhead obstructions, vehicles on the street, trees in the yard and location of the fire. Every attempt should be made to deploy both front and rear outriggers, however in some cases deployment of both sets of outriggers will not be possible, "short jacking" the truck will only be possible if operating opposite of the "short jack" side.

#### **LADDER COMPANY TASK**

The Ladder company primary task will be searching for victims and assisting the engine with locating the fire. When Ladderman are searching for victims their radio designation will be "search group" and will conduct a primary search and notify command of the results as either "negative results" which mean that nothing was found or "victim found". If a victim is found the location of exit needs to be announced so EMS can start care as soon as the victim is clear of the building. Often times Laddermen will be working as a separate team from the division or alone as the situation dictates.

#### **BATTALION CHIEF**

The primary job of the battalion chief will be incident command; once the Battalion Chief arrives command of the incident could be assumed by them. The Battalion Chief will announce that they have command and announce the new location of the command post if it differs from the original location. The battalion chief will meet with the first due officer for a face to face as soon as possible. The placement of the BC truck will be in such a manner as to not block access to the scene or hinder fire ground operations. Additional arrival of chief officers will report to the command post to receive an assignment.

#### **EMS**

The primary job of the EMS unit is patient care, patients could be fire personnel or victims of the fire. When EMS is providing care to patients an additional EMS should be requested to provide care for potential patients. In the event that "no care" is needed the EMS unit should provide rehab, preferably out of the elements and able to provide an less than stressful environment to monitor vitals. They should stage close to the scene in an area that they are able to leave if needed to and doesn't block the scene from approaching apparatus or hamper firefighting efforts.

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### **324.4 MULTI-FAMILY DWELLING OPERATIONAL GUIDELINE**

#### **PURPOSE:**

To establish the assignments and expectations of Fire & Rescue units when responding to an incident involving multi-family dwelling fires.

#### **STRATEGIC GOAL:**

Life safety is the highest priority at all structure fires. This objective should be achieved through interior fire containment and primary search. All operational tactics should be assigned to support this strategic goal. The rescue problem should be addressed by a thorough interior primary search for life that focuses on the tenable areas adjacent to the fire area, as well as the bedrooms and means of egress. Coordinated ventilation in this type of structure is critical in facilitating a primary search. This may be achieved through the removal or opening of selected windows where occupants may be located. In most cases, fire extinguishment should be achieved through an offensive interior attack. At times size-up will indicate otherwise; however, personnel should anticipate an interior attack. The conservation of property without undue risk to firefighters should be a strategic goal throughout the entire incident.

#### **DEFINITION:**

Multi-Family Dwelling – a detached or attached structure constructed to dwell more than single families in a single place of residence; these types' dwellings may vary from one to four stories.

#### **INITIAL RESOURCES ON MULTI- FAMILY DWELLING**

##### HYDRANTED

- Four (4) Engine Companies
- One (1) Ladder Company
- One (1) Battalion Chief
- One (1) EMS Unit

##### NON-HYDRANTED

- Four (4) Engine Companies
- One (1) Ladder Company
- Three (3) Tankers
- One (1) Battalion Chief
- One (1) EMS Unit

#### **FIRST ARRIVING ENGINE HYDRANTED**

##### **Size up report:**

- Correct address if different from dispatched address



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- Announce number of floors
- Announce type of occupancy
- Announce the conditions found/pertinent information
- Announce location of command post
- Announce water supply location and needs
- Announce mode of operation
- Announce command name
- Announce that the 360 has been complete

#### **APPARATUS PLACEMENT FIRST DUE ENGINE COMPANY**

The first due Engine Company will have to place their apparatus on location in a way to maximize use of equipment but also to ensure that the ladder has the front of the building. If the building has an FDC, the first arriving Engine needs to park near the location of the FDC in order to support the building sprinkler system. It would be ideal if the engine can pull past the incident far enough to ensure that the ladder has the front of the building. However if this cannot be accomplished than the first due Engine Company needs to place the apparatus in a fashion that does not impede the FDC connection (if applicable) and provides adequate placement for the ladder.

#### **FIRST DUE ENGINE COMPANY TASK'S**

When the first engine arrives the officer will establish a command and mode. The primary focus for the first Engine Company will be extinguishment, crews will make the proper line selection based on conditions and meeting 300gpm. (Unless an FDC is present than first due engine company will need to supply the FDC). Back up line should be placed in service as soon as personnel are available. The radio designation for crews working within a geographic area shall have a radio designation of division "X". If the engine crew is performing a task like rescue or ventilation the radio designation will be "X" group.

#### **APPARATUS PLACEMENT SECOND DUE ENGINE COMPANY**

Second due Engine Company shall consider entering the scene opposite of the first due Engine and establishing a water supply to the first due Engine. The second due Engine should make every attempt to park on the same side of the street as the first due and ensure that additional ladder companies have access to the scene if they are needed.

#### **SECOND DUE ENGINE COMPANY TASK'S**

When the second due Engine arrives the personnel on that apparatus should report to the division leader with the backup line.

#### **APPARATUS PLACEMENT OF THE LADDER**

When the ladder arrives it should place its turntable in an area that will maximize the scrub area, taking in considerations for overhead obstructions, vehicles on the street, trees in the yard and

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location of the fire. Every attempt should be made to deploy both sets outriggers, however in some cases deployment of both sets of outriggers will not be possible, “short jacking” the truck will only be possible if operating opposite of the “short jack” side.

#### **LADDER COMPANY TASK**

The Ladder company primary task will be searching for victims, and assisting the engine with locating the fire. However based on the scene and condition of the building the ladder company may be assigned with throwing ladders, or operate the elevated waterway. When Ladderman are searching for victims their radio designation will be “search group” and will conduct a primary search and notify command of the results as either “negative results” which mean that nothing was found or “victim found”. If a victim is found the location of exit needs to be announced so EMS can start care as soon as the victim is clear of the building. Often times Laddermen will be working as a separate team from the division or alone as the situation dictates.

#### **BATTALION CHIEF**

The primary job of the battalion chief will be incident command; once the Battalion Chief arrives command of the incident could be assumed by them. The Battalion Chief will announce that they have command and announce the new location of the command post if it differs from the original location. The battalion chief will meet with the first due officer for a face to face as soon as possible. The placement of the BC truck will be in such a manner as to not block access to the scene or hinder fire ground operations. Additional arrival of chief officers will report to the command post to receive an assignment.

#### **EMS**

The primary job of the EMS unit is patient care; patients could be fire personnel or victims of the fire. When EMS is providing care to patients an additional EMS unit should be requested to provide care for other potential patients. In the event that “no care” is needed the EMS unit should provide rehab, preferably out of the elements and able to provide a less than stressful environment to monitor vitals. They should stage close enough to the scene in an area that they are able to leave if needed to and not block the scene from additional approaching apparatus or hamper firefighting efforts.

### **324.5 COMMERCIAL BUILDING FIRE OPERATIONAL GUIDELINE**

#### **PURPOSE:**

To establish the assignments and expectations of Fire & Rescue units when responding to an incident involving commercial building fires.

#### **STRATEGIC GOAL:**

Life safety is the highest priority at all structure fires. This objective should be achieved through interior fire containment and primary search. All operational tactics should be assigned to support this strategic goal. The rescue problem should be addressed by a thorough interior primary search for life that focuses on the tenable areas adjacent to the fire area, as well as the bedrooms

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and means of egress. Coordinated ventilation in this type of structure is critical in facilitating a primary search. This may be achieved through the removal or opening of selected windows where occupants may be located. In most cases, fire extinguishment should be achieved through an offensive interior attack. At times size-up will indicate otherwise; however, personnel should anticipate an interior attack. The conservation of property without undue risk to firefighters should be a strategic goal throughout the entire incident.

### **DEFINITION:**

Commercial Building – a detached or attached structure constructed building that is used for commercial use. Types can include office buildings, warehouses, or retail (i.e. convenience stores, 'big box' stores, shopping malls, strip centers etc.).

### **INITIAL RESOURCES ON COMMERCIAL BUILDING**

#### HYDRANTED

- Four (4) Engine Companies
- One (1) Ladder Company
- One (1) Battalion Chief
- One (1) EMS Unit

#### NON-HYDRANTED

- Four (4) Engine Companies
- One (1) Ladder Company
- Three (3) Tankers
- One (1) Battalion Chief
- One (1) EMS Unit

### **FIRST ARRIVING ENGINE HYDRANTED**

#### **Size up report:**

- Correct address if different from dispatched address
- Announce number of floors
- Announce type of occupancy
- Announce the conditions found/pertinent information
- Announce location of command post
- Announce water supply location and needs
- Announce mode of operation
- Announce command name

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- Announce that the 360 has been complete

#### **APPARATUS PLACEMENT FIRST DUE ENGINE COMPANY**

The first due Engine Company will have to place their apparatus on location in a way to maximize use of equipment but also to ensure that the ladder has the front of the building. If the building has an FDC, the first arriving Engine needs to park near the location of the FDC in order to support the building sprinkler system. However if this cannot be accomplished than the first due Engine Company needs to place the apparatus in a fashion that does not impede the FDC connection (if applicable) and provides adequate placement for the ladder.

#### **FIRST DUE ENGINE COMPANY TASK'S**

When the first engine arrives the officer will establish a command and mode. The primary focus for the first Engine Company will be extinguishment, crews will make the proper line selection based on conditions and meeting 300gpm (Unless an FDC is present than first due engine company will need to supply the FDC). Back up line should be placed in service as soon as personnel are available. The radio designation for crews working within a geographic area shall have a radio designation of division "X". If the engine crew is performing a task like rescue or ventilation the radio designation will be "X" group.

#### **APPARATUS PLACEMENT SECOND DUE ENGINE COMPANY**

Second due Engine Company shall consider entering the scene opposite of the first due Engine and establishing a water supply to the first due Engine. The second due Engine should make every attempt to park on the same side of the street as the first due and ensure that additional ladder companies have access to the scene if they are needed.

#### **SECOND DUE ENGINE COMPANY TASK'S**

When the second due Engine arrives the personnel on that apparatus should report to the division leader with the backup line (unless the FDC connection is made by the first due engine and then in this case the second due will become the primary attack engine).

#### **APPARATUS PLACEMENT OF THE LADDER**

When the ladder arrives it should place its turntable in an area that will maximize the scrub area, taking in considerations for overhead obstructions, vehicles on the street or parking areas, trees in the yard and location of the fire. Every attempt should be made to deploy both sets outriggers, however in some cases deployment of both sets of outriggers will not be possible, "short jacking" the truck will only be possible if operating opposite of the "short jack" side.

#### **LADDER COMPANY TASK**

The Ladder company primary task will be searching for victims, and assisting the engine with locating the fire. However based on the scene and condition of the building the ladder company may be assigned with throwing ladders, or operate the elevated waterway. When Ladderman are searching for victims their radio designation will be "search group" and will conduct a primary search and notify command of the results as either "negative results" which mean that nothing

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was found or “victim found”. If a victim is found the location of exit needs to be announced so EMS can start care as soon as the victim is clear of the building. Often times Laddermen will be working as a separate team from the division or alone as the situation dictates.

#### **BATTALION CHIEF**

The primary job of the battalion chief will be incident command; once the Battalion Chief arrives command of the incident could be assumed by them. The Battalion Chief will announce that they have command and announce the new location of the command post if it differs from the original location. The battalion chief will meet with the first due officer for a face to face as soon as possible. The placement of the BC truck will be in such a manner as to not block access to the scene or hinder fire ground operations. Additional arrival of chief officers will report to the command post to receive an assignment.

**Special Note: When responding to commercial type occupancies the incident commander should refer to the pre-plan of the business as soon as possible to check for paths of egress, special construction hazards, common attic/cockloft and any fire suppression/fire control systems like fire walls and fire activated overhead doors etc.**

#### **EMS**

The primary job of the EMS unit is patient care, patients could be fire personnel or victims of the fire. When EMS is providing care to patients an additional EMS should be requested to provide care for potential patients. In the event that “no care” is needed the EMS unit should provide rehab, preferably out of the elements and able to provide a less than stressful environment to monitor vitals. They should stage close to the scene in an area that they are able to leave if needed to and doesn't block the scene from approaching apparatus or hamper firefighting efforts.

#### **324.6 ALARM ASSIGNMENTS WORKING FIRES IN HYDRANT / NON-HYDRANT AREAS** **PURPOSE:**

To establish response assignments for a **FIRST** alarm through a **THIRD** alarm building fire either commercial or residential.

#### **STRATEGIC GOAL:**

Life safety is the highest priority at all structure fires. Quick response time to the scene for mitigation is critical for victims and potential victims. By establishing pre-determined unit specific responses based on call type and location will increase odds of saving life and property. This objective should be achieved through pre-planning of resources both internal and external, district needs specific to geographical areas and water supply needs will assist in establishing alarm assignments. Resources assigned to alarms are included to support this strategic goal.

#### **DEFINITION:**

**First Alarm-** Initial resources assigned to this alarm might be able to handle a single room but no more than two rooms of contents of a residential home or a small fire in a commercial building.

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**Second Alarm-** Additional resources assigned to this alarm to support the first alarm assignment.

**Third Alarm-** Additional resources assigned to this alarm to support the second alarm assignment.

#### **First Alarm Assignment Residential/Commercialwith Hydrant's**

- 2- Nixa Engine's
- 1-Nixa Ladder
- 1-Nixa Battalion Chief/ Other chief officer
- 1- Ozark Engine
- 1-Ozark Chief Officer
- 1-Battlefield Engine
- 1-Battlefield Chief Officer

#### **Second Alarm Assignment Residential/Commercial with Hydrant's**

- Nixa recall of off duty personnel
- 1-Nixa Rescue
- 1-Logan Rogersville Engine for District coverage
- 1-Highlandville Engine
- 1- Clever Engine

#### **Third Alarm Assignment Residential/Commercial with Hydrant's**

- 1- Logan Rogersville Engine
- 1- Logan Rogersville Chief Officer
- 1- Republic Engine
- 1- Republic Chief Officer
- 1- Springfield Engine or Ladder
- 1- Springfield Chief Officer

#### **First Alarm Assignment Residential/Commercial without Hydrant's**

- 2- Nixa Engine's
- 1- Nixa Tanker
- 1-Nixa Ladder
- 1-Nixa Battalion Chief/ Other chief officer
- 1- Ozark Engine or Tanker
- 1-Ozark Chief Officer
- 1-Battlefield Engine or Tanker

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### *Suppression Operational Guidelines*

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- 1-Battlefield Chief Officer
- 1-Highlandville Tanker
- 1-Clever Tanker

#### **Second Alarm Assignment Residential/Commercial without Hydrant's**

- Nixa recall of off duty personnel
- 1-Nixa Tanker
- 1-Logan Rogersville Tanker
- 1-Highlandville Tanker
- 1- Clever Tanker
- 1-Battlefield Engine

#### **Third Alarm Assignment Residential/Commercial without Hydrant's**

- 1- Logan Rogersville Engine
- 1- Logan Rogersville Chief Officer
- 1- Republic Tanker
- 1- Republic Chief Officer
- 1- Billings Tanker
- 1- Sparta Tanker

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## Vehicle Accidents / Fires

### **327.1 MOTOR VEHICLE ACCIDENTS**

Personnel shall wear all personal protective equipment including high visibility vests until the hazards are secured and the incident commander gives the order to remove protection. When protective clothing is removed the personnel shall don the high visibility safety vests for reflective warning.

A fire extinguisher or hose line will be deployed until all hazards are secured. A safety line of 1 3/4" hose minimum will be deployed while mechanical extrication is being performed.

All vehicles should be stabilized prior to extrication beginning.

Personnel involved in mechanical extrication shall wear all personal protective equipment. All patients should be covered during mechanical extrication. Personnel should approach the vehicle from safe areas, keeping in mind hazard zones of tires, bumper shocks, and hood lifting devices, etc. that present additional hazards to personnel.

When mechanical extrication is necessary the incident commander or extrication leader shall evaluate the vehicle for potential air bag devices. These devices dictate where and how extrication should be accomplished. If the air bags have not deployed the electrical system should be cut and the air bag cover put in place.

The apparatus should be staged to allow for an effective scene management while not compromising the safety of the personnel or the apparatus.

### **327.2 MVC APPARATUS PLACEMENT GUIDELINE**

#### **PURPOSE:**

The apparatus placement at a crash scene is one of the most critical components of scene safety; the purpose of this operational guideline is to identify the importance of creating a safety zone. This safe zone will create a barrier around the incident to separate emergency workers from moving traffic and the incident.

#### **STRATEGIC GOAL:**

Life safety is the highest priority at all incidents, the potential for secondary crashes are high. Civilians distracted by emergency apparatus and the incident increase the chances for a secondary crash. The primary task of the first arriving unit will be to determine the severity of the incident, treatment of the injured and ensuring the safety of all fire department members operating on scene.

#### **INITIAL RESOURCES ON AN MVC**

One (1) Engine

One (1) Rescue



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## Procedure Manual

### *Vehicle Accidents / Fires*

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- This may change with location and unit availability

#### **FIRST ARRIVING APPARATUS**

##### **Size up report:**

- Correct location if different from dispatched location
- Announce number of vehicles involved and
- Announce the type of collision
- Announce initial patient information
- Announce mode of operation
- Announce command name
- Announce that the 360 has been complete

#### **APPARATUS PLACEMENT**

The first due apparatus will need to place their apparatus in a location to maximize the effectiveness of the apparatus in shielding the scene from moving traffic. The apparatus operator should pay extra attention to members stepping off the apparatus and should encourage all members to exit the apparatus on the shielded side when possible.

#### **APPARATUS PLACEMENT SECOND DUE**

Second due apparatus shall consider the placement of the first due and place the apparatus in such a manner to assist in shielding the scene. Considerations will be taken for responding EMS units and law enforcement. The second due should create more buffer area between the first due apparatus, the scene and moving traffic.

### **327.3 MVC RADIO SIZE UP GUIDELINE**

#### **PURPOSE:**

The purpose of this operational guideline is to define the critical information that needs to be announced upon arrival of a Fire and Rescue unit when responding to motor vehicle collision that are known or unknown injury. This will provide a consistent and structured method for delivering initial incident information for all responding units.

#### **SIZE UP REPORT:**

- Correct location if different from dispatched location
- Announce number of vehicles involved and
- Announce the type of collision
- Announce initial patient information
- Announce mode of operation
- Announce command name

## *Vehicle Accidents / Fires*

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- Announce that the 360 has been complete

### **Correct location if different from dispatched location:**

Announce the correct location of the incident if the location of the call is not where the unit was originally dispatched to. This announcement will allow additional units responding to make adjustments to running routes and tactical positions.

### **Announce the number of vehicles involved:**

Announce the number of vehicles involved or suspected to be involved. Remember that a more accurate number can be gained once the apparatus has stopped and a 360 has been completed.

### **Announce the type of collision:**

Announce the type of collision that is found upon arrival, for example: T-bone style collision, rear end, head on or single vehicle roll over etc. This information will inform responding units what type of collision they are responding to in order for them to decide what procedures or tactics might be deployed.

### **Announce initial patient information found:**

Announce the initial patient information found some of those examples could be: occupants are out of the vehicle walking around or occupants are still in the vehicle. Some descriptions of the patient's condition will assist incoming units if they need to continue emergent or not.

### **Announce the current mode of operation:**

Announce the current mode of attack for the incident. There are three types of modes that the Fire & Rescue Dept. will operate in during the initial stages of the incident. These modes are **INVESTIGATION**, **ASSISTANCE** and **PATIENT CARE**. This statement will identify to all responding units the current mode of operation; any change in this mode **MUST** be announced over the radio.

### **Announce the name of command:**

The command name will always be the street side of the building. Unless multiple incidents are operating on the same street or another street with a similar name than the first incident will take the street name and additional incidents on the same street will use the address and street name as its designation.

### **Announce the completion of the 360:**

The importance of the completion is also critical on an MVC to identify all known hazards and patients. The 360 should be completed as soon as possible to identify the need for additional resources.

### **Radio report example:**

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## Procedure Manual

### *Vehicle Accidents / Fires*

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“Engine 21 is on the scene at the intersection of Main and Mount Vernon. We have a T-bone style collision with persons still in the vehicle. E21 will assume Main command and will be out for patient care and 360”.

#### **Other size up reports:**

Radio size-up reports for other incidents such as vehicle accidents, gas leaks, or hazardous materials calls are addressed in the guidelines referencing those types of calls

#### **327.4 VEHICLE FIRES**

Personnel shall wear all personal protective equipment with air pack, including activating the PASS device while in the hazard zone.

An attack line of 1 ¾” hose minimum will be deployed.

The apparatus should be staged to allow for an effective attack while not compromising the safety of the personnel or the apparatus.

Personnel should approach the vehicle from safe areas, keeping in mind hazard zones of tires, bumper shocks, and hood lifting devices, etc. that present additional hazards to personnel.

#### **CARGO TYPE VEHICLES**

In addition to above procedures any vehicle that is designed to carry cargo should be considered to be a potential hazardous materials incident until proven otherwise. All personnel should use appropriate caution when dealing with this type of vehicle.

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## District Chaplain

### 333.1 PURPOSE

There are many important functions of the Fire District Chaplain. The chaplain shall aid firefighters and their families in times of crisis and upon request assist them with their spiritual needs. The chaplain may use different ways to bring about spiritual truths and assistance to an individual family. However, the most important ministry is to simply be available when called upon. Spiritual need is the greatest of all needs and the chaplain must be able to meet this need. It is also a hard area for many ministers to get a “handle on”. The spiritual witness is more often by action rather than by word. The example set by the chaplain in all phases of life has more bearing on the firefighter than “preaching” about it. Another important part of these functions is to understand the personal religious needs of the firefighters and to call their own minister to assist as soon as possible, if the family so desires. The chaplain can then assist their minister to understand the functions and the resources available through the fire district. This particular area of the chaplaincy is given intense coverage at all chaplain seminars and conferences.

### 333.2 DUTIES

#### ASSISTANCE IN EMERGENCY SITUATIONS

Dealing with families when a disabling injury or a death occurs is a primary function of the chaplain. To provide the best service at this type of incident, the chaplain should respond as often as possible to all major fire situations. If an injury to a firefighter occurs the chaplain should meet the firefighter at the hospital, quickly determine the extent of the injury from the hospital staff and then notify the family in a manner that will not cause undue panic or grief. At the time of the initial call or contact with the family a decision should be made as to whether the family will need transportation to the hospital. When the family arrives the chaplain should have an accurate report concerning the firefighter's condition. At fire incidents, the chaplain, if not involved in the actual work of the emergency should be alert to the needs of the firefighters. The chaplain should be especially mindful that the types of people making emergency responses are easily capable of overexerting themselves to the point of exhaustion. Knowing this, the chaplain can make command officers aware of potentially dangerous situations that need immediate attention and/or medical attention. At major fire incidents it is often the chaplain who is free to assist in handling unruly or hysterical people. This becomes a needed function at rescues, extrications, situations that draw a sizeable crowd, nursing homes or incidents where children are involved. The importance of keeping a cool, calm demeanor during these times, along with the ability to explain to the public what is actually taking place, is a service the chaplain can perform. Comforting the bereaved and offering positive direction to the victim's family are priorities at these types of incidents. The chaplain can explain the types of assistance available to victims through the Red Cross, the Ladies Auxiliary or other community service and benevolent organizations. When these interventions are used at the scene of an emergency, the results are generally successful in not only aiding the victims, but also in keeping distraught citizens from interfering with the performance of emergency operations.

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## Procedure Manual

### *District Chaplain*

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#### LIAISON WITH HOSPITALS AND CLINICS

A chaplain should frequently visit local hospitals and medical clinics to build rapport with medical personnel. These visits help the chaplain to receive accurate and helpful reports from the hospital professionals who have confidence in the chaplain with whom they have become acquainted. This information aids the family of the firefighter in understanding what is taking place and to better understand the condition of their family member.

#### EXPLAINING INSURANCE AND BENEFITS

The chaplain should be knowledgeable of referrals to insurance and compensatory benefits available to the firefighters and to their families. These benefits come from many different sources such as insurance carried by the fire district, the municipality, the state and the federal government. Many fire departments have their own relief associations, blood banks and other benefits to aid their own sick and injured members.

#### CONDUCTING/ASSISTING AT FUNERALS

The chaplain can assist a family in funeral arrangements for both active and retired firefighters. They may even officiate at the service or assist the family minister. Assistance frequently is done in the form of organizing the details of the funeral service. Details to be considered include establishing an honor guard, preparing fire district apparatus for the funeral procession, organizing fire district members at the church or funeral home and at the cemetery, determining the location of the funeral and arranging for procession escorts. The chaplain must develop a good working relationship with local funeral directors to help them understand the special rituals involved in a fire department funeral. Support and consolation for the firefighter's family and children are responsibilities of the chaplain. The chaplain should always send condolences at the time of death of any member of a fire department and represent the district by offering any assistance needed. This is a responsibility of the fire district chaplain that should never be neglected.

#### WEDDINGS

The chaplain may be called upon to perform weddings for fire district personnel. Wedding etiquette, premarital counseling and the actual performance of the ceremony are areas of expertise that the chaplain should take special care to develop. The chaplain should make known to district members any preferences held toward the actual wedding ceremony.

#### COUNSELING

The daily pressures of the society in which we live have greatly contributed to the need for competent caring counsel. It is not recommended that the chaplain should attempt to conduct counseling in all areas. The need for counseling in the areas of marriage, profession, family, substance abuse, delinquency, children, finances, critical incident stress management and a host of other problem areas can quickly overwhelm an overzealous chaplain. The chaplain should be aware of the basics in these areas and be knowledgeable of the type of help individuals may need. If the chaplain does not feel qualified or for some reason is not able to counsel with a firefighter or family member it is necessary to be able to direct them to a qualified counselor. Counselors may

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## Procedure Manual

### *District Chaplain*

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be available through members of an employee assistance program or other resources developed by the chaplain.

#### VISITATION

A great deal of comfort, spiritual aid, friendship and solid supportive help can be given to sick, distraught and injured through personal contact. Regular visitation at home, in the work place and in the hospital is an important function of the chaplain. It is an excellent time for the chaplain to represent the administration and let the firefighter know the district is thinking about them and is concerned about their welfare.

#### AVAILABILITY

The chaplain must be available as much as possible. When the chaplain cannot be available, it should be made known and someone else made available to fill in. In order for the chaplain to be available at all times it is necessary for the fire district headquarters or dispatcher to be able to contact the chaplain by telephone, pager or radio at all times.

#### GAINING RESPECT

Gaining the respect of fire district members is a must for the effectiveness and credibility of the chaplain. It should be noted that respect couldn't be demanded, the chaplain must earn it as they work to develop a relationship with the fire district administration and members. Respect comes as the chaplain demonstrates commitment, dedication and care for firefighters and their families. The chaplain gains respect by showing respect for members of the district through their words and actions. The chaplain earns respect by continuing to participate in fire district activities, emergency and routine, regardless of how hard the going may get.

#### ATTENDING FUNCTIONS OF THE DISTRICT

The chaplain may be called upon to represent the fire district at official functions or public meetings to give an invocation, dedicatory prayer or benediction. Many times the chief and other active members of the district or city administrators are tied up with important meetings or scheduled activities. It may fall to the chaplain to represent these people at social functions, homes, hospitals, and civic groups or to other fire departments. It is often the chaplain who carries expressions of sympathy, condolences or congratulations to firefighters and their families. In today's fire service it is becoming more and more difficult for the Fire Chief to make all the required personal contacts with firefighters and their families. This can be a valuable function that the chaplain can perform for the chief to meet the needs of the rank and file district members and communicate messages from the administration.

#### COMMUNICATIONS WITH FIREFIGHTERS

Communications with firefighters has been mentioned in different ways throughout this procedure. Communication in one form or another is the most important service the chaplain provides and is greatly needed by fire service personnel. Personal, direct contact by visiting fire personnel should be built into every chaplaincy program. Visiting fire stations at least once a month on alternating shifts is a good practice in the fire service chaplaincy. Communications also takes place through

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### *District Chaplain*

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telephone calls, sending letters or cards on Christmas, Easter, Thanksgiving and other special occasions. Sympathy cards can be sent to those in need as well as congratulations for marriages, births, promotions, special recognition for valor, etc. A monthly or quarterly prayer breakfast or meeting with interested personnel is an important phase of the chaplaincy. Each of the foregoing methods of communication are recommended practices that will build relationships and keep lines of communication open between the chaplain and the firefighters that are served.

#### RETIRED FIREFIGHTERS

A major effort should be made by the chaplain to assist retired firefighters and their families. This can be done by keeping in touch with the leaders of the retired firefighters association and by being alert to notice the needs of retired personnel. Chaplains should be available to minister to the needs of retired personnel as they would for active duty personnel.

#### TEACHING TRAINING CLASSES

The teaching of training classes by the fire district chaplain should not be overlooked by department administration. Classes can be taught on the resources and services available through the chaplaincy program, critical incident stress management, family life, chain of command, ethics and many other areas. Frequently, the chaplain teaches classes on integrity and moral responsibilities.

#### PROGRAM DIRECTOR

The chaplain is often considered the personnel service officer or crisis management coordinator. The coordination of the critical incident response team can fall under the duties of the chaplain. In some departments the chaplain is a representative of the employee assistance program.

## Dining Out

### 334.1 DINING OUT

It is the desire of the District to allow employees the ability to purchase food, or dine out in an accepted 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.

#### Procedural Considerations

- Personnel shall refrain from wearing bunker gear into dining establishments.
- Crews should restrict their visits, as closely as possible, to normal dining hours. Crews should keep their visit to no more than one (1) hour in length.
- The apparatus placement shall be determined by the officer, with consideration given to the patrons of the establishment and to any possible damage our equipment might do to parking lots. The apparatus should be placed within a line of sight for security issues.



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## Daily Duties

### 335.1 GENERAL DUTIES

Operations personnel are involved in a wide range of activities that collectively contribute to the successful attainment of organizational goals. The oncoming Company Officer or Acting Officer shall be responsible for the inspection of apparatus and station and accepting the condition of said items prior to shift change. The information exchange or Pass-along between shifts should take place prior to the off going Company Officer or Acting Officer leaving the station, unless unforeseen circumstances arise.

The following prioritizes the majority of those daily activities:

#### 335.1.1 HIGH PRIORITY

- Morning apparatus check- Conducted to confirm the response readiness of the apparatus and verify the proper condition of equipment assigned to the apparatus as well as the condition of personal safety equipment / clothing of each assigned member. PPE, SCBA, portable radio check, hand tools, truck check, pass-along.
- Physical fitness- A program designed for members to maintain the endurance and strength required to perform the job.
- Training- Structured classes, drills, and / or minimum company standards.
- Additional Duties- Conducted to confirm the overall readiness of the apparatus assigned to the day and special attention and detail of the station also assigned to that day.

#### 335.1.2 MEDIUM PRIORITY

- Target Hazard Planning- This activity includes two important functions advanced planning activities vital to the effective control of fires and safety of personnel. The program provides for the development of detailed drawings and property information documentation of large and / or complex structures.
- Fire hydrant inspections- Verification of all fire hydrant locations on maps, reporting and following-up on damaged hydrants or obstructed hydrants and vegetation removal.
- Fire Safety Inspections- Includes all activities at the company level relative to business inspections. This program also assists in familiarizing fire company members with structures throughout the community.

#### 335.1.3 LOW PRIORITY

- Facilities maintenance- Routine maintenance of grounds and facilities that take place on both a daily and weekly basis. Lawn mowing, trimming, spraying weeds, cleaning driveways, snow shoveling and other yearly activities will be done on an as needed basis to improve the appearance and safety of the stations.

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### *Daily Duties*

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- Special assignments / projects- Special meetings, assignments by the Battalion Chief, movement of fire apparatus out of the first due area, special demonstrations, fire hose maintenance and testing.

### **335.2 WEEKLY DUTIES**

#### **335.2.1 APPARATUS CHECKS**

Day

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

#### **335.2.2 STATION CLEANING**

Monday: **Outlying Stations / Trailers / Weekly Check of Station Generators**

Tuesday: **Bathrooms / Laundry Room & Laundry / Training Room Station 1**

Wednesday: **Bays / Board Room Station 2 / GST Room Station 2**

Thursday: **Bunk rooms / Offices**

Friday: **Dayroom / Workout Room**

Saturday: **Kitchen / Seasonal Mowing / Trimming / Spraying / Driveways / Policing Grounds**

Sunday: **Outdoor Grill / Remaining Items Not Completed Throughout Week**

#### **335.2.3 FIRST DAY OF THE MONTH**

- Station Supply Checklist completed
- Mileage and hours of all district apparatus and equipment reported to AC of Vehicle Maintenance
- Check drugs, including all oral glucose, aspirin, glucometer supplies, drug closet, and medic bags
- Bump Test CO meters

### **335.3 FIRE DEPARTMENT LOGS**

The Captain or firefighter working out of title shall complete daily activity reports in our fire reporting program recording their activity in all nine (9) of the following areas for their shift.

- Readiness;

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### *Daily Duties*

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- PPE, SCBA, portable check, hand tools, power equipment, truck check, pass-along
- Apparatus Checks;
  - Weekly apparatus inventory, equip check, cleaning, bumper to bumper
- Station Duties;
  - Weekly station cleaning, thorough top to bottom of room
- Projects;
  - Special duties, projects, tours, demos, events
- Health and Wellness;
  - Strength, cardio, physical fitness
- Fire Prevention;
  - Inspections and Quick Action Plans, occupancy reviews, hydrant testing and servicing maintenance, canvassing
- Training;
  - Individual, company, shift, division
- Company Specifics;
  - Meetings, response, make up items, email, errands, pass-along, etc
- Facilities Maintenance;
  - Mowing, spraying weeds, driveway cleaning, cleaning up trash, etc

#### **335.4 RECORDS AND REPORTS**

The District must maintain records and reports. These reports are legal documents and must be maintained accurately. Anytime an employee is in doubt of whether a report is required for an incident then a report shall be generated. All reports shall be completed before leaving the tour of duty. This is very important for follow up investigations, state information, and public requests for reports. The report shall be checked for completion, accuracy by the appropriate supervisor and division. In the event of computer failure or difficulties the system administrator shall be contacted. An operation report is required for every call. The employee in charge of the incident shall complete the operation report. All sections of the report shall be completed.

##### **335.4.1 CASUALTY REPORTS - FIRE SERVICE PERSONNEL**

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 or the Fire Service Casualty Report Form provided by the Missouri Department of Public Safety, Office of the State Fire Marshal. The casualty report should be filled out following the

# Nixa Fire Protection District

## Procedure Manual

### *Daily Duties*

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explanations contained in the Fire Report Guide. All appropriate workers compensation forms must be filled out and signed by the Fire Chief or designee.

#### **335.4.2 CASUALTY REPORTS - CIVILIAN**

Any injury sustained by civilian personnel by fire or fire products, or by action of personnel and or equipment operating at 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 or the Civilian Casualty Report Form provided by the Missouri Department of Public Safety, Office of the State Fire Marshal. The casualty report should be filled out following the explanations contained in the Fire Report Guide.

#### **335.4.3 INJURIES NON-FIRE INCIDENT RELATED**

Any employee of the District shall immediately notify an officer of any and all injuries sustained in the performance of their duties. This 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.

#### **335.4.4 BODILY FLUID CONTACT**

Any employee of the District who contacts bodily fluid, of another person shall file a Bodily Fluid Contact Form. If the employee is engaged in emergency mitigation when the contact is made, then it is imperative the employee must begin to inquire about patient history. The patient may grant permission for their blood work to be research for infectious disease. This process must begin immediately at the treating hospital. The employee must request this process himself or herself.

Health care facilities in the State of Missouri are required to report positive findings of communicable disease as listed in the Department of Health regulations 19 CRS 20-20.020 (1) – (4), to any employer of a first responder or emergency provider who may have provided care to a victim.

Notification by the health care facility to the emergency provider must be made within forty-eight (48) hours after confirmation of the diagnosis of a communicable disease. The health care facility will provide, 1) ambulance run number and state, 2) police incident report number, 3) and date of contact. If findings are a known communicable disease, then the employee should be contacted within forty-eight (48) hours. The employee shall be counseled and all necessary medical follow up will be provided. All reportable quantity hazardous materials releases shall be reported to the Christian County Office of Emergency Management. If the employee is unsure of the amount of release or reportable quantities contact the CC OEM for guidance.

#### **335.5 BUILDINGS AND GROUNDS**

The kitchen shall be cleaned after each meal. All dirty dishes, spills and cooking debris shall be cleaned up and the stove shall be wiped down. The bunkroom will be kept clean and neat.

During business hours all miscellaneous items will be kept in storage and up off of the floors in each area of the station.

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### *Daily Duties*

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Bay floors shall be kept clean of items and all water mopped up. Floor drains will be flushed as needed to keep any odors down. The grounds shall be policed and all trash and debris picked up.

No personal vehicles will be kept in the bays with the exception during severe storms such as hail.

Minor repairs and washing is allowed, with officer approval, but the vehicles must be removed promptly afterwards. Any vehicle left in the bay due to a call must have the keys left in the ignition so it may be removed if necessary.

All areas must be cleaned after employees perform light maintenance. Personnel vehicles shall be parked in the parking lots or spaces not next to the buildings or on apparatus aprons.

## District Vehicles

### **336.1 GENERAL REQUIREMENTS**

All personnel must meet the District's driving requirements before operating the apparatus.

All emergency equipment, lights and sirens must be utilized while responding in the emergency mode. Vehicles operating in the emergency mode are requesting the right of way and are not given full right of way and are subject to all applicable laws. Emergency equipment shall not exceed the posted speed limit more than 10 mph.

Vehicles must stop at all controlled intersections and proceed with caution ensuring all other approaching vehicles have stopped.

Vehicles must stop for all school buses that have lights flashing and stop signs extended.

Vehicles must be operated in conjunction with the road and weather conditions. When conditions such as; rain, snow, sleet, hills, blind corners, residential streets, etc. exist speeds should be reduced.

### **336.2 PERSONAL VEHICLES**

Personal vehicles must respond direct to District stations. Personal vehicles may only be on scenes when cleared and/or requested by a Chief Officer. Personal vehicles shall not be operated in the emergency

## **Chapter 4 - Prevention Procedures**

## Hydrant Testing

### 401.1 PURPOSE

In order for fire service personnel to determine the quantity of water available for fire protection, it is necessary to conduct water flow tests on the water distribution systems. These tests include the actual measurement of static (normal operating) and residual pressures, and the flow from hydrants. Hydrant testing should be performed in accordance with NFPA 291 Recommended Practice for Fire Flow Testing and Marking of Hydrants. Hydrants must be tested every five years and maintenance performed every year.

#### REASONS FOR TESTING

- (a) Flow testing is the only positive means to determine the quantity and rate of water flow available for firefighting at various locations within the distribution system.
- (b) A hydrant flow test for an area is a means by which certain water flow facts can be established.
- (c) By measuring the flow from hydrants and recording the pressures corresponding to this flow, the number of gallons available at any pressure or the pressure available at any flow can be determined through calculations or graphical analysis.
- (d) Knowing the capacity of a water system is as important as knowing the capacity of a pumper or water tank. This knowledge is also essential when making pre-incident plans.
- (e) The results of water flow tests can be used to an advantage by both the fire and water departments of any municipality.
- (f) Fire fighters who are familiar with water flow test results are better able to locate pumpers at strong locations on a distribution system therefore avoiding weak locations.
- (g) Since test results can indicate weak points in a water distribution system, they may be used by water and fire departments when improvements in an existing system are planned, and when extensions to newly developed areas are designed.
- (h) Tests that are repeated at the same locations each year may reveal a loss in the carrying capacity of water mains and a need for strengthening certain arterial mains or the need to check for closed control valves within the system.
- (i) Flow tests should be conducted after any extensive water main improvements, after extensions have been made, or at least once every five years, if there have been no changes in the water distribution system.

### 401.2 HYDRANT PROCEDURES

#### BEFORE CONDUCTING ANY WATER FLOW TEST

- (a) Make sure local water service personnel are not working in the immediate vicinity as this may cause inaccurate test results.



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## Procedure Manual

### *Hydrant Testing*

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- (b) Consider effects of potential interference with traffic, damage to surroundings and possible flooding problems.
- (c) Check the water department's testing schedule, and contact the Nixa Water Department before flushing or testing any city hydrant. Information when calling the City should include location and approximate time flowing will take place.
- (d)

#### MAINTENANCE PROCEDURES

- (a) Before leaving the station, check all hydrants that need to be tested or maintenance for accuracy in the computer (e.g. the test date is correct, the hydrant is not documented as out of service, information that may be missing on hydrant).
- (b) Locate hydrant.
- (c) Check the number stamped on the hydrant to match the computer designation, as well as the address that is assigned to the particular hydrant. If either one is incorrect, record the information for further investigation or correction if needed. If the stamp is not clear, re-stamp the hydrant.
- (d) Check for lubrication ports and add lubricant if needed.
- (e) Remove all caps from the hydrant; clean the caps and discharges with a wire brush. Visually inspect the gaskets inside the cap.
- (f) Only flush using a 2.5" discharge and an appliance to redirect the stream must be used to minimize damage to surrounding property.
- (g) Slowly open the hydrants fully, allow the water to run until it is clear (approx. 30 seconds).
- (h) Slowly close the hydrant. Check the hydrant for proper drainage.
- (i) Remove appliances if applicable and replace color rings and cap.
- (j) Paint over the old date located on the hydrant and paint new date on the hydrant where it is visible from the road.
- (k) Check for appropriate reflective markers.
- (l) Record all information, making special note of hydrant ring colors. Upon returning to the station enter maintenance date into computer and verify that the ring colors on the hydrants are correct.
- (m) All discrepancies should be recorded and passed on to prevention.

#### FLOW TEST PROCEDURES

- (a) Locate personnel at the residual hydrant and at flow hydrant to be used.
- (b) Static, residual and flow can not be taken off of the same hydrant.
- (c) Remove the hydrant cap from the residual hydrant and flow the hydrant until water is clear. Attach your Cap Gauge with the petcock in the open position. After checking the other caps for tightness, open the hydrant slowly using several turns. Once the air

# Nixa Fire Protection District

## Procedure Manual

### Hydrant Testing

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has escaped and a steady stream of water is flowing, the petcock should be closed and the hydrant opened fully.

- (d) Read and record the static pressure as shown on the Cap Gauge.
- (e) The individuals at the flow hydrants should remove the caps from the outlets to be flowed. Flow hydrant until the water is clear before attaching the diffuser (when using a 2.5" discharge, an appliance must be used to redirect the stream to minimize damage to surrounding property). A diffuser should be attached to hydrants to minimize damage.
- (f) Open flow hydrants as necessary to produce a drop in the static pressure at the residual hydrant. Take and record pitot readings of the velocity pressures from each flowing discharge.
- (g) The individual at the residual hydrant should simultaneously read and record the residual pressure as shown on the Cap Gauge.
- (h) **NOTE:** The residual pressure should never be allowed to drop below 20 PSI (138 kPa) during the test on the test hydrants pressure gauge. If it does, slowly close flow hydrants (if testing two or more simultaneously, close as equally as possible) to bring the Cap Gauge pressure back up to 20 PSI (138 kPa). At 20 PSI (138 kPa) on the rest hydrant, read and record the pitot readings on the flow hydrants.
- (i) Slowly close the flow hydrants, one at a time, to prevent water hammer in the mains. After checking for proper drainage, replace and secure all hydrant caps.
- (j) Check residual hydrant for the return to its normal operating pressure, then close it. The petcock valve must be opened to prevent a vacuum on the Cap Gauge. Remove the Cap Gauge. After checking for proper drainage, replace and secure the hydrant cap. Report any and all defective hydrants.

#### FLOW TEST PRECAUTIONS

- (a) Certain precautions must be observed before, during and after conducting flow tests in order to avoid injuries to those performing the testing or to anyone passing by.
- (b) Property damage from a flowing water stream must be minimized. Damage control measures include, avoid washing out driveways and sodded areas, directing water streams away from traffic or people, and **opening and closing hydrants slowly to avoid water hammer.**
- (c) During all phases of the testing, both pedestrian and automobile traffic must be controlled.
- (d) Make sure that all unused hydrant caps are properly tightened.
- (e) Do not stand or let anyone stand in front of closed caps.
- (f) Do not lean over the top of the hydrant while in operation.
- (g) Do not flow hydrants where adequate drainage is not provided. Remember to always check downstream to see where all flowing water will go, and to make certain no damage is caused by flowing water.

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## Procedure Manual

### *Hydrant Testing*

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- (h) Flow testing in freezing weather should not be done unless all possible icing problems are addressed.
- (i) **When in doubt - do not flow, read directions again or call the Prevention Bureau for assistance.**
- (j) If problems exist in making a flow test, thought must be given to their solutions so the test can be completed without disruptions, property damage or destruction.

#### COMPUTING HYDRANT FLOW

Hydrant flow will be computed using an approved method. Several methods exist for determining flow. The approved method is the use of Fire Programs Software or an approved device shown to deliver reliable results. HYDRANT COLOR CODING, 08/04/06-10/08/10

Hydrant color coding is based on the flow capability of the hydrant at a 20 psi residual pressure. Upon computing the flow for each hydrant two (2) flow rings will be attached to the 2.5" outlets of a fire hydrant. The color codes for hydrants are based on NFPA 291 Recommended Practice for Fire Flow Testing and Marking of Hydrants.

#### RECORDING HYDRANT FLOW RESULTS

Upon completion of hydrant flow tests, each portion of the testing is to be recorded using the approved form and database. The form is to be forwarded to the Prevention Bureau for monitoring and filing. Hydrant flow results will be monitored by the A/C Prevention on a monthly basis. Discrepancies found with fire hydrants are to be placed on a Fire District Discrepancy form and forwarded to the Prevention Bureau.

Water usage reports should be forwarded to the Prevention Bureau immediately following flush/testing each day.

#### REFLECTIVE HYDRANT MARKINGS

All hydrants owned by the City of Nixa and RDE should have reflective marking diamonds on them.

All City of Nixa hydrants are marked with white reflective diamonds and all private (e.g. RDE, Riverfork, Tuscany Hills) hydrants are marked with red reflective diamonds. There should be a minimum of two and they should be visible from the road so that they can be seen from multiple directions. If the hydrant sits on a corner lot the hydrant should be marked on three different sides so it can be seen during approach from any angle. If a hydrant is listed in the Water Source Guide as a fill hydrant, it should have a white reflective ring around the top cap of the hydrant.

#### OUT-OF-SERVICE HYDRANTS

If a hydrant is found to be out of service, the Battalion Chief should be contacted immediately.

When contacting the Battalion Chief the caller should have the address and a description of why the hydrant is out of service. The hydrant should then be marked with Out of Service rings or caution tape and then upon return to the station the hydrant should be put on a discrepancy sheet and e-mailed to the Battalion Chief.

#### DRY HYDRANT FLUSHING

# Nixa Fire Protection District

## Procedure Manual

### *Hydrant Testing*

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- (a) Dry hydrants in the district will be flushed on a bi-annual basis and assigned to crews on a rotating schedule. The following should be completed while flushing and maintaining dry hydrants.
- (b) Tankers will be used while flushing and testing dry hydrants.
- (c) A visual inspection should be performed prior to any flushing or testing to check for debris covering the strainer under water, and checking for any damage to pipe exposed above the ground.
- (d) A 2.5" or 3" supply line should be attached to the dry hydrant with the appropriate 6" reducers. Water should then be pumped into the dry hydrant to flush any debris back out the strainer of the hydrant system. Watch for air bubbles and debris from the strainer under water. Flushing pressure should never exceed 50 psi at the pump and should be flowed for over 3 minutes.
- (e) 6" hard suction should then be attached and a drafting test performed on the dry hydrant to ensure the dry hydrant has not been damaged
- (f) After flushing the hydrant make sure there is not over grown grass or other obstructions limiting the use of the hydrant.
- (g) After flushing the hydrant should also be painted with red spray paint as needed to keep UV rays from deteriorating the PVC pipe.
- (h) Once flushing and testing is complete all information should be documented in the district reporting system.

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## Fire Investigations

### 402.1 PROCEDURE

All fires within the District will be investigated to determine the cause and origin using the Nixa standard fire investigations packet.

Fires found to be accidental will be documented and efforts will be focused on correction of conditions or actions that were related to the cause.

Fires determined to be incendiary or suspicious and found to be pursuant to or in conjunction with a criminal act will be investigated with the assistance of law enforcement. Investigations will be in conjunction with local, state, or federal law enforcement agencies.

Certified fire investigator (when available) or at a minimum trained in "cause and origin" will investigate all fires for origin and cause, fires that are suspicious or incendiary in nature or involves a district employee or family member of a district employee will prompt a call to the local law enforcement agency and/or State Fire Marshal's Office of Investigations.

All fire investigation reports shall be maintained in a secured filing system. Any fire involving intentional acts by juveniles (17 years of age or less) shall be sealed and the names of the juveniles shall not be released except by court order.

### PHOTOGRAPHS

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

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

### DIAGRAMS

Floor plans and plot plans shall be diagrammed for potential use. These diagrams shall document electrical locations, fuel locations, area of origin, doors, windows, entry point and fire travel. Diagrams are drawn and marked as not to scale.

### SCENE PRESERVATION

The District shall secure and preserve the scene.

At no time shall the building occupant(s) be permitted to travel into or within 50 feet of the structure until the scene examination is complete and the District is ready to release the scene. The lead investigator and the incident commander shall give the authorization for release. Utility service personnel shall operate under the direction of the lead investigator.

### CONSENT TO SEARCH

After relinquishing the scene to a building tenant or owner the investigator may have; "A Consent to Search" form filled out and signed by the responsible party prior to re-entering the structure for continuing the investigation.

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## Procedure Manual

### *Fire Investigations*

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Any time an investigator is in doubt of the legal aspects of whether they have the right to re-enter a structure for investigative purposes, the consent to search shall be completed.

#### **INTERVIEWS**

The investigator(s) shall conduct interviews of witnesses, suspects, occupants, owners and bystanders that may assist them in determining the fire origin and cause. The investigator(s) shall gather information on those who are interviewed.

- Full name (maiden names if applicable)
- Address (temporary, permanent and previous)
- Date of birth
- Call back telephone numbers (work, residence, cell, pager)
- Drivers license number

#### **CASE FILES**

After an investigation is completed and while it is “under investigation” the case file shall be stored in a secured area. All documents, evidence, photos and other materials of the case shall be filed and cataloged appropriately.

The District intends to provide all appropriate requested documentation as allowed by law with assisting investigation agencies.

#### **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.

#### **NOTIFICATION OF HEALTH DEPARTMENT OFFICIALS**

The health department should be contacted when:

- (a) Smoke within the food preparation and or storage area
- (b) Heat within the food preparation and or storage area
- (c) Automatic suppression system activation within the food preparation and or storage area
- (d) Any kind of contaminant within the food preparation and or storage area
- (e) Any other questionable or unknown condition

#### **INCIDENT COMMANDER ADDITIONAL CONSIDERATIONS**

# Nixa Fire Protection District

## Procedure Manual

### *Fire Investigations*

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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 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.

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## Smoke / CO Detector Program

### 403.1 PURPOSE

In an effort to help protect the citizens of the Nixa Fire Protection District, the Nixa Fire Protection District offers Residential Smoke Detector Installations at no charge to single family residences in the District. Installation of the smoke detectors will only take place after confirmation from the District and signature of the resident/homeowner on the waiver and installation request form.

Additionally, emergency crews can take time while visiting residences to check for a working smoke alarm. A simple check can even take place after any emergency call, provided the situation is conducive for such an opportunity.

The District's intent is to provide a maximum of two (2) smoke detectors to at-risk residents, those homes that do not have smoke detectors or that cannot afford them. Additional smoke alarms may be provided under special circumstances with approval from the Battalion Chief or designee. Hardwired smoke detectors may be replaced by fire personnel at the cost of the home owner or tenant only if the wiring is present and does not require an electrician.

It is not the intent of the program to settle civil disputes between property owners and occupants.

Any civil issues should be referred to the Fire Marshal. It is also not the intent to equip newly built homes or builders with smoke detectors.

### 403.2 SMOKE DETECTORS

#### REQUIRED LOCATIONS

Smoke alarms must be installed properly in order to provide early warning of fire:

- In every bedroom.
- In hallways outside of bedrooms.
- At the top of interior stairways.
- On each level if the dwelling has two or more levels (including basement)

Smoke alarms should not be located:

- Near heaters or heater vents.
- In or outside kitchens (avoid placement within 6 feet of the kitchen).
- Directly outside bathroom doors (avoid placement within 6 feet of a bathroom door).
- Dust, water vapor (steam), or cooking can cause false alarms. Smoke alarms should not be located in areas where these materials are produced.

#### MOUNTING GUIDELINES

- To ensure the smoke alarms are provided to residents of the district, are properly installed, and the resident fully understands the maintenance and testing



# Nixa Fire Protection District

## Procedure Manual

### *Smoke / CO Detector Program*

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requirements, crews will respond to the location at a mutually convenient time and install the alarms based on the following criteria.

- Locate a smooth flat surface (preferably on a ceiling or on the bottom of a beam).
- Smoke detectors mounted on the ceiling should not be installed closer than 4 inches to an adjoining wall.
- If the smoke detector must be installed on the wall, it shall be mounted within 4 to 12 inches of the ceiling.
- Install per the approved manufacturers instructions.
- In unusual construction situation, consult a contractor.
- Hardwired smoke detectors will be installed only if the wiring harness can be installed safely and effectively consulting the manufacturer's installation instructions.
- If replacing the wiring harness, consult the installation instructions. If the wiring instructions and residential wiring do not match, it is not permitted to rewire the harness. Inform the resident to seek a contractor.

#### DOCUMENTATION

Proper documentation is essential to the success of any program. The smoke detector program must have a signed application and waiver prior to installation of the smoke detector. A survey of the residence should be performed to ensure proper mounting and positioning of detectors.

Property residents will need to be present at the time of installation to provide access and sign a release of liability waiver. The application should indicate how many smoke detectors are requested and upon a site visit, the number of detectors should be confirmed or changed upon a survey of the premises.

Applicants will need to provide:

- Name
- Date of request.
- Address
- Phone Number
- Number of Detectors requested.
- Personnel should complete the form by:
- Obtain release of liability signature.
- Fill in the date installed.
- Verify the detector was checked.
- Name and ID Number of person who installed the detector.
- Any additional comments.

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## Procedure Manual

### *Smoke / CO Detector Program*

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#### FIRE PROTECTION EDUCATION CANVAS

A fire in a residence is a devastating situation for those not only directly affected but also for people who reside in the same area, street or subdivision.

To aid in offering a piece of mind for District residences a fire protection education canvas shall be conducted no more than 2 weeks after a residential fire in the affected area. The area canvassed can be a subdivision, multiple streets or in a rural setting. It is recommended to limit crews to a maximum of a 4 to 5 block area to maintain a state of readiness.

The Battalion Chief shall schedule a time for a fire protection education canvas to be conducted with the appropriate staffing based upon crew to residence ratio and the amount of time needed for the canvas.

It is important to remember that this is not an inspection but an information campaign offering a service to better inform constituents. Please explain to the homeowners and occupants we offer this voluntary service for their benefit.

When conducting a canvas crews should check for the following items:

A smoke detector in a residence and operation of any installed smoke detector(s). If there is not a smoke detector in a residence crews may install a smoke detector once the appropriate documentation is completed.

A carbon monoxide detector in a residence and operation of any installed carbon monoxide detector(s). If there is not a carbon monoxide detector in a residence, crews will advise where they may purchase a carbon monoxide detector and its importance. Crews will also educate the resident to the warning signs of carbon monoxide poisoning and what to do if anyone in the household exhibits signs of carbon monoxide poisoning.

An operational fire extinguisher in a residence. Crews will check each extinguisher to verify that the extinguisher has a charge and/or any defective signs. If no extinguisher exists, crews will inform the resident of why an extinguisher is needed and a good location to store the extinguisher. For residents wishing instruction on the proper use of a fire extinguisher crews will give contact information for our training and/or prevention bureau.

A fire escape plan. Crews will verify whether or not the resident has an escape plan and ask how their fire escape plan is laid out and practiced. Crews may offer suggestions to improve the residents current escape plan. If no fire escape plan is in place district personnel shall offer the resident suggestions on establishing a plan or provide further information.

The intent of the fire protection education canvas is to focus on an impacted area where affected residents may have questions about District operations, fire safety education, prevention and smoke detectors. An incident shall be created for the canvas and listed under the public relations category for reporting purposes. Upon creating an incident, crews will document how many homes were checked and the results of the interaction.

# Nixa Fire Protection District

## Procedure Manual

### Smoke / CO Detector Program

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#### 403.3 CARBON MONOXIDE DETECTORS

In addition to the Smoke Detector program, it is a concern for those citizens in the Nixa Fire Protection District to be covered from Carbon Monoxide. Carbon Monoxide kills approximately 200 people each year in the United States. The carbon monoxide detector may be battery operated, plug-in with battery back-up or wired into the home's AC power with a secondary battery back-up; must bear the label of a nationally recognized testing laboratory: and must comply with the most recent standards of the Underwriters Laboratories or the Canadian Standard Association.

When considering where to place a carbon monoxide detector, keep in mind that although carbon monoxide is roughly the same weight as air (carbon monoxide's specific gravity is 0.9657, as stated by the EPA; the National Resource Council lists the specific gravity of air as one), it may be contained in warm air coming from combustion appliances such as home heating equipment. If this is the case, carbon monoxide will rise with the warmer air.

#### INSTALLATION LOCATIONS

- When possible, it is best to review and install detectors per the manufacturer recommendations. Each detector is different and has been tested according to their specifications. If this is not possible use the following as a guide for installation.
- Carbon monoxide alarms or detectors shall be installed as follows:
- Install carbon monoxide detectors within 15 feet of all rooms used for sleeping. Preferably installed inside each sleeping room when possible.
- Do not install a CO detector near a kitchen, garage or in a room with a furnace.
- Outside each separate dwelling unit sleeping area in the immediate vicinity of the bedrooms
- On every level of a dwelling unit, including basements
- If only one (1) CO alarm is in the residence it should be located near or within the sleeping room of the head of household. This will assist the resident in clearly hearing the audible alarm in the event of a potential CO emergency.

#### Concentration and Symptom guide sheet

Concentration	Symptoms
35 ppm (0.0035%)	Headache and dizziness within six to eight hours of constant exposure
100 ppm (0.01%)	Slight headache in two to three hours
200 ppm (0.02%)	Slight headache within two to three hours
400 ppm (0.04%)	Frontal headache within one to two hours
1,600 ppm (0.16%)	Dizziness, nausea, and convulsions within 45 minutes. Insensible within two hours.
3,200 ppm (0.32%)	Headache, dizziness and nausea in five to ten minutes. Death within 30 minutes.
6,400 ppm (0.64%)	Headache and dizziness in one to two minutes. Death in less than 20 minutes.

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Procedure Manual

## *Smoke / CO Detector Program*

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12,800 ppm (1.28%)

Unconsciousness after 2-3 breaths.  
Death in less than three minutes.

## **Chapter 5 - EMS Procedures / Protocols**

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## Mass Casualty / Triage

### 500.1 SCOPE

This procedure establishes a standard structure and guideline for the operation of Fire Department units at multi-patient/mass casualty incidents. The system may be applied to any multi-patient or mass casualty incident regardless of the number of patients or incident size. This procedure shall be integrated into the overall incident management system and may include major transportation incidents, explosions or fire with multiple injuries, hazardous materials incidents with exposure victims and structural collapse incidents.

This procedure is to integrate the multi-patient/mass casualty procedures within the framework of the incident management system. It is the responsibility of the first-arriving company officer to implement these procedures on EMS incidents requiring two dedicated ambulances or greater.

For the purposes of this procedure, a "multi-patient incident" is defined as any incident with fewer than twenty (25) patients. A "mass casualty incident" is defined as any incident involving 25 to 100 patients. A "disaster" is defined as any incidents involving more than 100 patients.

### 500.2 PROCEDURE

The first-arriving company officer at the scene of a multi-patient or mass casualty incident shall establish Command. The initial Incident Commander (IC) shall remain in Command until Command is transferred or the incident is stabilized and Command is terminated. Command is responsible for the completion of the tactical objectives. The general tactical objectives are:

- Provide for the safety, accountability and welfare of rescue personnel and victims.
- Stabilize the incident and provide for life safety.
- Remove endangered occupants and treat the injured.
- Ensure the functions of triage, extrication, treatment and transportation are established as needed and performed appropriately.
- Conserve property.

In addition, the EMS TACTICAL benchmarks to be completed during any multi-patient/mass casualty incident include:

- Completion of a "Triage Report" (Broadcast report)
- Declaration of "All RED PATIENTS (Immediate) Transported"
- All patients transported, or refused care.

The Incident Management System is used to facilitate the completion of the tactical objectives. The IC is the person who drives the Command system towards that end. The IC is responsible for building a command structure that matches the organizational needs of the incident to achieve the tactical priorities.

# Nixa Fire Protection District

## Procedure Manual

### *Mass Casualty / Triage*

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When possible, patients should be treated and transported in the following priority order:

- “RED” (Immediate) Patients
- “YELLOW” (Delayed) Patients
- “GREEN” (Minor / Walking wounded) Patients

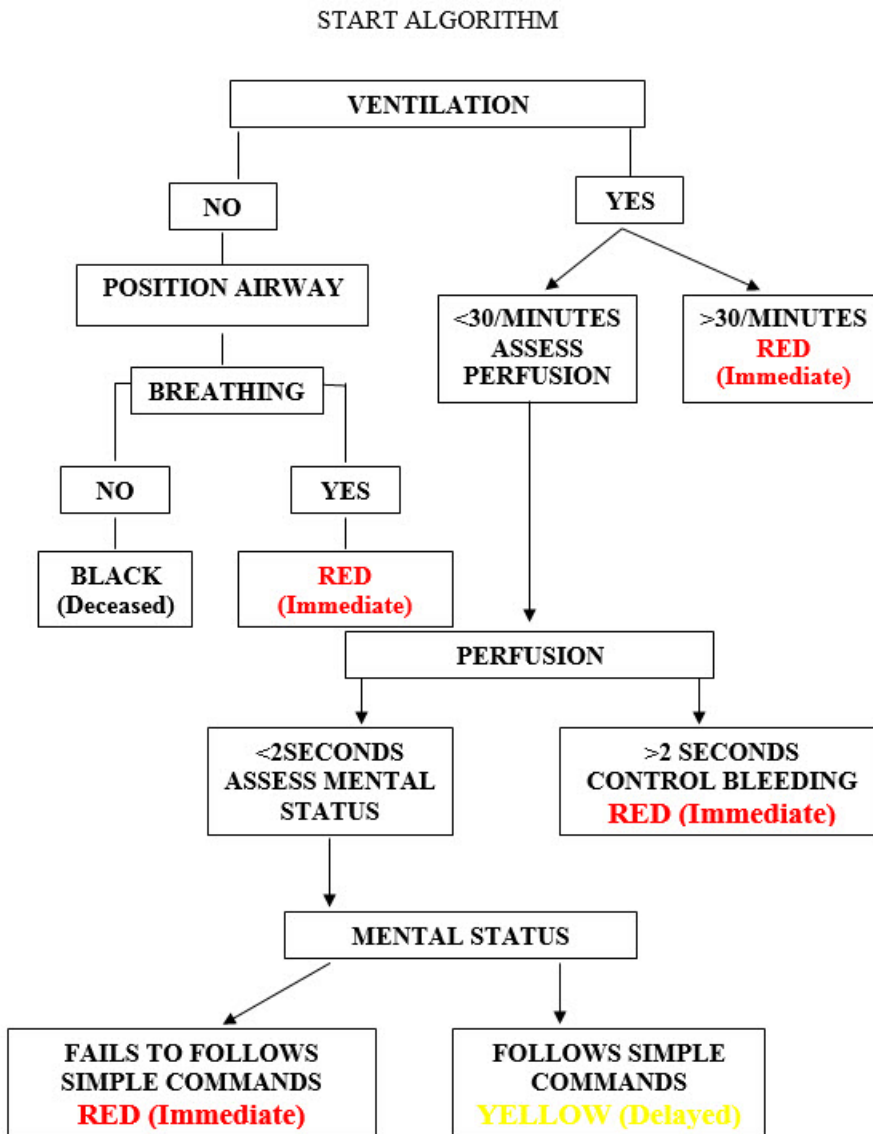
#### **Basic Operational Approach**

The initial actions of the first arriving officer shall be directed toward scene size-up, requesting appropriate resources and initial organization of the scene. Initial actions include:

- Give an on-scene report and assume command. Coordinate with incoming ambulance to initiate triage.
- Perform a rapid hazard assessment and establish a safe zone to operate. Initiate traffic control and provide a safe work/treatment area.
- Provide for occupant protection (charged hand line).
- Call for additional resources.
- Radio a Triage Report to Dispatch.
- Stabilize hazards and/or remove patients to a treatment area.
- Assign crew(s) specific task(s) to accomplish.
- Assign task (triage, extrication, treatment, and transportation) or by location (north, south, east, west).
- Initiate patient assessment and treatment functions.
- Coordinate patient transportation.

#### **START Triage**

Instruct all patients who are able to ambulate to move to a certain area - triage as (GREEN) minor. Follow START Triage for all other patients.



## 500.3 PATIENT CLASSIFICATION CODE BLUE

- Patient in Cardiopulmonary Arrest.

## RED (CLASS I TRAUMA PATIENT)

- Life-threatening Injuries or Illness and/or unstable vital signs.
- B/P <90; pulse <60 or >100 with clinic signs of shock
- Unstable airway.



## *Mass Casualty / Triage*

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- Unstable blunt chest injuries; respiratory rate >30 or <10.
- Penetrating chest injuries.
- Penetrating abdominal injuries.
- Penetrating trauma to the head or neck
- Severe uncontrolled bleeding.
- Neurologic injuries including prolonged LOC Glasgow coma scale <8 (or deteriorating) lateralizing signs and acute paralysis.
- Life-threatening medical emergencies with unstable vital signs and/or clinical signs of shock.

### **YELLOW (CLASS II TRAUMA PATIENT)**

- Potentially life-threatening injuries or illnesses, but vital signs presently stable.
- Falls of 15 feet or more,
- Groin to mid - thigh
- Death of another passenger in the same vehicle
- Ejection from a vehicle.
- Vehicle passenger space invaded by 1 foot or more.
- Pedestrian struck by a vehicle.
- Class 1-type injuries over 24 hours old; patient presently stable.
- Extrication time >20 minutes.

### **GREEN (CLASS III TRAUMA PATIENT)**

- No obvious life-threatening injuries; vital signs stable.

### **MEDICAL PATIENT**

- All medical patients should be classified as (Stable/Unstable) depending on vital signs.
- To establish stability of vital signs, at least two (2) sets need to be taken.

### **GLASCOW COMA SCALE**

The Glasgow Coma Scale or GCS is an assessment tool aimed to give a reliable, objective way of evaluating the consciousness of a person for both initial and continued assessment. A patient assessed against the criteria of the scale, each of which is given a point value, will have a resulting score between 3 and 15. A patient with a score of 3 will be comatose or deceased and a patient with a score of 15 will be fully alert and appropriately displaying no deficits.

#### **Eye Opening**

4—Spontaneous eye opening, actively looking about

## *Mass Casualty / Triage*

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- 3—Opens eyes to verbal stimuli
- 2—Opens eyes to painful stimuli
- 1—No eye opening or movement

### **Verbal Response**

- 5—Oriented to self, place, event. Appropriate responses
- 4—Confused, disoriented to self, place, or event
- 3—Uses inappropriate words
- 2—Attempts to speak but words are incomprehensible
- 1—No verbal response

### **Motor Response**

- 6—Obeys commands
- 5—Localizes pain
- 4—Withdraws from painful stimuli
- 3—Decorticate posturing or abnormal extension of extremities in response to pain
- 2—Decerebrate posturing or abnormal flexion of extremities toward the core in response to pain
- 1—No motor response

## Medical Equipment

### 501.1 PROCEDURE

The district shall have a maintenance program for all bio-medical devices utilized for patient care.

The Provider/Care Giver using the device shall be responsible for the immediate removal from service any bio-medical devices suspected of malfunctioning. If the automated defibrillator or monitor/defibrillator is not functioning, the apparatus shall be out of service for medical responses with said malfunctioning device until replaced or removed.

Any malfunctioning bio-medical device shall not be placed into service until properly serviced or repaired by the manufacturer or manufacturer's authorized service program or by a local hospital.

Any suspected malfunctioning bio-medical device that may have affected patient care shall be reported to the officer in charge of the scene and to the Battalion Chief. This report shall include, but not be limited to, date of use, type of device, model number, serial number, patient's name, run number, description of the incident, description of affect on the patient's care, description of all actions taken at the time of reporting and agency's name. If appropriate, the Food and Drug Administration shall be notified.

The periodic preventative maintenance on all bio-medical devices shall meet or exceed the criteria recommended by the manufacturer of the device. They shall also meet state regulations as to Bio - Medical equipment care.

Glucometers on front line apparatus will be tested on a weekly basis during the apparatus detailed check and documented. Glucometers on back up apparatus and staff vehicles will be tested a minimum of once a month per the manufactures recommendations.

Individuals performing scheduled maintenance or repair shall possess the necessary credentials recommended by the manufacturer.

Records documenting compliance with this policy shall be subject to review and inspection by the EMRA Manager for the district. Records on all Bio - Medical equipment will be kept on file at Headquarters.

### 501.2 STORAGE / REPLACEMENT

All Bio - Medical equipment will be stored on the apparatus per the criteria recommended by the manufacturer of the device

Devices that are out of service for repair or maintenance will be placed in the Battalion office at HQ when waiting for repair or maintenance

Replacement will be based on:

- As needed basis
- As technology changes with new standards for Bio - Medical devices

## *Medical Equipment*

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- A minimum review of all Bio - Medical equipment every 5 years after the purchase of the device

### **501.3 BATTERY ROTATION**

In an effort to maintain equipment readiness, assure adequate power supply, and extend battery life expectancy the following procedure should be followed.

The batteries for our LifePak monitors are the LifePak NiCd and when properly maintained should have a useful life of up to 5 years according to the manufacturer.

Batteries are changed on the back of the unit behind the long storage pouch. Battery wells are marked #1 and #2. Battery well #1 is generally used for patient monitoring and battery well #2 is generally for patient defibrillation. The battery wells correspond with the battery indicators shown on the screen of the LifePak unit. When changing the batteries, they should be inspected for signs of damage or leakage. Any damaged or leaking batteries should be removed from service and a discrepancy form completed.

To install batteries:

1. Inspect the battery pins in the battery wells for signs of damage.
2. Align the battery so that the battery clip is over the pins in the battery well.
3. Insert the end of the battery opposite the battery clip into the battery well.
4. Firmly press the other end of the battery well until it clicks into place.

To remove the battery, press the battery clip in and lift the battery out of the battery well.

To maximize battery life in the Lifepak defibrillator/monitors:

- After use, replace both batteries with fully charged batteries; or, if the device was only used briefly, remove the battery in well #1 for recharging, move the battery in well #2 to the well #1 position, and install a fresh, fully charged battery in well #2.
- You may wish to charge batteries every week, even when device usage is light, and rotate all batteries in active use so they are used with equal frequency.

As a general guideline, batteries should be rotated in the above manner when they reach ½ power on the monitor screen, on the battery fuel gauge, or have been used for an extended time. Batteries should also be rotated on the assigned truck check day each week.

To assure adequate supply of power, a third battery should be kept inside the EMS cabinet on the assigned apparatus for rotation into the monitor. When batteries are rotated in the above manner, this would be the battery inserted into battery well #2. The freshly charged battery would then become the back up in the EMS cabinet and the low battery returned to the charger.

Batteries showing power on the “fuel gauge”, but not appearing on the monitor display, should be placed in the charger and conditioned. The charger should automatically go to the condition cycle, based on communication with the battery pack, or can be manually selected by pressing the “condition” button under the battery on the charger.

## Medical Control Plan

### 502.1 PLAN

Unless specifically approved otherwise by online medical control, no patient will ever be transferred from the care of the Nixa Fire 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 District has provided or is providing at the scene or during transport.

Patients generally have a right to expect equal or higher levels of training and care competency as they are transferred through the EMS system.

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.

### 502.2 TRANSFER OF CARE

**Transfer to ground ambulance-** A face-to-face report will be provided and all information related. EMT/Paramedics will be allowed to ride in with the ground ambulance when requested by the transporting agency to assist with patient care. Fire District personnel will assist with the transporting agency protocols.

**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. Fire personnel and flight personnel should work together in providing patient care during the transition. Available documentation will also be transferred with the patient i.e. EKG's, blood drawn for lab, patient information etc.

**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.

### 502.3 MEDICAL INTERVENTION

Occasionally a physician unknown to the EMT/Paramedic will appear at the scene of a medical crisis and offer to take over management of the resuscitation. This procedure will outline the procedure for turning medical direction over to that physician.

#### 502.3.1 PROCEDURE

The EMT/Paramedic is to verify this person's identity. Preferably some form of ID identifying him/her as a Medical Doctor licensed to practice medicine in the state of Missouri.

Advise the physician we have a Medical Director and are following written orders for treatment.

Inform the physician he must sign a Medical Intervention form before care will be turned over to them. They must also understand that the Pre-hospital providers will not comply with orders

# Nixa Fire Protection District

## Procedure Manual

### *Medical Control Plan*

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that exceed their scope of practice or training. That physician must also 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.

[See attachment: Physician on Scene Form.pdf](#)

**\*\*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.\*\***

## Blood for Alcohol Analysis

### 503.1 OVERVIEW

To guide paramedic in the applications of procedures when asked to draw blood by law enforcement officials for reasons other than primary patient care.

Paramedics may draw blood in the field as requested by law enforcement officials. If the patient is alert and oriented, his/her 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.

Blood will be drawn by the Fire District paramedic at the scene of an incident only, on a dispatched call for medical assistance. We will not respond to the police department or sheriff's office for the sole purpose of drawing blood. Nixa Fire Protection District paramedics will draw blood for blood alcohol determination only.

### 503.2 PROCEDURE

After the paramedic is requested to draw the blood, consent must be received (informed or implied (1)). Universal precautions must be observed. Sterile, intact containers, needle, must be used in the blood draw procedure. Law enforcement official will supply the vacutainer tube. Skin should be prepped with BETADINE only. Alcohol wipes must NOT be used at the injection site (2). Drawing from the IV site is allowable if the site was NOT prepped using alcohol wipes. After the procedure is complete, it is necessary that the paramedic carefully document the procedure in the district report, including the arresting officers' name and badge number.

Patient care is the primary concern of the paramedic and the patient's rights and well being are top priorities.

- (1) Informed consent is necessary to initiate invasive therapy.
- (2) Alcohol or alcohol based swabs would invalidate the test in court.

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## CQI Program

### 504.1 GENERAL GUIDELINES

The district shall maintain a Continuous Quality Improvement (CQI) program to monitor, review, evaluate and improve the delivery of prehospital and trauma care services. The program shall involve all system participants and shall include, but not be limited to the following activities:

- Prospective - designed to prevent potential problems.
- Concurrent - designed to identify problems or potential problems during patient care.
- Retrospective - designed to identify potential or known problems and prevent their recurrence.
- Reporting/Feedback - all CQI activities will be reported in a manner to be jointly determined. As a result of CQI activities, changes in system design may be made.

The district shall maintain a CQI Committee. Membership of the CQI Committee is limited to the Fire Chief, EMRA Manager, Paramedic and Medical Director. The CQI Committee shall meet as necessary.

- The Reporting Systems are tools for the CQI Committee.
- The CQI Committee shall review all Class 1 Trauma, Unstable Medical, Cardiac arrests, All patients Transported by Air, and all ALS calls where drugs are used.
- The Reporting System transmitted or conveyed to CQI Committee from EMS providers is for the express purpose of analysis by members of the CQI Committee.
- No copies of Reporting Systems records shall leave CQI Committee custody, and all unessential copies shall be destroyed.
- All correspondence addressed to the CQI Committee will be stamped "Confidential," remain unopened and personally handed to the addressee.
- Any outgoing CQI correspondence will be stamped "Confidential".
- All CQI records shall be stored in a locked cabinet at Headquarters, and dedicated for CQI Committee use.

### 504.2 CONTINUOUS QUALITY IMPROVEMENT

Prospective:

- Comply with Federal, State and District rules, regulations, laws and codes applicable to EMS.
- Plan, implement and evaluate the EMS system.
- Approve ALS Service Provider's Peer Review Programs.
- Approve and monitor all EMS training programs.



# Nixa Fire Protection District

## Procedure Manual

### *CQI Program*

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- Establish policies and procedures to assure medical control, which may include, but not be limited to, dispatch, basic life support, advanced life support, patient destination, patient care guidelines and CQI requirements.
- Facilitate implementation by system participants of required CQI Programs.
- Design system wide reports for monitoring identified problems and/or trends analysis.
- Approve standardized corrective action plan for isolated and trend deficiencies with Fire EMS and hospital based ambulance personnel.

#### Retrospective:

Evaluate system providers for retrospective analysis of pre-hospital care.

- Evaluate identified trends in the quality of pre-hospital care delivered in the system.
- Establish procedures for implementing the Certificate Review Process (CRP) for pre-hospital personnel.
- Monitor and evaluate the Incident Resolution Process.
- Conduct MCI critiques.

#### Reporting/Feedback:

- Evaluate data submitted from system participants and make changes in system design as necessary.
- Provide feedback to system participants when applicable or when requested on CQI issues.

### **EMS PERSONNEL**

#### Prospective:

Participate on EMS advisory committees, as requested by the CQI Committee

- Education:
  - Provide orientation of new fire/EMS personnel to the EMS system.
  - Provide and participate in CE activities to further the knowledge base of the field personnel.
  - Provide and participate in certification courses and the training of prehospital care providers.
  - Establish procedure for informing all field personnel of system changes.
- Evaluation:
  - Develop criteria for evaluation of field personnel to include, but not limited to:
  - EMS reports form.
  - Evaluation of new fire/EMS personnel.

# Nixa Fire Protection District

## Procedure Manual

### *CQI Program*

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- Routine audit/review.
- Problem-oriented cases.
- Action plans for individual first responder deficiencies.
- Certification:
  - Establish procedures, based on policies, regarding:
    - Initial accreditation/certification.
    - Re-accreditation/rectification.
    - Documentation of attendance at defibrillation skills proficiency demonstration sessions. (AED, Hands free ALS)
    - Mechanisms for personnel to make up missed skills proficiency demonstration sessions.
- Retrospective Analysis:
  - Develop a process for retrospective analysis of field care, utilizing the EMS Report Form or other available documentation, to include, but not limited to:
    - High-risk.
    - Problem-oriented calls.
    - Those calls requested to be reviewed by Medical Director.
    - Specific audit topics established through the CQI Committee.
  - Develop performance standards for evaluating the quality of care delivered by field personnel through retrospective analysis.
  - Comply with reporting and other CQI requirements, as specified.
  - Participate in pre-hospital research and efficacy studies as requested.
- Reporting/Feedback:
  - Develop a process for identifying trends in the quality of field care.
  - Report as specified by the district.
  - Design and participate in educational offerings based on problem identification and trend analysis.
  - Make approved changes in internal policies and procedures based on trend analysis.

## Field Alcohol Blood Draw

### 510.1 FIELD ALCOHOL BLOOD DRAW

Patient care is the primary concern of the District EMT/Paramedic and the patient's rights and well being are top priorities.

1. After the District EMT/Paramedic is requested to draw the blood, consent must be received (informed or implied).
  - (a) Informed consent is necessary to initiate invasive therapy for conscious and alert patients.
  - (b) Implied consent is acceptable for unconscious and/or unresponsive patients..
2. Law enforcement official will supply field alcohol blood draw kit to include the vacutainer tube.
3. Universal precautions must be observed.
  - (a) Sterile, intact containers, needle, must be used in the blood draw procedure.
  - (b) Skin should be prepped with BETADINE only. Alcohol wipes must not be used at the injection site.
  - (c) Drawing from the IV site is allowable if the site was NOT prepped using alcohol wipes.
  - (d) Alcohol or alcohol based swabs would invalidate the test in court.
4. After the procedure is complete, it is necessary that the District EMT/Paramedic carefully document the procedure in the district report, including the arresting officers' name and badge number.

## **Chapter 6 - Training Procedures**

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# Apparatus Driver Qualifications

## 600.1 APPARATUS DRIVER QUALIFICATIONS

The purpose of this procedure is to outline the training requirements for all eligible personnel of the Nixa Fire Protection District to become qualified drivers of district apparatus. Personnel who are ready to begin the qualification process must first meet the following criteria.

- Employment with the District for a minimum of six (6) months and have successfully completed the probationary period.
- Have attended and passed a VFIS Emergency Driving Course (16 hr) or equivalent approved by the District, or have attained certification at the Driver/Operator “CORE” level from IFSAC or the Missouri Division of Fire Safety.
  - Examples of approved equivalent courses would be “Coaching the Emergency Vehicle Operator” (CEVO), “Emergency Vehicle Operations Course” (EVOC), and “Emergency Vehicle Driver Training” (EVDT)
  - Other courses may be approved based on content and training entity

To ensure successful integration into the driving role, brand new firefighters without (verifiable) driving experience in another department will be required to attend a VFIS type standalone Emergency Driving course as well as the D/O “Core” class (Prerequisite for Driver/Operator certification).

Once the above have been met, the employee can then begin the process of training and qualifying on apparatus as outlined below. All training hours should be recorded on Exhibit 118-6 Apparatus Training Tracking Log and presented to the evaluator at time of qualification attempt. Drivers must complete the Nixa Fire Pre-Trip Apparatus Inspection, Exhibit 118-9 for every vehicle listed.

### Brush Truck

- Employee must have a Basic Pumps Class (12 hr) or have attained certification at the Driver/Operator “CORE” level from IFSAC or the Missouri Division of Fire Safety.
- To ensure successful integration into the driving role, brand new firefighters without (verifiable) driving experience in another department will be required to attend a “Basic Pumps” course as well as the D/O “Core” class (Prerequisite for Driver/Operator certification).
- Employees must drive a minimum of 50 miles to include non-emergency and emergency driving with another approved driver.
- Employee must perform pumping operations for a minimum of 2 hours
- Employee must complete Core Competency Driver/Operator manual as it pertains to this vehicle.
- Employee must pass Exhibit 118-1 Brush Truck Qualification Checklist.

# Nixa Fire Protection District

## Procedure Manual

### *Apparatus Driver Qualifications*

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- Employee must successfully complete Exhibit 118-7A, the Nixa Fire District driver training route and the obstacle course when available.

#### **Tanker**

- Employee must be a qualified driver of the Brush Truck.
- Employee must have the Mobile Water Supply Course (12 hr), Water Supply Operations for Suburban and Rural Firefighting, or have attained certification at the Driver/Operator “Mobile Water Supply” level from IFSAC or the Missouri Division of Fire Safety.
- Employees must drive a minimum of 150 miles which can be non-emergency or emergency driving with another approved driver.
- Employee must complete Core Competency Driver/Operator manual as it pertains to this vehicle.
- Employee must pass Exhibit 118-2 Tanker Qualification Checklist.
- Employee must successfully complete Exhibit 118-7A, the Nixa Fire District driver training route and the obstacle course when available.

#### **Front-Line Engine and Reserve Engine**

- Employee must be a qualified driver of both the Brush Truck and Tanker.
- Employee must have the 40 hour Driver/Operator Course, or have attained certification at the Driver/Operator “Pumper” level from IFSAC or the Missouri Division of Fire Safety.
- Employee must drive a minimum of 150 miles to include non-emergency and emergency driving with another approved driver.
- Employee must complete Core Competency Driver/Operator manual as it pertains to this vehicle.
- Employee must pass Exhibit 118-3 Engine Qualification Checklist
- Employee must successfully complete Exhibit 118-7A, the Nixa Fire District driver training route and the obstacle course when available.

#### **Rescue**

- Employee must be a qualified driver of the Brush, Tanker, and Engine
- Employee must drive a minimum of 150 miles which can be non-emergency or emergency driving with an approved driver.
- Employee must have a minimum of 2 hours operating the ancillary equipment
  - Generator

# Nixa Fire Protection District

## Procedure Manual

### *Apparatus Driver Qualifications*

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- Cascade
- Employee must complete Core Competency Driver/Operator manual as pertains to this vehicle.
- Employee must pass Exhibit 118-4 Rescue Qualification Checklist
- Employee must successfully complete Exhibit 118-7A, the Nixa Fire District driver training route and the obstacle course when available.

#### **Ladder**

- Employee must be a qualified driver of the Brush, Tanker, and Engine
- Employee must have the Aerial Operator Course (40 hr), or have attained certification at the Driver/Operator “Aerial” level from IFSAC or the Missouri Division of Fire Safety.
- Employee must drive a minimum of 150 miles which can be non-emergency or emergency driving with an approved driver
- Employee must complete Core Competency Driver/Operator manual as it pertains to this vehicle.
- Employee must pass Exhibit 118-5 Ladder Qualification Checklist
- Employee must successfully complete Exhibit 118-7A, the Nixa Fire District driver training route and the obstacle course when available.

#### Exhibits:

[See attachment: Brush Truck Driver Qualification Checklist Form.pdf](#)

[See attachment: Tanker Qualification Check List Form.pdf](#)

[See attachment: Engine Qualification Check List Form.pdf](#)

[See attachment: Rescue Qualification Check List Form.pdf](#)

[See attachment: Ladder Qualification Check List Form.pdf](#)

[See attachment: Apparatus Training Tracking Sheet Form.pdf](#)

## Moving and lifting

### 609.1 MOVING PATIENTS

Personnel should use proper body mechanics when moving or lifting patient or working at any scene.

- Make sure your back is locked.
- Use your legs to lift by having your legs apart and back upright.
- Extend arms down each side of the body.
- Adjust your orientation and position until the weight is balanced.
- Reposition your feet as necessary.
- With arms extended downward lift using the legs (keep you're back locked).

Always get help lifting even if they are non-Fire district personnel i.e.: a bystander.

When moving or lifting on LBB there should be four personnel, one on each corner.

When carrying patients up or down stairs, a spotter should be used to backup the bottom person carrying the load.

The district will move patients with the following devices:

- LBB
- KED
- Ambulance cot
- Basket stretcher
- Scoop stretcher
- Folding stretcher

Moving patients without devices:

- The Firefighters drag
- One person walk assist
- Firefighters carry
- Pack strap carry

Emergency Drags:

- Emergency clothes drag
- Blanket drag
- Arm drag
- Arm to arm drag



# Nixa Fire Protection District

Procedure Manual

## *Moving and lifting*

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## Training

### 612.1 MINIMUM TRAINING REQUIREMENTS

Company Officers are responsible to ensure their company continuously trains on multiple disciplines each month. Company level training will be entered into Fire Programs by members of the company. The following are minimum hour recommendations.

Company Drills	16 hours/month	192 hours/year
Company EMS	3 hours/month	36 hours/year
Hazardous Materials	.5 hours/month	6 hours/year
Driver/Operator CEUs	2 hours/month	24 hours/year
Officer CEUs	1 hour/month	12 hours/year
Physical Fitness	5 hours/month	60 hours/year
Inspector		8 hours/year
Investigator		8 hours/year
Instructor		8 hours/year

## **Chapter 7 - Equipment and IT procedures**

## Equipment

### 700.1 IDENTIFICATION

The purpose is to establish a system for marking all equipment specific to one apparatus so it can be easily identified and returned to the proper apparatus once it is no longer in use.

All equipment (hand tools, radios, flashlights, saws, etc) will be marked using two (2) colors of electrical tape. One (1) color will represent the apparatus type (engine, ladder, brush, etc) and the other color will represent the apparatus's station. Any equipment that is moved between apparatus (i.e. frontline to reserve engines) shall remain the primary color. This will allow easy identification when the frontline engine is put back in service.

<u>Color</u>	<u>Station</u>	<u>Color</u>	<u>Apparatus</u>
Red	Station 1	White	Engine
Blue	Station 2	Black	Tanker
Yellow	Station 3	Green	Brush
Orange	Station 4	Brown	Ladder
		Purple	Rescue

## Cell Phone Usage

### 701.1 PROCEDURE

#### DEFINITIONS

**Mobile Communication Device** - A mobile communication device is a mobile telephone, email appliance, wireless personal digital assistant, or a device combining two or more of those functions.

**Adequate Service** – A mobile communication device service is adequate when it is sufficiently fast, sufficiently convenient, and sufficiently secure to allow the user to conduct District business in an efficient manner that safeguards the integrity and security of sensitive District information.

**Essential personal calls** – These are defined as personal calls of minimal duration and frequency that are essential to allowing the employee to continue working and cannot be made at another time from a different telephone. Examples of essential personal calls are calls related to a family emergency, to arrange for unscheduled or immediate care of a dependent, or to alert others of an unexpected delay due to a change in work or travel schedule.

**Personal calls** – Non-business phone calls that are made to or received on District owned devices that are of more than minimal duration and are non-essential.

#### PROCEDURE

In general, the Fire District will own mobile communications devices or service plans for Chief Officers and on duty shift supervisors.

If utilized during a disaster, expenses incurred using WPS will be reimbursed. WPS is a government initiative 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 employees of the Fire District at the discretion of the Fire Chief may receive a stipend for the use of their personal mobile communication device for District business. The stipend amounts will be periodically reviewed, adjusted as necessary, and outlined in the Program Entry Form.

#### Usage

# Nixa Fire Protection District

## Procedure Manual

### *Cell Phone Usage*

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Mobile communications devices should not be selected as an alternative to other means of communication (i.e., land lines, pagers, radio devices) when such alternatives would provide adequate but less costly service to the Fire District.

The Fire District has a strict standard for safety regarding mobile communication and driving. Under no circumstance will the driver of a fire suppression apparatus (Brush, Tanker, Engine...) use a mobile communication device. Use of a mobile communication device while driving a staff vehicle is also discouraged unless operationally necessary.

Personal mobile communication devices are permitted to be carried while on duty, but must be placed on silent/vibrate mode, and allow voice mail to answer the call during work related activity. Messages may be checked on "down time" when not actively involved in a call or about to perform or in the process of performing work duties. All personal mobile communication devices must be carried in a safe and concealed area on the person that does not fall off, or cause others to be distracted by the presence or appearance of the device.

Due to the nature of their job assignments, some employees are required to carry a mobile communication device. District employees that are required to carry a mobile communication device will either be given a District-owned device or will receive a monthly stipend. Employees issued a District-owned device may be charged a monthly fee to cover personal use. A District-owned device that is shared and used while on-duty shall at no time be used for personal calls of any nature.

Those employees required to carry a mobile communication device 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 employees required to carry a mobile communication device receive a monthly stipend allowance, they shall accept District business calls on that phone.

Employees in this program will be paid a taxable allowance for the purchase and maintenance of a mobile communication device per month as outlined on the. Employees receiving the allowance will be responsible for both their mobile device and their bill. An allowance-based mobile communication device is the property of the employee and will be retained by the employee 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 employee separates from service or when the need for such equipment no longer exists.

Unplanned circumstances may result in an employee with an allowance-based mobile communication device incurring a substantial increase in their usage in pursuit of their required duties. In such event, at the recommendation of the Fire Chief, an employee with an allowance-based mobile communication device may submit their detailed bill for reimbursement of business calls in excess of minutes available and in excess of their monthly allowance.

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## Apparatus & Equipment Testing

### 702.1 APPARATUS TESTING

Each apparatus pump will be tested annually. Pump testing will also be done after extensive pump or motor repairs. This is to better determine the actual pump capacity of each apparatus, in the most adverse conditions. The pump test is conducted under the same conditions that are required for an acceptance test, except that the time for each test is reduced.

- 100% rated capacity at 150 psi net pump pressure for 30 minutes
- 70% rated capacity at 200 psi net pump pressure for 15 minutes
- 50% rated capacity at 250 psi net pump pressure for 15 minutes
- And a short spurt test at rated capacity, at 165 psi

Other tests to be performed during the pump test will include relief valve, dry vacuum and primer test. A supplemental information sheet will accompany each test sheet. All information will be recorded and forwarded to the Fire Chief or designee for filing.

### 702.2 LADDER TESTING

Each aerial ladder will be tested annually. The test will be in accordance to NFPA 1914. The aerial will also be tested after major repair.

Ground ladder testing will be accomplished every year by an approved testing firm in accordance with NFPA 1932. Ground ladders will also be tested after being exposed to excessive heat, being dropped, or receiving an impact load.

A supplemental information sheet will accompany each test sheet. All information will be recorded and forward to the Fire Chief or designee for filing.

### 702.3 HOSE TESTING

The District's standard regulates the acceptance of new sections of fire hose and establishes procedures for conducting the annual service tests. Hose should be tested in the warmer months.

Any hose that is believed to be damaged, ran over or repaired shall be tested before being placed back in service. Personal protective equipment shall be used in case of failure during the tests. (i.e. Helmets, gloves and eye protection.)

### TESTING PROCESS

- Prior to testing, each section of hose shall be subjected to a physical inspection to determine whether it is free of debris, and damage from chemicals, burns, cuts, and abrasion. Any section of hose that fails the physical inspection shall immediately be placed out of service.
- Hose shall be filled by using the pump on the Tanker (do not exceed 150 psi and then the hose tester should be used to the desired psi.) and then tested with the hose

# Nixa Fire Protection District

## Procedure Manual

### *Apparatus & Equipment Testing*

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tester. The test area shall be relatively flat and free of any objects that might damage the hose.

- The service test for hose of less than five inches in diameter shall be conducted as follows:
- Connect the hose to a discharge. Hose shall not be attached to any discharge at or adjacent to the pump operator's position.
- The total length of any hose-line in the test layout shall not exceed 300 feet. Hose-lines shall be straight and without kinks. Hose that has been repaired or re-coupled shall be tested one section at a time.
- Connect the tanker to a hydrant or hose tester to a water supply.
- Connect a nozzle or shutoff device to the end of the hose. The appliance should be secured to prevent an uncontrolled reaction in the event of a hose rupture.
- Fill the hose-line to be tested with water and bleed off all air.
- Close the nozzle and increase the pressure to 50 psi. Check for leakage. Tighten couplings as necessary. Mark the location of the couplings with a suitable marker.
- Clear the area and increase the pressure slowly until the pressure reaches 300 psi for a service test or 400 psi for an acceptance test if manufactured prior to July 1987. Hose manufactured after July 1987 shall be tested to the pressure marked on the hose jacket. Hold for five minutes. Inspect for leaks or damage. Remember: Never straddle a hose-line! Consult NFPA 1962, Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles, if you have any questions about this.
- Bleed off pressure.
- Record the test date, etc., on the permanent hose record.

Hose that fails the test by bursting or leaking or because of coupling failure due to slippage or leakage shall be tagged and placed out of service.

- After the test, if needed, all hose shall be cleaned, drained, and dried before being placed in service or storage.
- Tests for five-inch supply line or LDH, and sections of soft suction hose shall follow the same procedure outlined above; except that the service test pressure shall be 200 psi and the acceptance test pressure shall be 300 psi. Ensure that the hose is service tested while lying flat.
- Nozzles and other appliances shall also be inspected during the annual fire hose service test to ensure that the nozzles and appliances are undamaged, clear of obstructions, and fully operational. Any nozzle or appliance found to be in disrepair shall be tagged, removed from service, and sent for repair.

#### **Quick Reference Chart**

<u>Hose</u>	<u>Service test pressure</u>	<u>Time to hold</u>
1.75", 2.5", & 3"	300 psi	5 min.



# Nixa Fire Protection District

## Procedure Manual

### *Apparatus & Equipment Testing*

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5" LDH

200 psi

5 min.

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## Apparatus Maintenance

### 703.1 GENERAL

The District shall identify time intervals for preventive maintenance activities. Personnel in the station or the service technician may accomplish minor maintenance activities. Materials required to complete the repairs shall be identified and forwarded to the station. When a discrepancy is identified the employee shall complete the discrepancy form for tracking purposes.

District staff vehicles shall receive preventive maintenance every six (6) months or three thousand (3,000) miles which ever comes first. The apparatus shall receive preventive maintenance every twelve (12) months with the exception of mechanical failure that would warrant service work also.

This shall consist of oil change, fluid checks, filter replacement, greasing of joints, etc.

Recognized personnel may repair items classified as minor. This shall consist of, but not limited to, burned out lights, low fluids, loose or broken bolts, cleaning, etc.

If the repair is more detailed, classified as moderate, such as thermostat problems, fuel leaks, preventive maintenance, the service technician may be utilized or if beyond our capabilities the District will utilize a recognized mechanic.

If the repair is a specialty item such as, engine, transmission, or rear axle work, then the apparatus will be returned to the manufacture or a recognized dealer.

The District equipment such as automatic defibrillators heart monitors, suction units, oxygen saturation meters, gas detection meters, shall be returned to the manufacture for repair.

If the repair is an item under warranty the manufacture will advise on the process or the center to perform the repairs.

### 703.2 FUELING

District vehicles shall be fueled on a regular basis. No District vehicle shall be left below three-quarters (3/4) tank of fuel. Each apparatus is assigned a fuel card and number. Vehicles should only be fueled on their assigned cards. The fuel cards may be utilized at the pumps or inside the store in the following manner.

- (a) Swipe card
- (b) Enter mileage
- (c) Enter your identification number (00 & the last four of your social)
- (d) Enter yes on receipt
- (e) Document the four digit vehicle number on receipt
- (f) Sign the receipt (print your name), place in station mail, and forward to the front office

### MISCELLANEOUS FUEL

# Nixa Fire Protection District

## Procedure Manual

### *Apparatus Maintenance*

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There is a card assigned to station 1 and 2 for obtaining miscellaneous fuel. The four (4) digit number utilized in this instance is 1000. This number will be used for generator fuel and all other premixed fuel cans. Personnel should enter 0 for the mileage otherwise the receipt process is the same as above.

#### **703.3 TOW SERVICES**

If a District apparatus must be towed due to a break down the officer should contact dispatch and request Henry's Tow Service. If Henry's cannot tow the vehicle due to size the officer in charge will request dispatch to obtain the first available service. When making the request to dispatch make sure to advise this is a fire district request so they can log it appropriately.

#### **CIVILIAN ASSISTANCE**

If a District employee assists a motorist and they request a tow company the officer will inquire if they have a preference. Then the officer will contact dispatch with either a non-preference tow or the company that the civilian requested.

#### **ACCIDENT SCENES**

On any incident in which a tow service may be needed when in the city limits the police officer working the accident should request the tow services. When in the county the appropriate law enforcement agency should be contacted for permission to start both preference and non-preference tow companies to the scene.

#### **703.4 COLD WEATHER PUMP DRAINING**

During the winter months the following procedure will take place for draining the pumps. Staff will decide on start and end dates concerning this procedure each year.

##### **Engines/Ladder:**

Daily – Every discharge past the valve will need to be drained. This includes pulling the bleeder valves and removing the caps. Once drained all valves and caps should be closed and/or put back in place. The main pump housing will remain wet (filled with water).

##### **Tankers/Brush trucks:**

Daily- Pump and any discharge should be checked and drained. During the weekly check, valves can be opened and flushed, but then should be drained before put back in service. Pump sprayers will be removed only during below freezing time periods.

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## Knox Box Systems

### 706.1 KNOX RAPID ENTRY SYSTEM

Experience shows when emergencies occur, the Fire Department is faced with entry into locations to gain access to mitigate the situation. In some cases force is necessary to gain access to the emergency. This is time-consuming, demands extra energy to be exerted by firefighting personnel and creates costly damage. The Nixa Fire Protection District uses the KNOX Rapid Entry System to reduce time, risk and damage while managing emergencies.

#### REQUIREMENTS

1. When a building within the Nixa Fire Protection District is protected by an automatic fire suppression or standpipe system it shall be equipped with a key box.
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 facility, firm, or corporation that handles, uses, or stores hazardous material.
5. All newly constructed commercial and industrial structures shall have the key lock box installed and operational prior to the issuance of an occupancy permit.
6. Any change of occupancy including renovations or remodel in an assembly, commercial or industrial occupancy requiring a building permit may require a key lock box.

#### LOCATIONS

The KNOX Rapid Entry System shall be located:

- (a) Gates; 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; at or near the left of the recognized public entrance on the exterior of the structure approved by the fire marshal
  1. 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.
  2. An alternate location shall be approved by the Prevention Bureau if construction features do not allow for placement near the entrance.
- (c) 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.
- (d) If the building contains hazardous materials a KNOX HazMat Cabinet will be installed.
  1. The cabinet shall contain the following:
    - (a) A master key to all areas of the building

# Nixa Fire Protection District

## Procedure Manual

### *Knox Box Systems*

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- (b) Binder for Haz-Mat Knox Box with:
  - 1. List of responsible party and phone numbers (i.e. plant manager, owner, all principal employees, management types, and major chemical manufacturers)
  - 2. A floor plan of the facility, to Nixa Fire Protection District requirements, to include room numbering, extinguishing systems (OSY, PI valves, fire department connections), drains, secondary containment, ventilation systems, and hydrant locations.
  - 3. Material Safety Data Sheet (MSDS) of all chemicals in alphabetical order
- (e) Box contents; the box shall contain the keys for the following:
  - 1. The Main entrance door
  - 2. Alarm Room (if one exists)
  - 3. Mechanical rooms and sprinkler control rooms
  - 4. Fire alarm control panel
  - 5. Electrical rooms
  - 6. Special keys to test pull-stations or other fire protection devices
  - 7. Elevator keys, if required, the fire marshal will determine the need
  - 8. All other rooms as specified during the plans review process
  - 9. Alarm codes or alarm silencing procedure

The keys shall be labeled to be easily identified in the field.

### **KEY BOXES FOR APARTMENT COMPLEXES**

- (a) All new apartment complexes served by fire suppression or fire alarm systems shall be required to install a key lock box.
  - 1. Location will be determined by the Prevention Bureau.
  - 2. The box shall be located at a height of not less than four (4) feet and not more than six (6) feet above final grade.
  - 3. Key lock box contents: The box shall contain keys for the following. The keys shall be labeled to be easily identified in the field.
    - (a) Sprinkler/Alarm room or area where system is installed.
    - (b) All other areas as specified during the Plans Review process.
    - (c) Any additional area for life saving or firefighting purposes.
- (b) Only apartment complex owners, management companies, or managers may purchase key lock boxes.

### **ADMINISTRATION**

# Nixa Fire Protection District

## Procedure Manual

### *Knox Box Systems*

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**NEW STRUCTURES:** The Prevention Bureau shall be responsible for the administration of this standard and shall indicate specific requirements.

**EXISTING STRUCTURES:** The Prevention Bureau shall be responsible for administration of this Procedure and notify the owner or operator with one or all of the following notations:

- (a) Owner/Contractor may obtain instructions for ordering a lock box from the Prevention Bureau.
- (b) A KNOX Key Box can be ordered from [www.knoxbox.com](http://www.knoxbox.com).

**GATES:** The Prevention Bureau shall be responsible for the administration of this standard and shall indicate the specific requirements.

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## Radio Traffic

### 707.1 RADIO COMMUNICATIONS

Radio Communications shall follow the procedures as set forth by the Christian County E911 Communications Center. The Center handles communications for all entities within the County.

The number of entities involved mandates a standard communication matrix and expectation of communication styles.

As a minimum Christian County will acknowledge the;

- (a) First unit responding
- (b) First unit on scene, size up
  - 1. Benchmarks, 360, status reports Primary Search complete, secondary Search complete, fire under control, fire out, extrication complete, EMS on scene
- (c) IC terminating incident

The Dispatch Center will attempt to capture other items in the note/memo logs.

### 707.2 ROUTINE COMMUNICATIONS

It is the intent of the District to keep daily radio traffic to a minimum however, units that are going to be out of the station will blind announce the unit number and a brief purpose. It is not necessary to announce each stop the apparatus makes.

Units should not call dispatch first as dispatch does not have the responsibility answer this radio traffic.

- Engine 21 mobile for driver training
- Brush 22 is mobile in the district
- Ladder 21 in quarters

When communicating within the organization the radio traffic should contain the unit and number of the apparatus or officer. The radio traffic should be in a manner that the designation of the unit you are attempting to contact from the unit calling. The answering unit should always give their location if out of the station.

- Engine 21 from Battalion 22
- (From Engine 21) at 160 & 14 Hwy go ahead Battalion 22

The following designations should be used to communicate with an apparatus officer, the driver operator or the firefighters; 1) Driver Operator = Engine-1, 2) Officer = E-1, 3/4) Firefighters will be identified as E-1A and E-1B.

- Engine-22 from E-22 - the Officer of Engine 22 is calling the Driver/Operator of Engine 22
- L-21 from L-21A - a Firefighter from Ladder 21 is calling the Officer of Ladder 21

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## Procedure Manual

### *Radio Traffic*

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#### **707.3 RESPONSE RELATED COMMUNICATIONS**

Time sensitive radio traffic shall always be prefaced with Christian or Christian County. These two terms key the dispatchers into your traffic. They are time stamp items and must be acknowledged on both sides.

During response related communications the first responding unit must call dispatch before giving appropriate traffic. This allows the unit being called to recognize the radio traffic is for them. The unit should announce how many personnel are on board. If mobile in the district, the unit should identify where they are responding from. Dispatch should announce any additional information for the responding units.

- Christian from Engine 21
- (From dispatch) go ahead Engine 21
- Engine 21 is responding to CC and Main with three on board or Engine 21 responding from South and 160 to CC and Main with three on board.
- (From dispatch) Engine 21 is responding with three to CC and Main. Reported as a two car MVA, injuries unknown
- Engine 21 copies two cars, injuries unknown

All additional responding units should blind transmit they are responding.

- Battalion 22 responding
- Engine 22 responding with 3
- The first unit on scene will radio dispatch they have arrived and give a size-up as outlined in the incident management system.
- Christian from Engine 21
- (From dispatch) go ahead Engine 21
- Engine 21 on scene of a two car, t-bone style accident, with moderate damage, CC command out for patient care
- (From dispatch) Engine 21 on scene, two car, t-bone with moderate damage, patient care, CC command

As additional units approach they should contact command and advise they are approaching and from which direction. The incident commander may either give them an assignment or place them in staging.

The additional arriving units should not contact Christian County to place themselves on the scene.

Once the approaching unit has an assignment they should switch to Vtac-11 frequency or other assigned tactical frequency.

The only unit on the primary frequency is Incident Command.

- CC Command from Battalion 22
- (From Command) go ahead Battalion 22



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### *Radio Traffic*

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- Battalion 22 is approaching from the south
- (From Command) Battalion 22 take traffic control for the intersection
- (From Battalion 22) Copy intersection traffic control

As units are released by command they will contact dispatch and place themselves in service and available for calls. This will ensure that the appropriate unit is dispatched for any additional calls for service. Each unit, prior to command being terminated, shall put themselves in service as they get their equipment and personnel on the apparatus.

The exception being when the incident is being terminated as all units are ready for service. The IC shall terminate and put all units in service.

#### **707.4 AUTO / MUTUAL AID COMMUNICATIONS**

After initially “copying the page” on Nixa primary ALL other radio traffic will be on the hosting agency’s frequency. (Responding, directions, pre-arrivals, cancelled, in service)

When responding on mutual aid calls contact the agency on their frequency unless they specifically requested otherwise.

- Battlefield Command from Ladder 21
- Ozark Command from Engine 22
- Clever Command from Tanker 21

Christian County auto and mutual aid communications sequence;

- Tone on Nixa primary frequency
- Appropriate unit blind copies the call on Nixa primary frequency
- Unit(s) report “responding” on hosting agencies primary frequency
- Unit(s) report “approaching” on hosting agencies primary frequency
- Unit switches to assigned tactical frequency
- All traffic relating to incident is on assigned tactical frequency
- Unit(s) report “in service” on hosting agencies primary frequency
- Unit(s) report “in district” on Nixa primary frequency

Greene County auto and mutual aid communications sequence;

- Tone on Nixa primary frequency
- Appropriate unit blind copies the call on Nixa primary frequency
- Unit(s) report “responding” on Nixa primary frequency and advise Christian County they will be moving to Greene County frequency for directions and further traffic
- The Chief Officer responding may contact Greene County on their frequency and request the Greene County tactical channel if it is unknown.

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- All responding units should “respond” blindly on the GC tactical channel.
- Unit(s) report “approaching” on assigned GC tactical channel
- On Nixa primary the first arriving unit gives a size up, estimated time out, and advises Christian County all MARCs will be conducted through Greene County.
- All traffic relating to incident is on assigned Greene County tactical frequency
- Unit(s) report “in service” on Nixa primary frequency
- Unit(s) report “in district” on Nixa primary frequency

#### **707.5 EMS COMMUNICATIONS**

Command will contact Christian County and advise when the ambulance arrives on scene.

As command has information available in reference to patient status they should contact the appropriate ambulance company and give them an update.

When there is a delay due to law enforcement securing a scene, or a time delay in getting to the patient due to distance or other issues dispatch should be advised when “patient contact” is established. This will be time stamped and should be noted in the fire report narrative.

#### **707.6 UNIT REPLACEMENT**

Christian County Dispatch has the ability to replace unit status in their CAD run cards in the instance other apparatus will be staffed and the primary responding unit.

Example: BR21 crew will be in LA21 for the day and would like to still remain primary unit dispatched for calls. This procedure will be primarily for the station 1 ancillary crew on truck check days. This will not need to be done when reserve apparatus is in service due to the run cards already taking this into consideration.

Process:

- Advise dispatch of a “Unit Replacement”
- Advise which unit will be replacing that unit (Replace BR21 with LA21)
- Once the ancillary crew has moved back into BR21; advise dispatch to “cancel” Unit Replacement for BR21.

## Camera Use

### 709.1 PURPOSE

The procedure shall provide accountability of photographs and electronic images taken by Nixa Fire Protection District employees. To guarantee professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.

### 709.2 PROCEDURE

Under no circumstances will employees be allowed to use a personal camera, video recorder, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while at any emergency incident.

All scene photography/video shall be for clinical, documentation, media, or training purposes only, and conducted by or at the direction of Nixa Fire District personnel in charge of the scene, using approved department equipment.

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

Any on-scene images and/or any other images taken by an employee in the course and scope of their employment are the sole property of the Nixa Fire Protection District and are under the control of the Nixa Fire Protection District's fire chief or designee. This includes any images taken inadvertently with a member's personally owned camera, cell phone camera, or any other digital imaging device.

No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner without prior approval of the fire chief or designee. This prohibition includes the posting of any Nixa Fire District photographs on personal Web sites such as, but not restricted to; Face Book, MySpace, YouTube, other public safety agency Websites, or e-mailing to friends, relatives or colleagues.

All Nixa Fire District digital images will be downloaded as soon as possible, and will be cataloged and stored in a secure database with controlled access. After being downloaded, images on memory cards will be erased.

The use of unauthorized helmet cameras is strictly prohibited. Personal use of department cameras is strictly prohibited.

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

## **Chapter 9 - Safety Procedures**

## Incident Rehabilitation

### 900.1 PURPOSE

The District will ensure that the physical and mental condition of personnel operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each person or that jeopardizes the safety and integrity of the operation.

The incident commander shall make provisions for the establishment of rehab based upon the circumstances of each incident. These provisions should include medical monitoring, evaluation, rest hydration, nourishment and shelter based upon the climatic conditions and demands of the incident. Provisions for rehabilitation should be made early in the course of an incident.

All supervisors shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member and their health and safety. The incident command structure shall be utilized to request relief or reassignment of fatigued crews.

Personnel shall be responsible to advise their supervisor when they believe their level of fatigue or exposure to weather is approaching a level that could affect their personal safety, the safety of the crew or the operation during an operation or exercise. Members should also maintain an awareness of the conditions of other crewmembers.

The incident commander will establish a rehab sector when conditions indicate that rest and rehab are needed for personnel operating at an incident or training exercise. The incident commander will designate the location of the rehab sector.

### 900.2 SITE SELECTION

The site should be in a location that will provide physical rest by allowing the body to recuperate from the physical demands and mental stress as well as the hazards of the emergency operation or training evolution.

The site should be far enough away from the emergency scene to allow safe removal of SCBA and other turnout gear.

The site should provide suitable protection from prevailing environmental conditions. During hot weather it should be in a cool shaded area and during cold weather it should be in a warm dry area.

The Site should be away from exhaust fumes of the apparatus.

## *Incident Rehabilitation*

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### 900.2.1 ALTERNATIVE SITES

The following should be considered as alternative rehab sites;

- A nearby garage, building, lobby or other structure
- A floor several floors below the operations level during high rise operations
- Buses, fire apparatus, ambulances or other emergency vehicles at the scene

### 900.3 RESOURCES

The rehab officer should secure the necessary resources required to adequately staff and supply the rehab sector. The following items may be necessary;

- Fluid replacement, water, ice, sports beverage mix
- Nourishment, fruit, vegetables, sport bars
- Medical supplies
- Miscellaneous supplies, tarps, awnings, heaters, fans, blankets

### 900.4 ESTABLISHING REHAB

#### 900.4.1 HYDRATION

Hydration is critical factor in the prevention of heat injury and is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents.

During heat stress, personnel should consume at least one quart of water per hour. The re-hydration solution should be a 50/50 mixture of water and a commercially prepared sports activity beverage and administered at a temperature of about 40 degrees. Re-hydration is important even during cold weather operations where heat stress can occur because of the insulating qualities of protective equipment regardless of outside air temperatures. Pre-hydration is also a critical factor affecting heat stress and stamina during physical exertion. During periods of hot weather personnel must drink extra water during the workday to try and maintain hydration levels.

#### 900.4.2 FOOD

The incident commander or rehab officer shall consider the need for food at any incident of an extended nature or other incident where appropriate. Consider fruits, vegetables or easily digested quick energy foods.

#### 900.4.3 TWO BOTTLE RULE

The “two air bottle rule” or 45 minutes of work time is recommended for rehab rotation. Personnel should re-hydrate with a minimum of eight ounces of liquid whenever air bottles are changed out.

Crews that have worked through two full thirty-minute rated air bottles should proceed to rehab for rest and evaluation. Rest periods for individuals should be based on the objective evaluation of the individuals fatigue level but should not be less than 10 minutes. The rehab officer should not release fatigued personnel back to active firefighting.

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### *Incident Rehabilitation*

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#### 900.4.4 MISC

Personnel in the rehab area should maintain a high level of hydration. Personnel should not move from a hot environment directly into an air conditioned area because the bodies cooling system can shut down in response to rapid external cooling. Air-conditioned environments are acceptable after a cool down period at ambient temperatures with sufficient air movement. Certain drugs can impair the body's ability to sweat and extreme caution must be exercised if personnel have taken antihistamines, diuretics or stimulants.

#### 900.4.5 EMS

EMS should evaluate the vital signs, examine firefighters and make proper disposition of personnel to return to duty, remain in rehab for treatment, or transport to a medical facility. Continual monitoring of vitals, re-hydration and rest should occur during extended rehab. Medical treatment for firefighters whose signs and symptoms indicate potential problems shall be provided in accordance with standard medical protocols. EMS personnel shall be assertive in an effort to find potential medical problems early. All medical evaluations shall be documented.

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## Infection Control Procedures

### 901.1 INFECTION CONTROL

To avoid infection and prevent it from spreading: Patients with; rashes, fevers, coughs, and jaundice of unknown origin: Patient may have a communicable disease that could be spread by contact with oral or respiratory secretions. Masks are considered appropriate. Gloves should be worn, especially any patient which have rashes with eruptions.

Body fluids (blood, dialysis shunts, feces, mucous, saliva, semen, sputum, urine, vomitus, etc.): The use of disposable latex gloves is recommended in any patient where body fluids are visible. If there is a possibility of body fluids splashing on the rescue worker, the rescuer should also wear a mask and a protective eye shield. If there is potential for large amounts of blood/body fluids, (this includes OB situations, arterial bleeds, etc.) a protective gown should be worn.

It is advisable that all district personnel carry disposable latex gloves and utilize the appropriate protective measures while on duty. Wear gloves when handling a patient whom has the potential to expose the rescuer to blood of body fluids; or cleaning the rescue and equipment after a call; or disposing of contaminated items.

Hands should be washed after removing gloves. If there is gross contamination or exposure to body fluids, remove the contaminated gloves and replace them with new ones, so as to avoid contamination of equipment in the unit while transporting.

**ARTIFICIAL VENTILATION;** It is always advisable that an ambu-bag or demand valve be used when providing ventilatory support. When it is not possible to use either of the above devices, and mouth-to-mouth ventilation is required, it is advisable that personnel use a protective pocket mask with a one-way valve. The one-way valve should be replaced after each use. Performing mouth-to-mouth without some form of protective device is only recommended when there is no other alternative. It is advisable that all district personnel carry a pocket mask with them at all times.

**HEALTH CARE WORKERS - WOUNDS AND SORES;** If you have a wound or open sore on your body it should be protected and covered, whether it is on your hand, arms, ears, etc., especially if you are working around patients. Also, you may unintentionally put your finger in your mouth; rub your eye, etc, thereby giving the germs potential to spread into your mucosa through an open sore, thereby allowing contamination to take place.

**HAND WASHING/BODY CLEANSING TECHNIQUE;** A thorough hand washing technique with soap and water is the single most effective preventive measure for infection control. It is often impossible for EMS personnel to wash their hands or skin in the field. Alcohol on an alcohol based hand rinse may provide cleaning until soap and water is available.

If it becomes necessary to use this technique, remove all visible blood/body fluid with initial washing, dry with towel, and repeat procedure. If blood/body fluid should go into mouth, immediately rinse mouth with mouthwash or alcohol. Using alcohol or alcohol based cleaners



## *Infection Control Procedures*

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does not take the place of good hand washing technique when water is available. Hand washing with soap and water should be done immediately upon arrival in the ER.

Steps in hand washing when soap and water is available:

- Use appropriate soap and work up a lather using friction for 30 seconds.
- Be sure to clean under the fingernails.
- Rinse hands thoroughly.
- Dry hands.

**IV CANNULATION;** It is important to protect the patient by properly cleansing the IV site with alcohol or povidone iodine. Remember: Entry into the venous system creates a direct pathway for bacteria to enter the system. Gloves should be worn when starting an IV.

**DO NOT RECAP NEEDLES;** Discard used equipment immediately into a contaminated materials container. Do not insert needles in cushions in the ambulance. Use caution when working with IV needles to prevent puncturing yourself. If an accidental puncture wound should occur, cleanse the site with an antiseptic (alcohol prep).

**BLOOD/BODY FLUID EXPOSURE;** If you feel a blood/body fluid exposure has occurred, register immediately at the receiving hospital so an appropriate record and follow-up treatment can be initiated.

A blood/body fluid exposure is when:

Receiving a puncture wound from a sharp object that has previously been exposed to the patient's blood/body fluids; Get blood/body fluid in an open lesion, cut or rash, splash in to mucous membranes (mouth, eyes or nose) or have a large blood spill on your intact skin (without open cuts) or have a prolonged exposure.

If you get blood/body fluid on your skin, wash immediately with soap and water and decontaminated with alcohol.

**PERSONNEL EXPOSURE FOLLOW-UP;** If you are worried that you may have contacted a patient who has communicable diseases contact your agency's communicable disease liaison officer (CDLO). This person will then consult the hospital's infection control practitioner (ICP) at the admitting hospital for further information.

When a hospital discovers that a patient you have transported has a communicable disease spread by respiratory route, the Infection Control Practitioner (ICP) will determine the patient's contact. Upon determining who has had contact with the patient, they will notify your agency's CDLO of any information that you need to know. It is important that accurate call records be kept so that it can be determined who ran what calls and when.

## **EQUIPMENT**

**DISPOSABLE EQUIPMENT;** Disposable equipment should not be reused at any time due to the increased chance of spreading infections.

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### *Infection Control Procedures*

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**CLEANING SUCTION EQUIPMENT;** Throw away any disposable parts and replace them with new parts. When emptying suction bottle, make sure splashing does not occur. Clean tubing and containers with a germicidal agent (TBQ). Parts should be air-dried.

**MAST AND BP CUFFS;**

- With removal bladder: Remove air chamber; wipe all parts with a cloth dampened in anti-septic soap, rinse, air dry, never store damp or wet
- Non-Removable Bladder: Hand wash or machine-wash (if directions allow), medium temperature, with standard laundry soap, air dry, never store damp or wet
- Respiratory equipment cleaning: Disassemble equipment, clean with soap and water, rinse, air dry, never store damp or wet
- OTHER GENERAL EQUIPMENT (backboards, stethoscopes, etc.);
- Wipe with germicidal solution and rinse, air dry

**GLOVES SHOULD BE WORN WHEN CLEANING EQUIPMENT!**

### **VEHICLE**

**ROUTINE CLEANING OF RESCUE VEHICLES;** should be done daily, and after any run where the vehicle has been contaminated with blood, body fluids, etc. with special attentions to areas where patients have contact and to work areas. Standard cleaning agents are acceptable.

**DISPOSAL OF TRASH AND WASTE;** Used needles should be placed in a puncture proof container. Do not stick needles in the ambulance's foam cushions (cot, bench, jump seat). **DO NOT RECAP NEEDLES.** This is when most needle sticks occur. If there is no other way to dispose of a needle at the scene, a one-handed recapping technique may be used. By law and for your protection any trash which is contaminated with blood or other body fluids should be disposed of in a red plastic bag and placed in a designated contaminated container. Remove all contaminated items from the scene.

## High Visibility Reflective Vests

### 902.1 PROCEDURE

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. High visibility vests/Parkas are provided to each employee and are to be used in all traffic, roadway, low visibility, and night operations. High visibility vests are to be worn over bunker gear in all situations above.

The vests/Parkas also provide district identification for personnel driving and operating around apparatus on emergency scenes. Examples may be tanker drivers leaving the vehicle to fill, and driver operators on a fire scene out of the hazard zone.

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## Fire Station Safety

### 903.1 FIRE STATION SAFETY

For the safety of all occupants, the on-duty Company Officer at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

- (a) Personal protective equipment (PPE)
  - 1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions or burns as a result of contact with flying particles, hazardous substances or projections. This includes, but is not limited to, working with grinders, drills, saws, welding equipment, mowers, edgers and while working under vehicles.
  - 2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns or exposure to chemicals (e.g., working with trimmers, pruners, other tools).
  - 3. Wear hearing protection anytime during mowing, trimming, using the blower, apparatus checks/ equipment checks or training sessions that does not distract from the training itself. Using ear buds or headphones can be used in conjunction with over the ear muff but not instead of..
- (b) Housekeeping and personal hygiene
  - 1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms and apparatus rooms in a clean, orderly and sanitary condition.
  - 2. Clean and repair the source of water leaks quickly to avoid mold growth.
  - 3. Smoking is prohibited in the building as provided in the Smoking and Tobacco Use Policy (§ 191.767, RSMo).
  - 4. Avoid using compressed air to blow dirt, chips or dust from clothing while it is being worn.
  - 5. Maintain cooking appliances and eating utensils in good working order.
  - 6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
  - 7. Provide and clearly label first-aid supplies.
  - 8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- (c) Cooking
  - 1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
  - 2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
  - 3. Do not let pot handles extend over the counter.
- (d) Safe lifting

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1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
  2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items, such as out-of-county bags, drug boxes, map boxes, etc.
  3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- (e) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign and free of obstructions.
  2. Remove any objects that block hallways and/or passageways.
  3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, outdoor walkways, etc.
  4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
  5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
  6. Ensure all areas of the building are adequately illuminated.
  7. Ensure beds are located to cause minimum interference during dressing.
- (f) Apparatus floor
1. Mark ladders, pike poles and other items projecting from the apparatus clearly with brightly colored flags, stripes or other identification.
  2. Exercise caution and use handrails when exiting apparatus.
  3. Maintain apparatus doors in a safe, operable condition.
  4. Maintain adequate clearance for vehicles under apparatus doors.
- (g) Equipment, machinery and tools
1. Observe safety precautions when operating all equipment, machinery and tools.
  2. Avoid using defective equipment, such as ladders with broken rungs or power equipment without proper safety protection. Repair or replace defective equipment before use.
  3. Mount all equipment and machinery securely to the surface on which it sits.
  4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields and spindle/nut/flange coverage.
  5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
  6. Ensure all power tools are adequately grounded.

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7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
  8. Portable ladders shall be adequate for their purpose, in good condition and have secure footing.
  9. Fixed ladders shall be equipped with side rails, cages or special climbing devices.
- (h) Electrical wiring, fixtures and controls
1. Maintain 36 inches of clear access around all electrical control panels.
  2. Label electrical switches and circuit breakers with their purpose.
  3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
  4. Ensure all extension cords are properly grounded and approved.
  5. Avoid using flexible cords and cables as a substitute for fixed wiring.
  6. Avoid hanging electrical cords on pipes, nail hooks, etc.
  7. Check all electrical cords for fraying or exposed plug wiring.
  8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits or other faults that could render them unsafe for use.
- (i) Fire extinguishers and fire prevention
1. Ensure fire extinguishers are of the proper type for the expected hazards.
  2. Maintain portable fire extinguishers in a fully operable condition.
  3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
  4. Test the fire alarm system at least annually.
  5. Ensure a qualified person services the sprinkler system at least annually.
  6. Check smoke detectors periodically to ensure they are working properly.
  7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (j) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning and the name and address of the manufacturer, importer or responsible party.
  2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms or secondary containment.
  3. Store hazardous materials separately from food, food preparation and eating areas.

# Nixa Fire Protection District

## Procedure Manual

### *Fire Station Safety*

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4. Store ignitable liquids in an approved, vented, flammable and combustible liquids storage cabinet.
  5. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
  6. Store cylinders of compressed gas in an upright position, away from combustible materials.
  7. Avoid wearing or storing turnout gear in the living quarters or buildings.
  8. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes and upholstered furniture.
  9. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
  10. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
  11. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.
- (k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.
- (l) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Physical Fitness and the Wellness and Fitness Program policies.
- (m) Visitor safety - For visitor safety guidelines, see the Community Fire Station Visitation Program Policy

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## SCBA / Breathing Air Compressor

### 906.1 SCBA

Self contained breathing apparatus shall be utilized at all times, when the employee is in, on or near a contaminated atmosphere or one that may become contaminated.

If eyeglasses are to be worn, the employee shall use frames that do not pass through the seal of the face piece.

### 906.2 BREATHING AIR COMPRESSOR - OPERATION BREATHING AIR COMPRESSOR-OPERATION

The Nixa Fire Protection District operates a BAUER UNICUS III breathing air compressor and cascade unit housed at Station 2. The compressor and cascade provide breathing air to firefighters who operate in an IDLH atmosphere.

- (a) Check the oil prior to each use. The oil sight glass is on the front of the pump (right side of the unit) accessible by opening the right front door. Record oil check, hours, operator name, etc. on the OPERATORS LOG.
- (b) Control of the Bauer UNICUS III is done via the touchscreen on the front of the unit in the fill area.
  1. Wake the touchscreen by touching anywhere on the screen.
  2. Turn on the lights over the fill station while the compressor is in use. This can be done by using the touchscreen, hitting the "x" in the top right corner, go to the status tab, tap "lights off/on".
  3. Small engines, apparatus, etc. should not be ran in the bay while the compressor is running.
  4. On the "Run" screen, the green box is to start the compressor, the red box is to stop the compressor.
- (c) Once you are ready to turn the compressor on, open the left door and make sure the Bauer AutoCAL is powered up and operational. This is the onboard air monitoring system that ensures a clean air fill is taking place.
- (d) Once the compressor has started and ran to warm up, check and record the oil pressure (found on the display screen).
- (e) Select the filling option for the job you are performing.
  1. Fill from cascade-fills SCBA and other small tanks from onboard air while the compressor replaces that air.
  2. Fill from compressor-fills cascade cylinders and other large tanks directly from the compressor.
- (f) Compressor will run until the preset shutoff level of 6000psi is reached.
  1. Touch the red box on the screen to shut down the compressor.



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## Procedure Manual

### SCBA / Breathing Air Compressor

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- (g) After unit shuts down, record the Hour meter stop on the OPERATORS LOG.
- (h) Cascade fill operations can take place without running the compressor. All cylinders should be filled inside the unit.
- (i) Should any issues arise, there is an emergency stop button near the touch screen.
- (j) Main power can also be disconnected via the throw switch on the wall.

#### **BREATHING AIR COMPRESSOR-DOCUMENTATION**

The OPERATORS LOG will be located at the compressor control panel in a binder. It will include a box for Date, Hour Meter Start, Hour Meter Stop, Operator Name, Oil Check, Oil Pressure, 1st-5th stage pressure readings, Comments/Notes, and Maintenance/Repairs. The OPERATORS LOG should be completed each time the compressor is ran. If any discrepancy issues are found, note on log and report on a district discrepancy form. The OPERATORS LOG is a source of communication between the district and the maintenance company. Documentation will be maintained for five years.

#### **BREATHING AIR CYLINDER FILL LOG**

Safety of the personnel is paramount and the Breathing Air Cylinder Fill Log will help maintain an adequate level of safety. First, and foremost, before any cylinder is filled the operator should look for the date of the most recent hydrostatic test. Listed below are the requirements for hydrostatic testing on cylinders. The hydro date gets recorded on the Breathing Air Cylinder Fill Log. If the hydro date is not current, DO NOT REFILL THE CYLINDER. If you are uncertain on a hydro date, DO NOT REFILL.

- Steel            Every five years    No end of service life
- Aluminum    Every five years    No end of service life
- Carbon fiber Every five years    15 year service life

The next item that should be located and documented is the cylinder fill pressure. It will be stamped on the neck of the cylinder on steel or aluminum cylinders, or on the label of composite cylinders.

A cylinder serial number should also be located and documented on the Breathing Air Cylinder Log. It will be located on the cylinder in the same general area. When recording the serial number, also record the department that the cylinder belongs to.

When all cylinder information has been documented, the cylinder can then be filled. Using the appropriate fill hose for the cylinder based on recorded pressure, set the pressure relief device to correspond. The cylinder should be filled at a maximum of 1500psi per minute.

Special Note: When filling DOT cylinders on cascade systems other than the onboard unit, one cylinder should be opened at a time. This allows the compressor to reach the appropriate pressure in a timely fashion and go through a cool down process before increase to the next stage pressure.

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## Procedure Manual

### *SCBA / Breathing Air Compressor*

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The Breathing Air Cylinder Log will be located with the OPERATORS LOG on the compressor control panel in a binder. It has a space for documentation of Fill Date, Name of Person Filling, Cylinder Serial Number/Department, Final PSI, and Last Hydro Date.

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## Protective Clothing

### 911.1 PURPOSE

The District shall provide each employee with the appropriate protective clothing and equipment to provide protection from the hazards of the work environment. The protective clothing shall not be modified or altered for personal protection and integrity of the design.

### 911.2 PROCEDURE BUNKER GEAR

Protective clothing and equipment shall be utilized whenever the employee is exposed or potentially exposed to the hazards for which it is provided, or upon an officer's direction.

The employee shall be trained in the care, use, inspection, maintenance, and limitations of the protective clothing and equipment available for their use.

The employee is responsible for cleaning and care of the protective clothing. All protective clothing and equipment shall be stored at the fire stations, with the exception of Chief Officers.

### HELMETS

Helmets issued by the district to the employee shall not be altered in any manner from the factory.

The District is utilizing three (3) colors for helmets:

White-Chief Officers, Chaplain

Red- Captain, Lieutenant

Black -Firefighter

Department Issued Helmet Shields will meet the following criteria:

Gold shields will be painted with Rank on top rocker, District name on bottom rocker, and painted bugles in the center denoting rank.

Top rocker will denote rank (i.e. Probationary, Firefighter, Lieutenant, Captain, Etc.)

Bottom rocker will denote district name. Rockers will be black background with white reflective lettering for firefighters and red background with white reflective lettering for rank of Lieutenant and above.

Center medallion will also denote rank (i.e. Firefighter scramble for firefighters, and one or more bugles depending on rank for Lieutenant and above)

Center medallion color will be Silver for firefighter and Gold for Lieutenant and above.

Personal helmet may be used at the employees cost, helmets must be traditional style and have met the NFPA rating at the time of manufacturing and must be approved by the battalion chief or other chief officer.

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## Procedure Manual

### *Protective Clothing*

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Personal shield may be used at the employees cost, the shield must have the department name or logo on the shield and will be approved by the battalion chief or other chief officer.

A single IAFF union logo helmet sticker shall be allow on the rear of the helmet on a back panel

#### **PORT. RADIO PLACEMENT IN IDLH ATMOSPHERE**

Radio placement in the IDLH atmosphere will be in a radio sling or radio pocket on the coat.

If worn in a radio sling, it will be over the shoulder with radio on hip, worn under the bunker coat with the Remote Speaker Mic coming out over the zipper and under the neck flap. The Remote Speaker Mic is to be positioned in a manner that the louvers are facing down. The antenna of the radio is to be positioned outside the bunker coat for best reception.

If Radio placement is in the radio pocket, flap must be secured to ensure radio from falling out. The Lapel Mic position on the gear doesn't matter, as long as the louvers are facing down and can be easily accessible by the FF.

The Lapel mic STAYS on the radio at all times to help eliminate the wear on the connection and ensure its operational readiness.

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## **PPE / Washer Extractor**

### **912.1 PPE**

Employees shall wear all protective clothing when working within the hazard zone. The employee should don the protective equipment prior to getting on the apparatus, with the exception of the apparatus operator, who may choose whether or not to drive in their bunker pants and boots.

The apparatus operator should don protective equipment upon arrival at the scene. Employees shall be trained in the use, care, inspection, maintenance and limitations of the protective clothing assigned to them or available for their use.

#### **912.1.1 MAINTENANCE**

The personnel are responsible for maintaining their protective equipment. The employee will keep their protective equipment at their assigned station unless a Chief Officer gives prior approval.

Personnel shall keep their protective equipment clean, neat and stored in the proper condition.

All protective clothing shall be used and maintained in accordance with the manufacturer's instructions and recommendations.

Any damaged protective equipment should be reported to a Chief Officer. The Chief Officer will determine if the item is suitable for repair or needs to be replaced.

### **912.2 WASHER EXTRACTOR PURPOSE**

The purpose of this procedure is to establish a program for structural firefighting protective coats, pants, hoods, helmets, gloves and boots to reduce the safety and health risks associated with these items when they are poorly maintained, contaminated or damaged. This procedure complies with NFPA 1851, Standard on Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, 2008 Edition.

### **PROCEDURE**

Records will be maintained for all structural protective clothing in use or in reserve. Each member is responsible for the daily inspection of their assigned gear to ensure its condition. All structural protective clothing will be inspected annually by company officers. When PPE is soiled or contaminated, it shall be cleaned and decontaminated. Soiled structural PPE should not be worn inside the fire station. Structural PPE will not be taken home or laundered at locations other than the fire station.

### **ANNUAL INSPECTION**

The annual inspection of gear shall be performed each July (Safety Stand Down). Structural PPE will be inspected for the following:

- Soiling
- Contamination

## *PPE / Washer Extractor*

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- Physical damage (rips, tears, cuts, missing hardware, thermal damage)
- Damage or missing reflective trim
- Un-sewn seams or stitches
- Correct assembly of shell, liner, and Drag Rescue Device

A proper inspection form (exhibit 1) will be filled out and submitted after annual inspection

### **CLEANING AND DECONTAMINATION**

The routine cleaning of PPE is the responsibility of each member who is issued protective clothing. Routine cleaning must be performed after each significant use. The purpose of routine cleaning is to remove surface contaminants before they have time to “set in” to the garment. PPE clothing should be routinely cleaned as follows:

1. Locate and read the manufacturer’s label for instructions on cleaning and drying
2. Brush off dry debris
3. Rinse off other debris with a garden hose
4. Brush areas of the garment with a soft bristle brush where necessary, rinsing afterwards
5. Members shall trade their soiled hood with the Battalion Chief for a clean hood

On occasion, structural PPE will need advanced cleaning using the washer extractor. No more than seven shells or seven liners at a time.

When using the washer-extractor:

- (a) Locate the “Advanced Cleaning Log” on the top of the extractor, fill in the name, date, manufacture and serial number of the garment
- (b) Rinse and remove any loose debris
- (c) Remove all items from pockets
- (d) Separate the liner from the shell
- (e) Remove the drag rescue device from the coat
- (f) Secure all closures, pocket flaps, collars, hardware, (no exposed velcro) etc
- (g) Air dry or use bunker gear drying device
- (h) Do not dry PPE in the sun, additional guidance on PPE maintenance and cleaning can be found in the manufactures website.

### **Machine settings:**

**Cycle one-** is a light setting used for general cleaning of station towels, station rugs.

**Cycle two-** is a heavy setting to be used for cleaning of turnout gear.

**Cycle three-** is a rinse cycle to be used for rinsing of any materials.

## *PPE / Washer Extractor*

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### **STORAGE**

While members are on duty, personal protective clothing that is not being worn must not be placed in direct or indirect sunlight. Each fire station has a designated area for staging personal protective clothing for use. This area meets the conditions for proper storage. If personal protective clothing must be transported in a personal vehicle with other equipment, it must be placed in a bag/container to avoid damage.

## **Chapter 10 - Personnel Procedures**



## Recruitment and Selection

### 1000.1 NOTIFICATION

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.

See examples of classified ads at the end of this section.

### 1000.2 REVIEW

Upon the closing date, applications will initially be evaluated for compliance with prerequisites. After the initial evaluation those applicants obviously not meeting the job requirements shall be notified by letter.

Applicants that do appear to meet basic job requirements shall be notified by letter and invited to participate in the selection process. The testing process for all positions shall be periodically reviewed and modified to insure that each portion of a test provides valid measurement of knowledge, skills, or abilities that are directly job related.

### 1000.3 TESTING

The entry-level applicant prior to the commencement of any evaluation shall complete the appropriate paperwork. 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. The selection process shall be comprised of a validated written test such as those designed by a private testing firm, and/or a firefighter general knowledge exam, and/or a general knowledge exam for pre-hospital emergency medical care. The written testing is based on 70% to pass the exam. Upon completion of the written testing the candidate shall perform a physical fitness test that is standard to the fire service. Upon passing the physical fitness test the candidate shall be interviewed. Upon completing and passing all of the above procedures the candidate may be offered a conditional offer of employment. Upon satisfactory completion of a criminal history background check, a five-panel drug screen, and a fit for duty physical assessment, the candidate will qualify for full-time employment with the Fire District. Failure of any component of the criminal background check, the five-panel drug screen, and/or the fit for duty physical assessment will result in the candidate being excluded from full-time employment. 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.

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.

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## Procedure Manual

### *Recruitment and Selection*

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Any applicant failing any portion of the selection process or dropping out of the testing shall be removed from the hiring selection. All test scores shall remain closed record and only available to the administrators of the selection process.

#### **1000.4 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.

Only former employees, who left in good standing, will be allowed to participate in any selection process.

## Awards and Recognition

### 1019.1 MATRIX

The following matrix identifies the type of award, composition of the award and the presentation method.

<b>Award Type</b>	<b>Composition</b>	<b>Method</b>
Medal of Valor	Medal, Service Ribbon and Certificate	Annual Awards Banquet
Distinguished Service Medal	Medal, Service Ribbon and Certificate	Annual Awards Banquet
Award of Commendation	Small Axe Plaque	Annual Awards Banquet
1 Year Service Award	Serving since Pin	Annual Awards Banquet
3 Year Service Award	Helmet Band	Annual Awards Banquet
5 Year Service Award	Helmet Shield	Annual Awards Banquet
10 Year Service Award	Leather Helmet	Annual Awards Banquet
15 Year Service Award	Firefighter Bust Statue	Annual Awards Banquet
20 Year Service Award	Leather presentation Helmet	Annual Awards Banquet
Firefighter of the Year	Leather "FF of the Year" Helmet	Annual Awards Banquet
Life-Saving	Certificate/Uniform Bar/Helmet Sticker	Annual Banquet

## Cancer Prevention

### 1021.1 CANCER PREVENTION PROCEDURE

#### Purpose

In an effort to combat the incidence of cancer among our members, giving consideration to recommendations contained in reference reports, the NFD has identified specific actions that will be required moving forward. Most of these actions are “common sense” issues that should be done routinely. Others require that we rethink how things have been done in the past. The focus of this document is the health and well-being of each member of our fire department. Please remember to consider your health, the health of your co-workers, and the impact that cancer can have on your family.

### 1021.2 PRE-INCIDENT ACTION

- No soiled bunker gear shall be allowed in the station.
- Bay doors shall be open before starting the apparatus and remain open until the apparatus is shut off; stations equipped with exhaust fans and Plymo-vents must also comply.
- In order to reduce contamination by diesel exhaust, all apparatus and tools shall be started and idled outside the bay during routine checks and cleaning.
- Apparatus passenger compartments, as well as seats, should be cleaned and decontaminated regularly.
- Bunker gear room doors shall be closed to prevent contamination of gear by diesel exhaust, where applicable.

### 1021.3 Post-Incident Action

- **Wet Decon** – Immediate wet decon is essential to reducing up to 85% of contaminants that may have settled on your bunker gear (ex: asbestos). Therefore, wet decon is required anytime your gear may have been exposed to products of combustion or other contaminants, or if the company officer, chief officer or incident commander deems it necessary. Every effort should be made to wet decon as soon as possible, preferably while still on scene. Use the decon kit and wet decon procedure.
- **Wet Decon Procedure On Scene**
  - Driver operator establishes decon area, makes up soap and water solution in a bucket, places a hoseline in service at idle pressure.
  - Crew remains on air for entire process
  - Have firefighter bend at the hips, using idle pressure hose line with half gated bale rinse and scrub helmet
  - Once firefighter stands up, starting from the neck work your way down rinsing large debris using idle pressure hose line with half gated bale

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## Procedure Manual

### Cancer Prevention

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- Scrub firefighter from neck down with soapy solution using brush from decon kit (making sure to hit armpits, SCBA straps, groin, and tops and bottoms of boots.)
- Rinse soapy solution off from head to toe using idle pressure hose line with half gated bale.
- Repeat steps 2-6 for all crew members.
- Once all crew members are decontaminated, remove gear and wipe face, neck, armpits, and head with baby wipes, with medical gloves on
- Once all crew members are deconed, with medical gloves on, use soapy solution and scrub tools and packs on scene.
- Removing gear to return to the station is recommended.
- All firefighters with a soiled hood will be issued a replacement hood after a fire by the BC
- Wet Wipes- Exposed areas of the body (neck and face) should be wiped off during rehab and/or after the fire with wipes. The process of doing so is as follows
  - Clean your hands and be sure to get in-between your fingers, get as much of the debris out of your fingernails and underneath any rings.
  - Start with your eyelids and external corners around your eyes.
  - Mouth and areas around your mouth
  - Your nose has a lot of blood vessels close to the skin that easily absorb contaminants. Clean inside and around the folds of your nose. Blow your nose on the wipe after you have completed all of the following steps.
  - Be sure to get inside and around the back of your ears. Do not use any small or pointed objects or you can damage your eardrums!
  - Wipe down your hair. Use your fingers to help “comb” out any debris.
  - Use a clean side of the wipe to thoroughly clean your arms. Be sure to mop up the soot and debris and not just spread it around.
  - Be sure to wipe down below your belt and into your groin to remove as much debris and contaminants as possible.
  - Don't forget to blow your nose.
- Shower within 1 hour, recommended to take a cold- water shower to keep pores tight and use dawn dish soap to not allowing contaminants to enter pores, then take normal hot shower.
- Station uniforms worn under bunker gear that has been exposed to products of combustion or other contaminates, shall be changed as soon as possible. Station washer/dryers may be utilized to wash contaminated uniforms. Wear medical gloves when transporting contaminated clothing.

## *Cancer Prevention*

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Apparatus compartments, as well as seats, should be cleaned and decontaminated regularly, especially after incidents where passengers were exposed to products of combustion. Use gloves when cleaning tools and apparatus.

### **Summary of Required Actions:**

The areas of the scalp and angle of the jaw are among the most absorbent areas of the body. It is obvious then, that the hood must be kept as free of contaminants as possible. Hoods need to be soaked in hot water for at least twenty minutes before being washed in a washing machine or gear extractor on a **cycle one**. Laundry detergent shall be used to clean the hoods but bleach shall never be used. The hoods shall be hung up to dry. Please run one additional wash cycle to clean the washing machine after washing hoods. **Remember, full bunker gear and SCBAs shall be worn through overhaul operations when products of combustion and/or gases and vapors are present.**

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# Physical Fitness Program

## 1022.1 FITNESS PROCEDURE

### Operations personnel:

- Company Officers will schedule, per Procedure 335, a one-hour time period for physical fitness training each shift. Each exercise period shall be recorded by the Company Officer in Fire Programs.
- Members will be allowed to wear appropriate athletic apparel, as per the NFD Uniform policy, while working out. Members must return to wearing uniforms immediately after fitness training. The NFD Uniform policy will be adhered to at all times

### Staff personnel:

- Civilian staff personnel may arrange, with their supervisor, a physical fitness schedule. Staff members may schedule no greater than 5 hours per week of physical training time. A 60-minute time period may be scheduled for each of 5 days in a workweek; this must be scheduled at the beginning of the regularly scheduled workday, immediately before or after a lunch period, or at the end of the workday.

Requests for physical fitness equipment repair or replacement should be made through the General Discrepancy Form.

All workout equipment must be properly stored after use. Members using physical fitness equipment must see that weights, mats, rowers, etc. are not left in paths of travel, as they constitute a tripping hazard.

## ACCEPTABLE ACTIVITIES

The Company Officer, with the approval of their Battalion Chief, regulates the type of activities pursued. It is the Company Officer's responsibility to ensure that fitness activities are consistent with guidelines as written from NFD Work Comp Insurance and that they are performed in a manner that minimizes both injuries and citizen complaints. Physical fitness programs should include activities to improve aerobic fitness, flexibility, body composition, muscular strength and endurance. Recommended fitness programs may include, but are not limited to, resistance training, functional training, circuit training and group fitness training.

## Health Risk Assessments/Haz Mat Physicals

All firefighting members should have an annual medical examination. Medical examinations specifics should be established by a qualified health care professional but may include:

- Medical history
- Blood draw/analysis
- Vital signs
- Cardiovascular
- Pulmonary

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## Procedure Manual

### *Physical Fitness Program*

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- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing
- Chest X-ray
- Colon cancer screening

#### **Health and Wellness Committee**

- A committee will be formed consisting of shift personnel. New committee members will be appointed by shift Battalion Chief.
- The Chief will appoint a Chairperson. The Chairperson will be the spokesperson for the committee. Co-Chairpersons serves as Chairperson in their absence. Chairperson (Co-chairpersons in their absence) reports directly to the Chief.
- Committees duties will be: Develop the physical fitness program (in conjunction with a healthcare or fitness professional). Review equipment needs. Establish guidelines for physical fitness activities. Review cancer awareness and develop procedures. Any other relevant assignments given by Chief, Asst. Chief or Bat. Chief. Battalion Chiefs and Station Officer are to enforce PT is being done



## Critical Incident Stress

### 1023.1 CRITICAL INCIDENT STRESS

When an employee(s) experience an unusual scene that may trigger unsuitable emotions, the District recommends the employee seek assistance. The employee may seek out the District CISD personnel or utilize the District Chaplain.

All personnel are charged with observing District personnel for potential problems. This can be observed through sudden behavioral changes, mood swings, attitude changes and performance of the employee. If an employee is presenting signs of stress a chief officer should be contacted immediately.

For cases of extreme concern the District may use Cox Health System or Mercy Health System CISD teams.

## Drug and Alcohol Abuse

### 1027.1 EMPLOYEE RESPONSIBILITIES

It is the individual responsibility of each employee and applicant for employment to understand and abide by the policy. Any questions about the application of the policy may be directed to an employee's supervisor or any Chief Officer.

Employees with substance abuse problems must understand that they are personally responsible for seeking evaluation and undertaking rehabilitation. Any employee who is aware that they are dependent upon alcohol or drugs and who either voluntarily admits their dependency to their supervisor or voluntarily seeks treatment will not be subject to discipline for the first instance of admitting the problem or seeking treatment, provided the admission is not in any manner associated with a work related incident or, improper on-duty behavior; employees who are forthcoming in admitting a problem or seeking treatment for the first time will not be disciplined for doing so, however, the District will not consider the employee's actions to be voluntary and forthcoming if prompted by an accident, investigation, arrest or other incident. Moreover, employees who conceal substance abuse problems from supervisors or who fail to voluntarily seek help place their employment with the District in jeopardy.

Employees must notify the District of any criminal drug statute conviction for a violation occurring in or out of the workplace no later than five (5) calendar days after such conviction.

### 1027.2 DISTRICT RESPONSIBILITIES/DRUG TESTING POLICY

The official policy of the District shall be to encourage and assist employees to voluntarily seek and treat substance abuse problems. In appropriate cases, as an alternative to or in conjunction with disciplinary action, an employee may be ordered to seek assistance for substance abuse problems. Supervisors are responsible for reasonable enforcement of this policy.

Supervisors may request that an employee submit to a drug and/or alcohol test when they have a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol.

Employees in safety sensitive positions shall be subject to reasonable suspicion testing based upon the employee's drug or alcohol use or impairment while on the job, after being called for duty, or for off duty use that may impact upon the employees ability to perform the job when on duty or when called for duty.

Employees not in safety sensitive positions shall be subject to reasonable suspicion testing based upon the employee's drug or alcohol use or impairment while on the job of after being called for duty.

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## Procedure Manual

### *Drug and Alcohol Abuse*

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1. “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.
2. “Safety Sensitive Positions” shall include Firefighters, EMT’s, Paramedics, and other employees that are engaged in hazardous work involving public safety and who must be able to think and react quickly, and uniquely depend on their judgment and dexterity in carrying out their duties, including the suppression of fires and the operation of emergency vehicles.

**Post-Accident Testing.** All safety sensitive employees who are directly involved in an accident while on duty are required to submit to a drug and/or alcohol test. 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.

**Applicant Testing.** 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..

**Request for Testing.** A request for an employee to submit to drug and or alcohol testing will be documented in writing, with the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs or alcohol, or that an accident requiring testing has occurred.

**Stopping Work Pending Completion of Testing.** In any case where there is reasonable suspicion that an employee is under the influence of drugs and/or alcohol, or immediately following an

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## Procedure Manual

### *Drug and Alcohol Abuse*

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accident that will require testing, the supervisor shall stop the employee from engaging in work and detain the employee for a reasonable time until the employee can be safely transported from the work site to the test site.

**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.

**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.

**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 APPLICATION**

This policy shall apply to all employees of and to all applicants for positions with the District.

This policy shall apply to alcohol and to all substances, drugs, or medications, legal or illegal,

# Nixa Fire Protection District

## Procedure Manual

### *Drug and Alcohol Abuse*

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which could impair an employee's ability to effectively and safely perform the functions of the job. Employees may be subject to disciplinary action for any of the following reasons;

1. Reporting for work, or performing work while under the influence of illegal drugs or intoxicants, or failing to notify their supervisor before beginning work when taking prescription medications or drugs which may interfere with the safe and effective performance of duties or operation of District equipment. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician will be required.
2. Using, selling, possessing, manufacturing, or delivering controlled substances (including prescription drugs) or drug paraphernalia at any time or place except as authorized by law, whether on or off duty.
3. Consuming intoxicants while on duty, or possession of intoxicants on District property with the intent to consume them while on duty.
4. Providing or selling intoxicants to any person while on duty.
5. Testing positive for the presence of drugs or alcohol by a confirmed test..
6. Failing or refusing to submit a test sample within two (2) hours after the request for a test sample was made, 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.

## Appearance

### 1028.1 PURPOSE

District employees shall adhere to the following procedure to help maintain and display a positive professional image for the District.

### 1028.2 PROCEDURE 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.

#### FACIAL HAIR

Facial hair must be well kept. A beard or 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)

Civilian (non-firefighting) employees are allowed to have facial hair as long as it kept neat, groomed, and of natural color.

#### JEWELRY

There are several issues related to wearing jewelry while on duty. These items transfer heat through the metal and also create hazards to personnel safety.

The only jewelry allowed to be worn while on duty is a watch and wedding ring. All personnel are encouraged to remove wedding rings during duty to prevent snagging or catching the rings on items.

All other jewelry and piercings are prohibited, with the exception of medical alert items.

#### 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.

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.

# Nixa Fire Protection District

## Procedure Manual

### *Appearance*

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Visible tattoos will not be required to be covered unless deemed offensive in nature. Offensive tattoos will be determined by the organization. Tattoos on the head, face, neck and hands are prohibited.

## Uniforms

### 1029.1 PURPOSE

The District will provide each employee with uniforms, with the exception of duty boots or other miscellaneous items. All uniforms shall be kept clean and personnel shall wear the uniforms to the following procedures.

### 1029.2 UNIFORMS

#### CLASS A UNIFORMS

The Class A Uniform shall be worn when representing the District during funerals, formal public functions, court appearances, and award presentations and upon Chief Officer requests. The uniform shall consist of:

- Long sleeve dress shirt with hardware, tie staff – white, line – blue

- Black dress slacks

- Black shoes or boots, if shoes are worn black socks must be worn

- Black belt with silver buckle for firefighter, gold for officer and above, or velcro

- Black dress coat and dress hat, staff

- Dress coat will be defined as the following

  - Double breasted with gold buttons

  - Years of service will be indicated by maltase cross, each cross will represent 5 years of service

  - Gold piping or sleeve trim will indicate rank

- Dress hat will be defined as the following

  - White leather hat with a “thin red line” trim band

  - Plain black brim

  - Rank medallion will signify rank

#### CLASS B UNIFORMS

The Class B Uniform shall be worn as the duty uniform. The uniform shall consist of:

- EMS style black pants, shift employees

- Black slacks or EMS style pants, staff

- Photo ID badge will be visible displayed anytime working beyond district stations

- Uniform t-shirt or sweatshirt shift employees

- Uniform dress shirt with hardware, long or short sleeve, red polo, staff



# Nixa Fire Protection District

## Procedure Manual

### *Uniforms*

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Black shoes or boots, if shoes are worn black socks must be worn

Black belt with silver buckle for firefighter, gold for officer and above, or velcro

Uniform jacket, optional, Red/Yellow Parka

Uniform ball cap or stocking cap, optional

Black EMS style duty shorts, optional, black shoes and black sock

### **CLASS C UNIFORMS**

The Class C Uniform may be worn during physical fitness and to sleep in. The uniform shall consist of:

District t-shirt or sweatshirt

Workout shorts

### **OFFICE STAFF UNIFORMS**

Office personnel will not be provided uniforms and should dress in a professional business like manner. Any district provided shirts can be worn by the office personnel.

### **UNIFORM HARDWARE**

Fire Inspector

Badge – silver, red center with scramble, black lettering

Collar Brass – silver, red center with scramble

Name Tag – silver, black lettering

Fire Fighter

Badge – silver, blue center with scramble, black lettering

Collar Brass – silver, blue center with scramble

Name Tag – silver, black lettering

Company Officer

Badge – gold, red center with one or two bugles, black lettering

Collar Brass – gold, red center with one or two bugles

Name Tag – gold, black lettering

Battalion Chief

Badge – gold, white center with two crossed bugles, black lettering

Collar Brass – gold, white center with two crossed bugles

Name Tag – gold, black lettering

# Nixa Fire Protection District

## Procedure Manual

### *Uniforms*

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#### Assistant Chief

Badge – gold, white center with three bugles, black lettering

Collar Brass – gold, white center with three bugles

Name Tag – gold, black lettering

#### Deputy Chief

Badge – gold, white center with four crossed bugles, black lettering

Collar Brass – gold, white center with four bugles

Name Tag – gold, black lettering

#### Chief

Badge – gold, white center with five bugles, black lettering

Collar Brass – gold, white center with five bugles

Name Tag – gold, black lettering

### **HARDWARE PLACEMENT**

The badge should be placed on the left chest centered over the left pocket. The bottom tip of the badge should be 1" above the pocket line.

The nametag and serving since attachment should be placed on the right chest centered over the right pocket. The pins of the tag will rest on the top edge of the right pocket.

The collar brass should be placed a ¼" from the tip of each collar and centered between the collar seams. The open or larger end of the bugle or bugles should point towards the tip of the collar.

Life save citation bar should be placed centered under the badge on the left chest with the red side closest to the arm.

The IAFF pin should be placed on the right pocket between the centerline of the pocket and the right edge centered from top to bottom

### **ADDITIONAL OPTIONAL ITEMS**

Friday's will be recognized as casual day for staff. Staff is permitted to dress out of uniform for the day in a professional manner.

All items and considerations listed below shall be at the employee's expense. These items will not have additional writings, markings or extend outside the length of the uniform item. Employees may wear the following optional items:

Gloves (black)

Ear coverings (black)

- (a) Undergarments

# Nixa Fire Protection District

## Procedure Manual

### *Uniforms*

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- (a) Examples: long johns, under armor, etc
- (b) Should be black or red (shift), white or red (staff) in color
- (b) Shorts (black ) one of six styles are approved
  - (a) LAPG-ST-TLS5004 LAPG Field Shorts
  - (b) 511-73308 5.11 Taclite Pro Shorts
  - (c) TG-101087 Condor Tactical Scout Shorts
  - (d) Propper Tactical TU218 Galls.com
  - (e) Propper BDU TR699 Galls.com
  - (f) Carhartt Ripstop Cargo B357 Bass Pro.com

Worn from April 1 to October 1

(Special note: Shorts are not to be worn during public relations events, or other times deemed by chief officer)

Tactical type belts and carrying cases (black)

May be worn to assist employees in carrying necessary equipment or other essential items

Other items thought to be of necessity shall be approved by your immediate supervisor prior to wearing on duty

When noticeable damage or deterioration to uniform items occur, which produce an unprofessional look, officer's shall direct the employee to have the item replaced whether it is district provided or at the employees expense.

## **Chapter 12 - Nixa FD - FORMS**

## 12 Lead Mounting Form

### 1200.1 12 LEAD MOUNTING FORM

[12 Lead Mounting Form](#)

# After Action Review Form

## 1201.1 AFTER ACTION REVIEW FORM

[After Action Review Form](#)

# Air Consumption Work Sheet Form

## 1202.1 AIR CONSUMPTION WORK SHEET FORM

[Air Consumption Work Sheet Form](#)

# Attending Physician Letter Template

## 1204.1 ATTENDING PHYSICIAN LETTER TEMPLATE

[Attending Physician Letter Template](#)



# Battalion Chief Annual Performance Evaluation

## 1205.1 BATTALION CHIEF ANNUAL PERFORMANCE EVALUATION

### [Battalion Chief Annual Performance Evaluation](#)

# Brush Truck Driver Qualification Checklist Form

## 1206.1 BRUSH TRUCK DRIVER QUALIFICATION CHECKLIST FORM

[Brush Truck Driver Qualification Checklist Form](#)

# Burn Permit Application Form

## 1207.1 BURN PERMIT APPLICATION FORM

[Burn Permit Application Form](#)

# Daily Checklist Generic Form

## 1211.1 DAILY CHECKLIST GENERIC FORM

[Daily Checklist Generic Form](#)

## Discipline Form

**1212.1 DISCIPLINE FORM**  
[Discipline Form](#)

# Employee Annual Pre-Performance Review Questionnaire Form

**1213.1 EMPLOYEE ANNUAL PRE-PERFORMANCE REVIEW QUESTIONNAIRE FORM**  
[Employee Annual Pre-Performance Review Questionnaire Form](#)

# Engine Qualification Check List Form

## 1215.1 ENGINE QUALIFICATION CHECK LIST FORM

[Engine Qualification Check List Form](#)

# Fire Investigation Worksheet Nixa Packet

**1216.1 FIRE INVESTIGATION FIELD NIXA PACKET**

[Fire Investigation Worksheet Nixa Packet](#)



# Firefighter Issued Gear and Equipment Form

## 1217.1 FIREFIGHTER ISSUED GEAR AND EQUIPMENT FORM

[Firefighter Issued Gear and Equipment Form](#)

# General Discrepancy Report Form

## 1218.1 GENERAL DISCREPANCY REPORT FORM

[General Discrepancy Report Form](#)

# Hazardous Exposure Form

1220.1 HAZARDOUS EXPOSURE FORM  
[Hazardous Exposure Form](#)

# Hose Test Work Sheet Form

## 1221.1 HOSE TEST WORK SHEET FORM

[Hose Test Work Sheet Form](#)

# Hydrant Flow Test Sheet Form

## 1222.1 HYDRANT FLOW TEST SHEET FORM

[Hydrant Flow Test Sheet Form](#)

# Incident Action Plan Form

## 1223.1 INCIDENT ACTION PLAN FORM

[Incident Action Plan Form](#)

# Incident Reflection Form

## 1224.1 INCIDENT REFLECTION FORM

[Incident Reflection Form](#)

# Ladder Qualification Check List Form

## 1228.1 LADDER QUALIFICATION CHECK LIST FORM

[Ladder Qualification Check List Form](#)



# Mobile Device Agreement

## 1229.1 MOBILE DEVICE AGREEMENT

[Mobile Device Agreement Form.pdf](#)

## Non-Vehicle Accident Form

### 1230.1 NON-VEHICLE ACCIDENT FORM

[Non-Vehicle Accident Form.pdf](#)

# Officer Evaluation Forms

## 1231.1 OFFICER EVALUATION FORMS

[Officer Self Evaluation](#)

[Officer Quarterly Eval](#)

[Officer Year End Eval](#)

## Ops Level Evaluation

### 1232.1 OPERATIONS LEVEL EVALUATION

[Ops Self Evaluation](#)

[Ops Quarterly Eval](#)

[Ops Year End Eval](#)

## Orientation Checklist

### 1233.1 ORIENTATION CHECKLIST

[Orientation Checklist Form.pdf](#)

## Protective Services Kit

### 1234.1 PROTECTIVE SERVICES KIT

[Protective Services Kit.pdf](#)

## Bid Price Comparison Form

### 1235.1 PRICE COMPARISON FORM

[Price Comparison Form.pdf](#)

## Rescue Qualification Form

### 1236.1 RESCUE QUALIFICATION FORM

[Rescue Qualification Check List Form.pdf](#)



# Return To Work Form

## 1237.1 RETURN TO WORK FORM

[Return to Work Form.pdf](#)

## Ride-a-long Waiver

### 1238.1 RIDE-A-LONG WAIVER FORM

[Ride-A-Long Waiver Form.pdf](#)

# Vehicle Accident Form

## 1239.1 VEHICLE ACCIDENT FORM

[Vehicle Accident Form.pdf](#)

## Chain of Command

### 1240.1 CHAIN OF COMMAND

[Employee Chain of Command.pdf](#)

## **Chapter 13 - Job Descriptions**

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## Fire Chief Job Description

### 1300.1 FIRE CHIEF JOB DESCRIPTION

#### FIRE CHIEF, 12/12/02-06/18/19

The Fire Chief shall exercise discretion and independent judgment for the overall planning, coordinating and provision of efficient emergency services for the patrons of the District. The Fire Chief shall advise the Board of Directors on emergency service matters and exercise fiscal transparency in the administration of the District. It is the preference of the District that the Fire Chief, reside within the Fire District's outer boundaries, due to the District's desire that the Fire Chief be involved, support, and work within the community. The Fire Chief is under the general supervision of the Board of Directors.

#### DESCRIPTION OF DUTIES

As the leader of the management team, the primary duties of the Fire Chief include directing the work and efforts of all employees of the District; custodian of records, prepares and administers the fiscal budget; evaluates personnel performance; makes recommendations as to hiring, promoting, discipline or termination; oversees the payroll and personnel records; handles community complaints, including determining whether to refer such complaints for further investigation; prepares budgets and controls expenditures; ensures operational readiness through supervision and inspection of personnel, equipment and facilities; decides how and where to allocate personnel, maintains inventory of property and supplies and directs operations of scenes, including deciding whether additional personnel or equipment is needed. The Fire Chief coordinates the efforts of the management team to keep all policies, procedures, records, and programs in line with the overall goals, objectives, and mission of the District and shall perform any other duties as prescribed.

#### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Fire Chief must have attained a Bachelor Degree in Business Administration, Public Administration, or a related emergency services field of study (National Fire Academy Executive Fire Officer Program preferred). The applicant shall have no less than ten (10) years of fire service experience with a minimum of five (5) years' experience at an administrative Chief Officer level in supervision, training, fire prevention and/or fire suppression. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Executive Fire Officer Program
2. NIMS, 700, 100, 800, 200, 300, 400, and National Response Plan
3. Basic First Aid

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## Deputy Chief Job Description

### 1301.1 DEPUTY CHIEF JOB DESCRIPTION DEPUTY CHIEF

The Deputy Chief shall exercise discretion and independent judgment as it relates to this Division. As a member of the management team he/she shall aid the Fire Chief in administrative duties. It is the intent of the District that the Deputy Chief resides within 15 minutes of the Fire District's outer boundaries. The District maintains this requirement to provide command staff's support during operations of the District, within a reasonable time frame. The Deputy Chief is under the general supervision of the Fire Chief.

#### **DESCRIPTION OF DUTIES**

As a member of the management team, the primary duties of the Deputy Chief include directing the work and efforts of all employees of the District as it relates to his/her Division; organize, coordinate, evaluate, and implement programs of the organization; evaluate personnel performance; enforce the rules and regulations; make recommendations as to hiring, promotion, discipline or termination; maintain company payroll and personnel records; handle community complaints, including determining whether to refer such complaints for further investigation; prepare budgets and controlling expenditures; ensure operational readiness through supervision and inspection of personnel, equipment and facilities; decide how and where to allocate personnel; manage the distribution of equipment; maintain inventory of property and equipment; and directing operations at scenes, including deciding whether additional personnel or equipment is needed. The Deputy Chief shall assist in research, planning, scheduling, annual reports, setting goals and objectives, and administering policies and procedures to complete the mission of the District and shall perform any other duties as prescribed.

#### **REQUIRED QUALIFICATIONS**

Prior to appointment, candidates for the position of Deputy Chief must have attained an Associate Degree (Completion of the Executive Fire Officer Program is preferred). The applicant shall have no less than eight (8) years of fire service experience with a minimum of four (4) years' experience at Assistant Chief in supervision, training, fire prevention and/or fire suppression. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. NIMS 100, 700, 800, 200, 300, 400, and National Response Plan
2. Missouri certified EMT/B
3. **EMA/EOC Integration**

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## Assistant Chief Job Description

### **1302.1 ASSISTANT CHIEF JOB DESCRIPTION ASSISTANT CHIEF, 12/12/02-04/15/10**

The Assistant Chief shall exercise discretion and independent judgment as it relates to his/her Division. As a member of the management team he/she shall aid the Fire Chief in administrative duties. It is the intent of the District that the Assistant Chief resides within 15 minutes of the Fire District's outer boundaries. The Assistant Chief is under the general supervision of the Deputy Chief.

#### **DESCRIPTION OF DUTIES**

As a member of the management team, the primary duties of the Assistant Chief include directing the work and efforts of all employees of the District as it relates to his/her Division; organize, coordinate, evaluate, and structure programs of the District; evaluate personnel performance; enforce rules and regulations; make recommendations as to hiring, promoting, discipline or termination; maintain company payroll and personnel records; handle community complaints, including determining whether to refer such complaints for further investigation; preparing budgets and controlling expenditures; ensuring operational readiness through supervision and inspection of personnel, equipment and facilities; decide how and where to allocate personnel; manage the distribution of equipment; maintain inventory of property and supplies; and directing operations at scenes, including whether additional personnel or equipment is needed. The Assistant Chief shall perform items to assist in research, planning, scheduling, annual reports, setting goals and objectives, and administering policies and procedures to complete the mission of the District and shall perform any other duties as prescribed.

#### **REQUIRED QUALIFICATIONS**

Prior to appointment, candidates for the position of Assistant Chief must have attained an Associate Degree (Associate Degree in Fire Science is preferred). The applicant shall have no less than six (6) years of fire service experience with a minimum of three (3) years' experience at Battalion Chief or Officer in supervision, training, fire prevention, and/or fire suppression. The candidate shall meet all District application requirements. The candidate may also be required to have the following requirements:

1. Missouri certification of Fire Investigator
2. Missouri certification of Fire Inspector
3. Missouri certified Instructor II
4. Command and Control, EMA/EOC Functions
5. NIMS 100, 700, 800, 200, 300, 400, and National Response Plan
6. Missouri certification of EMT/B



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## Battalion Chief Job Description

### 1303.1 BATTALION CHIEF JOB DESCRIPTION

#### **BATTALION CHIEF/EMT OR PARAMEDIC, 12/12/02-04/21/2015**

Under general direction, performs professional fire administrative and managerial duties involved in planning, organizing, coordinating, supervising, and implementing assigned programs, activities, and operations of the fire district including operations, emergency medical services, disaster preparedness, fire prevention, fire inspection, fire investigation, code enforcement, training, facility/equipment maintenance, and related programs, services, and operations; serves as Officer-in-Charge for assigned shift and responds to incidents to perform duties as required and/or assume command responsibilities; coordinates assigned activities and services with other divisions, departments, and outside agencies; and provides highly responsible and complex staff support to the Assistant Fire Chiefs. The Battalion Chief is responsible for maintaining readiness and staffing for fire department personnel and enforcement of Department policies and procedures.

Under the general direction of the Assistant Fire Chief, may be assigned to either a 24/48 hour schedule in Field Operations or a 40 hour schedule in Administration. On a 24/48 hour assignment will work as a 24 hour shift commander for one of three shifts. On a 40 hour administrative assignment the Battalion Chief may support Fire Prevention, Training, and/or Operations. All Chief Officers shall support the work of Operations and Administration.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

Essential Functions may include, but are not limited to, the following:

- Serve as Officer-in-Charge for assigned shift; respond to alarms as required by departmental policy; May act as incident commander at emergency scenes; prepare follow-up incident reports and investigations as required.
- Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.
- Function as an effective and dependable role model for the shift personnel.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Participate in the selection of assigned personnel; provide or coordinate staff training and development; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of assigned program budget(s); forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Supervise and participate in fire cause and origin determinations; determine preliminary origin and cause of fire at emergency scenes; assist the police in follow-up investigations of fires and suspects.

# Nixa Fire Protection District

## Procedure Manual

### *Battalion Chief Job Description*

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- Develop and implement training programs for firefighting, emergency medical, and other emergency response services and programs; identify the fire training needs of company personnel; provide or coordinate staff training and drills in firefighting methods, techniques, and related subjects; work with employees to correct deficiencies; enforce policies and procedures and recommend disciplinary action, as necessary; maintain and review training records. Oversees completion of and takes part in training exercises and officer development (company level).
- Complete, prepare, and review a variety of forms, reports, schedules, recommendations, and related documentation; prepare emergency scene reports; prepare accident, injury, and exposure reports; review reports submitted by subordinate staff including incident reports.
- Provide staff assistance to other chief officers; prepare and present staff reports and other correspondence as appropriate and necessary; maintain a variety of records and prepare administrative reports.
- Administer, oversee, and supervise assigned programs and special projects. Maintain skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- The Battalion Chief is responsible for coordination and continuity between shifts, while maintaining a positive work environment, demonstrating knowledge of sound people skills in carrying out the mission of the district. Supervises, conducts, or directs post-incident analyses.
- May act as an Incident Commander, Strike Team Leader, Division or Group Supervisor, Safety Officer or other overhead position requested and qualified for on in-and-out of district scenes.
- Directs and coordinates equipment maintenance and minor repair.
- Directs and coordinates the testing of fire hose and maintenance of fire safety equipment.
- Coordinates station crews in the inspection of commercial and industrial buildings to enforce fire codes, identify fire hazards, collect information and develop fire plans.
- Keeps other Chief Officers and Fire Marshall informed of problems to be addressed in their respective areas of responsibility and make recommendations and/or carries out solutions.
- Uses assigned computer, iPad, records management systems, and Microsoft programs to review incident reports, communicate, summarize data and transmit information.
- Skillfully and tactfully represent the interests of the fire district when working with the media and making public presentations.

# Nixa Fire Protection District

## Procedure Manual

### *Battalion Chief Job Description*

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#### **REQUIRED QUALIFICATIONS:**

The internal candidate shall meet all District application requirements. The applicant shall have no less than five (5) years of fire service experience AND a minimum of one (1) years' experience at a Captains level or two (2) years at a Lieutenants level with the Nixa Fire Protection District. Applicants must have attained Fire Officer II and thirty (30) hours of college credits (Associates Degree preferred). Letter of recommendation from their Battalion Chief.

External candidates must have six years of increasingly responsible fire service experience including three years of supervisory experience at the level comparable to that of a career Fire Captain or above. Applicant must have High School diploma or GED equivalency; hold valid Missouri driver's license; Missouri EMT-B license (or EMT-P); Missouri Firefighter II certification. Associate's degree (preferred or equivalent combination of formal training and education) with major course work in fire science, fire administration, public administration, or other related field supplemented with specialized Fire Officer training. Completion of NIMS 100, 700, 200, 300, and 400. Missouri Fire Officer II certification (Possession of, or ability to obtain Missouri Fire Investigator, Fire Inspector I, and Fire Instructor I/II certification is desirable).

#### **TESTING REQUIREMENTS:**

Must have successfully completed the examination process for Battalion Chief with a minimum of seventy percent (70%) in each scoring area and be placed on the Fire Battalion Chief Promotional Eligibility List.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

##### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear.

The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

##### 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;

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## Procedure Manual

### *Battalion Chief Job Description*

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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.*

## Captain Job Description

### **1304.1 CAPTAIN JOB DESCRIPTION CAPTAIN / EMT OR PARAMEDIC, 12/12/02-08/18/15**

The Captain is directly responsible for the supervision of personnel and property in both emergency and non-emergency situations. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The Captain is under the general supervision of the Battalion Chief or in his/her absence any Chief Officer. During emergency incidents the Captain is under the general supervision of the Incident Commander.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

Essential Functions may include, but are not limited to, the following:

Plans, coordinates, and supervises activities of the fire suppression company during emergency response and daily activities.

Commands single and multiple-company responses to emergency fire, medical aid, traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations.

Plans, schedules, assigns and participates in equipment and station maintenance, company drills and training, company fire inspections and other operational and administrative functions.

Assists in overall district planning; may represent the district at conferences and public events; participates in planning; developing and implementing the district's public education and community outreach program; communicates and ensures understanding of the district's policies and procedures; completes special projects as assigned; participates in the development and implementation of departmental policies, procedures and standards; communicates with other communities to develop mutual aid activities; coordinates and participates in special research projects involving all aspects of the district's operations.

Prepares and reviews a variety of records and reports; prepares paperwork for training, emergency response, performance evaluations, and leave requests; delegates special assignments to company personnel.

Assigns and reviews work and evaluates the performance of assigned personnel.

Conducts training through drills, classroom instruction, shift briefings, etc.

Maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews for assigned staff; counsels assigned staff on performance, training, and personal development needs; inspects records and daily logs; inspects district facilities to ensure proper safety practices.

# Nixa Fire Protection District

## Procedure Manual

### *Captain Job Description*

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Oversees the training and development of assigned company personnel to meet the goals and objectives of individuals and the overall goals of the department.

With supervision of the Fire Marshal, directs and participates in inspection activities for a variety of facilities and buildings to ensure compliance with laws, codes, and regulations related to fire safety.

Prepares reports on fires, traffic accidents, emergency medical calls and other responses; works closely with the public to explain or coordinate prevention programs.

Monitor developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.

Prepares and maintains a wide variety of correspondence, records, files and reports related to the activities of an assigned company, in addition to other assigned areas of responsibility.

Participates in the development of departmental policies, goals, objectives, programs, training, and performance standards.

Compiles information on all activities during shift, including emergency and public assistance calls; maintains personnel, training, and other required station records; prepares special and routine reports.

Responds to fire and other emergency calls; makes necessary decisions in emergency situations with regard to deployment of firefighters and equipment, fire suppression activities, emergency medical, and rescue procedures.

Directs the maintenance and repair of fire equipment, apparatus, hydrants, and station; inspects station, personnel, and equipment for compliance with departmental standards and safety requirements; ensures adequate inventory of cleaning, maintenance, and other supplies for the station; assists in determining equipment needs.

May perform other duties as assigned.

### *Paramedic*

Responds to medical emergency, rescue and fire calls to provide advanced life support to the sick and injured, and to assist in fire extinguishment.

Provides advance emergency pre-hospital care to individuals in cardiac arrest and severe shock by intubation, I.V. administration, drug administration, reading and interpreting cardiac rhythm strips (12-leads), and defibrillation.

Inspects medical supplies and equipment daily to ensure equipment is in proper working order; medical supplies used are replaced, and medical equipment is functioning properly.

Keeps a log of the use and replacement of all controlled substances maintained on apparatus as required by law.

# Nixa Fire Protection District

## Procedure Manual

### *Captain Job Description*

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Maintains paramedic certification by attending training classes and seminars; participates in re-evaluations of practical skills (4 quarterly competencies); and tests to meet advanced life support standards of state and local agencies.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Principles and practices of effective employee supervision, training, work evaluation and discipline; principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency responses; methods and practices of providing emergency medical response at the basic life support level; hazardous material and chemical spill response, and applicable state and federal laws, codes, ordinances and regulations; safety practices and precautions pertaining to the work.

Conduct classroom and practical training courses and programs; render emergency medical care at the basic or advanced life support level; establish and maintain effective working relationships with those encountered in the course of the work; maintain accurate records and prepare clear and concise reports and other written materials.

Thorough knowledge of fire-fighting methods and equipment; fire prevention methods; the operation and maintenance of the various types of apparatus and equipment used by the fire district; departmental procedures and policies, as well as regulations, laws, and ordinances affecting Fire Districts operations.

Working knowledge of supervision and management.

Ability to analyze situations correctly and to adopt effective courses of action, with due regard for surrounding hazards and circumstances which may be present at a fire or other property/life threatening emergency.

Analyze data on fire district records management system and develop pertinent recommendations; prepare and present oral and written reports.

#### **REQUIRED QUALIFICATIONS**

Graduation from high school or the equivalent. Candidates for the position of Captain must have attained certification of Missouri FF 1 & 2 and Missouri EMT/B or Paramedic.

Paramedics must maintain a current Missouri License, PALS and ACLS certification.

The candidate shall have a Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years.

The candidate shall meet all District application requirements.

Prior to appointment, candidates for the position of Captain must have attained certification of Fire Officer II and FSLEP (preferred). Internal candidates shall have no less than three (3) years of fire service experience with a minimum of one (1) year experience with Nixa Fire Protection District.

External candidates shall have no less than (4) years of fire service experience with a minimum of (2) years experience as a company officer or equivalent with a career department.

# Nixa Fire Protection District

## Procedure Manual

### *Captain Job Description*

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Other preferred qualifications or education:

- Leader Ship I, II, and III
- Instructor I
- Incident Safety Officer
- Command and Control
- Cause and Origin
- NIMS 700, 100, 200, 300, and 400

#### OUT OF TITLE COMPANY OFFICER

The Out Of Title (OOT) Company Officer is responsible for the supervision of personnel and property in both emergency and non-emergency situations in the event the Company Officer is absent or is working OOT in another position. The OOT Company Officer is under the general supervision of the Battalion Chief or in his/her absence by Chief Officer. During emergency incidents the OOT Company Officer is under the general supervision if the Incident Commander.

#### **DESCRIPTION OF DUTIES**

As a stand in member of the management team, the OOT Company Officer, shall maintain station documentation, records, reports, maintenance, housekeeping, grounds, supervise personnel, perform fire prevention programs, inspections, occupancy reviews, public relations, assist in planning and scheduling, as well as setting goals and objectives, and administering policies and procedures to complete the mission of the District. The OOT Company Officer shall coordinate apparatus and respond to all emergency and non-emergency calls, to complete the mission of the District. The OOT Company Officer will not be involved in any disciplinary action of an employee working with them. In the event a policy or procedure is violated while the OOT Company Officer is present, it will be documented and appropriately passed up the Chain Of Command. Upon request, the OOT Company Officer may perform any other duties as prescribed. The OOT Company Officer will receive OOT pay when acting in the Company Officer's absence.

#### **REQUIRED QUALIFICATIONS**

Prior to appointment, individuals seeking the position of OOT Company Officer must have completed all Fire Apparatus Qualifications for Driver Operator. This training may be side-byside with their Company Officers supervision, or when working OOT in the CO's absence (i.e. vacation, sick leave, Etc.) The individual will need to receive a recommendation from their Company Officer with approval by staff prior to receiving pay for working OOT. The individual must complete the Districts "Being the Boss" Class as well as the Company Officer Core Competency book. The individual shall have no less than two (2) years of fire service experience with a minimum of one (1) year experience with the Nixa Fire Protection District. The individual shall meet all District application requirements. The individual must have also participated and passed the most recent company officer promotional process in order to be paid out-of-title. The final decision for paid out of title status will fall to staff.



# Nixa Fire Protection District

## Procedure Manual

### *Captain Job Description*

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The following classes are not required but would be preferred:

1. Instructor 1
2. Fire Service Leadership I, II, III
3. Incident Safety Officer
4. Fire Service PICO
5. Fire Service STICO
6. Fire Officer I

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

##### Physical Requirements

Vision sufficient to operate hand and power tools; 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; operate 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.

##### *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, including extreme cold, and extreme heat; risk of electrical shock; 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*

# Nixa Fire Protection District

## Procedure Manual

### *Captain Job Description*

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*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.*

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## Lieutenant Job Description

### 1305.1 LIEUTENANT JOB DESCRIPTION

#### LIEUTENANT / EMT OR PARAMEDIC, 12/12/02-08/18/15

The Lieutenant is directly responsible for the supervision of personnel and property in both emergency and non-emergency situations. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The Lieutenant is under the general supervision of the Battalion Chief or in his/her absence any Chief Officer. During emergency incidents the Lieutenant is under the general supervision of the Incident Commander.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

Essential Functions may include, but are not limited to, the following:

Plans, coordinates, and supervises activities of the fire suppression company during emergency response and daily activities.

Commands single and multiple-company responses to emergency fire, medical aid, traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations.

Plans, schedules, assigns, and participates in equipment and station maintenance, company drills and training, company fire inspections and other operational and administrative functions.

Assists in overall district planning; may represent the district at conferences and public events; participates in planning; developing and implementing the district's public education and community outreach program; communicates and ensures understanding of the district's policies and procedures; completes special projects as assigned; participates in the development and implementation of departmental policies, procedures and standards; communicates with other communities to develop mutual aid activities; coordinates and participates in special research projects involving all aspects of the district's operations.

Prepares and reviews a variety of records and reports; prepares paperwork for training, emergency response, performance evaluations, and leave requests; delegates special assignments to company personnel.

Assigns and reviews work and evaluates the performance of assigned personnel.

Conducts training through drills, classroom instruction, shift briefings, etc.

Maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews for assigned staff; counsels assigned staff on performance, training, and personal development needs; inspects records and daily logs; inspects district facilities to ensure proper safety practices.

# Nixa Fire Protection District

## Procedure Manual

### *Lieutenant Job Description*

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Oversees the training and development of assigned company personnel to meet the goals and objectives of individuals and the overall goals of the department.

With supervision of the Fire Marshal, directs and participates in inspection activities for a variety of facilities and buildings to ensure compliance with laws, codes, and regulations related to fire safety.

Prepares reports on fires, traffic accidents, emergency medical calls and other responses; works closely with the public to explain or coordinate prevention programs.

Monitor developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.

Prepares and maintains a wide variety of correspondence, records, files and reports related to the activities of an assigned company, in addition to other assigned areas of responsibility.

Participates in the development of departmental policies, goals, objectives, programs, training, and performance standards.

Compiles information on all activities during shift, including emergency and public assistance calls; maintains personnel, training, and other required station records; prepares special and routine reports.

Responds to fire and other emergency calls; makes necessary decisions in emergency situations with regard to deployment of firefighters and equipment, fire suppression activities, emergency medical, and rescue procedures.

Directs the maintenance and repair of fire equipment, apparatus, hydrants, and station; inspects station, personnel, and equipment for compliance with departmental standards and safety requirements; ensures adequate inventory of cleaning, maintenance, and other supplies for the station; assists in determining equipment needs.

May perform other duties as assigned.

### *Paramedic*

Responds to medical emergency, rescue and fire calls to provide advanced life support to the sick and injured, and to assist in fire extinguishment.

Provides advance emergency pre-hospital care to individuals in cardiac arrest and severe shock by intubation, I.V. administration, drug administration, reading and interpreting cardiac rhythm strips (12-leads), and defibrillation.

Inspects medical supplies and equipment daily to ensure equipment is in proper working order; medical supplies used are replaced, and medical equipment is functioning properly

Keeps a log of the use and replacement of all controlled substances maintained on apparatus as required by law.

# Nixa Fire Protection District

## Procedure Manual

### *Lieutenant Job Description*

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Maintains paramedic certification by attending training classes and seminars; participates in re-evaluations of practical skills (4 quarterly competencies); and tests to meet advanced life support standards of state and local agencies.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Principles and practices of effective employee supervision, training, work evaluation and discipline; principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency responses; methods and practices of providing emergency medical response at the basic life support level; hazardous material and chemical spill response, and applicable state and federal laws, codes, ordinances and regulations; safety practices and precautions pertaining to the work.

Conduct classroom and practical training courses and programs; render emergency medical care at the basic or advanced life support level; establish and maintain effective working relationships with those encountered in the course of the work; maintain accurate records and prepare clear and concise reports and other written materials.

Thorough knowledge of fire-fighting methods and equipment; fire prevention methods; the operation and maintenance of the various types of apparatus and equipment used by the fire district; departmental procedures and policies, as well as regulations, laws, and ordinances affecting Fire Districts operations.

Working knowledge of supervision and management.

Ability to analyze situations correctly and to adopt effective courses of action, with due regard for surrounding hazards and circumstances which may be present at a fire or other property/life threatening emergency.

Analyze data on fire district records management system and develop pertinent recommendations; prepare and present oral and written reports.

#### **REQUIRED QUALIFICATIONS**

Graduation from high school or the equivalent.

Candidates for the position of Lieutenant must have attained certification of Missouri FF 1 & 2 and Missouri EMT/B.

Paramedics must maintain a current Missouri License, PALS and ACLS certification.

The candidate shall have a Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years.

The candidate shall meet all District application requirements.

Prior to appointment, candidates for the position of Lieutenant must have attained certification of Fire Officer I. Internal candidates shall have no less than three (3) years of fire service experience with a minimum of one (1) year experience with Nixa Fire Protection District.

# Nixa Fire Protection District

## Procedure Manual

### *Lieutenant Job Description*

---

External candidates shall have no less than (4) years of fire service experience with a minimum of (1) years' experience as a company officer or equivalent with a career department.

Other preferred qualifications or education:

- Leader Ship I, II, and III
- Instructor I
- Incident Safety Officer
- Command and Control
- Cause and Origin
- NIMS 700, 100, 200, 300, and 400
- Fire Service Leadership Enhancement Program

### **OUT OF TITLE COMPANY OFFICER**

The Out of Title (OOT) Company Officer is responsible for the supervision of personnel and property in both emergency and non-emergency situations in the event the Company Officer is absent or is working OOT in another position. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The OOT Company Officer is under the general supervision of the Battalion Chief or in his/her absence by Chief Officer. During emergency incidents the OOT Company Officer is under the general supervision if the Incident Commander.

### **DESCRIPTION OF DUTIES**

As a stand in member of the management team, the OOT Company Officer, shall maintain station documentation, records, reports, maintenance, housekeeping, grounds, supervise personnel, perform fire prevention programs, inspections, occupancy reviews, public relations, assist in planning and scheduling, as well as setting goals and objectives, and administering policies and procedures to complete the mission of the District. The OOT Company Officer shall coordinate apparatus and respond to all emergency and non-emergency calls, to complete the mission of the District. The OOT Company Officer will not be involved in any disciplinary action of an employee working with them. In the event a policy or procedure is violated while the OOT Company Officer is present, it will be documented and appropriately passed up the Chain of Command. Upon request, the OOT Company Officer will perform any other duties as prescribed. The OOT Company Officer will receive OOT pay when acting in the Company Officer's absence.

### **REQUIRED QUALIFICATIONS**

Prior to appointment, individuals seeking the position of OOT Company Officer must have completed all Fire Apparatus Qualifications for Driver Operator. This training may be side-by-side with their Company Officers supervision, or when working OOT in the CO's absence (i.e. vacation, sick leave, Etc.) The individual will need to receive a recommendation from their Company Officer with approval by staff prior to receiving pay for working OOT. The individual must complete the

# Nixa Fire Protection District

## Procedure Manual

### *Lieutenant Job Description*

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Districts “Being the Boss” Class as well as the Company Officer Core Competency book. The individual shall have no less than two (2) years of fire service experience with a minimum of one (1) year experience with the Nixa Fire Protection District. The individual shall meet all District application requirements. The individual must have also participated and passed the most recent company officer promotional process in order to be paid out-of-title. The final decision for paid out of title status will fall to staff.

The following classes are not required but would be preferred

1. Instructor 1
2. Fire Service Leadership I, II, III
3. Incident Safety Officer
4. Fire Service PICO
5. Fire Service STICO
6. Fire Officer I

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

##### Physical Requirements

Vision sufficient to operate hand and power tools; 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; operate 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.

##### *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

# Nixa Fire Protection District

## Procedure Manual

### *Lieutenant Job Description*

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chemicals; outside weather conditions, including extreme cold, and extreme heat; risk of electrical shock; and risk of vibration.

The noise level in the work environment is usually moderate to loud.

#### *Disclaimer*

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## Firefighter-Medic Job Description

### **1306.1 FIREFIGHTER-MEDIC JOB DESCRIPTION FIREFIGHTER/EMT OR PARAMEDIC, 12/12/02-04/15/14**

The Firefighter is responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Firefighter shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The Firefighter is under the general supervision of the Company Officer, Lieutenant or in his/her absence the Battalion Chief. During emergency incidents the Firefighter is under the general supervision of the Incident Commander.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

Essential Functions may include, but are not limited to, the following:

Responds to fire alarms and participates in fire extinguishment, rescue, and fire investigation using firefighting tools and equipment such as axes, pry bars, pike poles, power saws, ladders, portable extinguishers, and two-way radios.

Performs hose operations such as coupling and uncoupling hoses, attaching hoses appliances, advancing hose lines, and directing streams into fire in order to control and extinguish fires. Performs salvage and overhaul operations such as identifying strategies to protect property by using salvage covers and smoke fans, locating smoldering fires, removing property to protect it from damage, removing excess water, assessing damaged structures for safety and performing cleanup as necessary.

Rescues individuals in danger from fire, vehicle accidents, industrial accidents and other situation requiring extraction.

Frees individuals from machines and equipment, collapsed structures, earth cave-ins and electrical hazards using extrication and forcible entry equipment in a way that minimizes further injury.

Drives firefighting apparatus to emergency site; locates the hydrants and operates pumps at the proper pressure; evaluates adequacy of water system and availability of water supply.

Responds to incidents involving toxic/hazardous waste materials, assesses risk, clears area of non-essential personnel, uses required personal protection gear, contains spills, controls run-off and ignition sources.

Responds to medical emergencies; provides basic and intermediate life support to the sick and injured; completes written reports on the condition of patients and emergency medical aid given.

Inspects, cleans and services various firefighting equipment and apparatus and hydrants; performs routine and preventive maintenance on equipment as necessary; assists in maintaining

# Nixa Fire Protection District

## Procedure Manual

### *Firefighter-Medic Job Description*

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clean and orderly conditions in and about the fire station. Participates in inspections of public and commercial buildings for fire prevention and target hazard identification.

Completes all training necessary to fulfill fire districts requirements and ensure professional development.

Provides non-emergency assistance to public such as; conducting State mandated fire drills; company inspections of public and commercial buildings; and fire station visits.

Obtains and records medical data about patient as required by state, county, and local laws.

#### *Paramedic*

Responds to medical emergency, rescue and fire calls to provide advanced basic life support to the sick and injured, and to assist in fire extinguishment. Provides advance emergency pre-hospital care to individuals in cardiac arrest and severe shock by intubation, I.V. administration, drug administration, reading and interpreting cardiac rhythm strips (12-leads), and defibrillation.

Inspects medical supplies and equipment daily to ensure equipment is in proper working order; medical supplies used are replaced, and medical equipment is functioning properly.

Keeps a log of the use and replacement of all controlled substances maintained on apparatus as required by law.

Maintains paramedic certification by attending training classes and seminars; participates in reevaluations of practical skills (4 quarterly competencies); and tests to meet advanced life support standards of state and local agencies.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of basic fire prevention and suppression practices and techniques; fire ground and rescue safety techniques; hand and power tools used in fire suppression; emergency rescue techniques and equipment; basic life support practices and techniques; hazardous materials for first responders; metric system; building construction as it relates to fire suppression; International Fire Code as it applies to company inspections; Nixa Fire Protection District rules, policy, regulations, and Standard Operating Procedures (SOPs).
- Ability to read and understand fire training manuals; NFPD Protocols and Standards; Departmental SOPs; rules and regulations; iPad and Windows based computer operating systems; and maps.
- Ability to recall information learned; learn and apply fire code provisions; identify and preserve evidence of fire origins; understand and apply physical and mechanical principles related to fire suppression and emergency rescue; use common hand and power tools; climb ladders in excess of 75 feet in length; think and act quickly and effectively in emergency situations; understand and follow verbal and written directions; work effectively and cooperatively with others in a co-ed paramilitary team setting; meet appropriate physical standards established by the District.

# Nixa Fire Protection District

## Procedure Manual

### *Firefighter-Medic Job Description*

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- Willingness to work and live in a co-ed paramilitary environment; wear a uniform and follow the chain-of-command; work 24 hour shifts, weekends, and holidays; and climb ladders in excess of 75 feet in length.

#### **REQUIRED QUALIFICATIONS**

Graduation from high school or the equivalent.

Candidates for the position of Firefighter must have attained certification of Missouri FF 1 & 2 and Missouri EMT/B.

Paramedics must maintain a current Missouri License, PALS and ACLS certification.

The candidate shall have a Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years.

The candidate shall meet all District application requirements.

The candidate may also be required to have completed the following:

1. Driver Operator Status
2. Mobile Water Supply
3. Aerial Operator Course
4. NIMS 700, 100 and 200
5. Emergency Vehicle Driving
6. Company Inspections
7. District's Public Presentation, Public Education and Pre-Incident Plans

#### **TESTING REQUIREMENTS;**

Must pass Tri-State Alliance testing process and be current on qualification list; Oral interview.

#### **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;

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## Procedure Manual

### *Firefighter-Medic Job Description*

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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.*

## Fire Inspector Job Description

### **1307.1 FIRE INSPECTOR JOB DESCRIPTION** **FIRE INSPECTOR, 12/12/02-07/16/13**

The Fire Inspector is responsible for fire inspections for the Nixa Fire Protection District. The Fire Inspector is under the general supervision of an Assistant Chief or in his/her absence any Chief Officer.

#### **DESCRIPTION OF DUTIES**

Under general direction, the Fire Inspector is responsible for coordinating the inspections for a variety of businesses and properties within the District boundaries for the purpose of compliance with local, state, and federal laws. Performs and supervises public education programs. May assist with plan reviews and related duties as requested.

The Fire Inspector shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

#### **ESSENTIAL FUNCTIONS**

Plans, organizes, and directs the activities of business inspections of the Nixa Fire Protection District including inspections of commercial and public building within the fire district for abatement of fire hazards, maintenance of fire protection systems, permits, referrals and complaints, and other requested inspections.

Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Performs highly technical and complex inspections for compliance with pertinent fire and life safety requirements.

Coordinates inspections of commercial projects with the City of Nixa's inspectors.

Uses sound judgment, initiative and resourcefulness in interpreting building and fire code regulations, State Fire Inspector Regulations, and NFPA Codes and Standards for employees and the public within the scope of authority and professional knowledge and training.

Consults with engineers, architects, developers, contractors, property owners, and tenants to provide technical guidance, answer questions, resolve problems and interpret code requirements.

Writes reports regarding the activities of the fire districts prevention office, ensures that goals and objectives for the section are met.

Represents the Fire District at meetings related to prevention and inspection issues upon request of the Assistant Fire Chief.

Reviews, evaluates and approves code modifications that fall within the scope of professional training, knowledge, and authority.

# Nixa Fire Protection District

## Procedure Manual

### *Fire Inspector Job Description*

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Conducts training on Fire Code requirements.

Investigates complaints received by the department and determines whether a fire hazard exists, and issues notices to abate the hazards. Follows up through appropriate legal channels necessary to secure abatement.

Participates as required in district training programs.

Occasionally climbs ladders, scaffolding, enter trenches, or crawl within areas of confined spaces while conducting fire investigations or field inspections.

Issues burn permits.

Conduct Knox Box installations, inspections, and records keeping.

May interact with the Juvenile Fire Setter Intervention Program by giving assessments to juveniles involved with fire.

Performs related duties and responsibilities as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of applicable federal and state laws, the rules, regulations, policies, and procedures of the Nixa Fire Protection District; the International Building Code and Standards, and the NFPA Codes and Standards; modern principles of fire prevention, fire inspection, and fire investigation; supervisory practices and procedures.

Ability to read, interpret, and apply departmental rules and regulations and apply them in an equitable manner; read, interpret, and explain fire and building codes, blueprints, and specifications; analyze situations and resolve them through application of the codes and standards; handle conflict constructively and develop effective resolutions; prepare and present reports and educational programs; train subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with subordinates, supervisors, and the business community.

Ability to schedule, prioritize multiple projects, and possess effective time management skills.

Ability to operate training, educational equipment (i.e. audio-visual aids), personal computer hardware, data base, word processing software and other software packages (Fire Programs Record Management) necessary to perform the duties of the position.

Capable of working ( Monday through Friday, 8:00am till 5:00pm, with a 1 hour lunch); perform overtime work, on an "as needed" basis; and satisfactorily complete continuing education and training necessary to perform the duties of the position.

#### **REQUIRED QUALIFICATIONS**

Prior to appointment, candidates for the position of Fire Inspector must have completed a minimum course of basic fire inspections, a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last

# Nixa Fire Protection District

## Procedure Manual

### *Fire Inspector Job Description*

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three (3) years. Possess at the time of hire, or obtain within one month of the date of hire, a NIMS IS100 and IS700 Certification. The candidate shall meet all District application requirements.

Other preferred qualifications or education:

- Missouri Fire Inspector I Certification
- Missouri Fire Instructor I/II Certification
- Plans Interpretation
- Code Interpretation
- Fire and Life Safety Educator Certification
- Juvenile Firesetter I/II
- Associate's or Bachelor's Degree in Fire Science, Business, or related field

#### **TOOLS AND EQUIPMENT USED**

Vehicle, radio, computer, calculator, phone, first aid equipment.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk or hear; use hands to finger, handle, or operate tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

## **Administrative Assistant Job Description**

### **1308.1 ADMINISTRATIVE ASSISTANT JOB DESCRIPTION ADMINISTRATIVE ASSISTANT, 12/12/02-04/15/10**

The Administrative Assistant is responsible for payroll, insurance forms, maintaining personnel files, financial statements and records, operating office equipment, and acts as the office receptionist. The Administrative Assistant is under the general supervision of the Assistant Chief, or in his/her absence any Chief Officer.

#### **DESCRIPTION OF DUTIES**

The Administrative Assistant shall prepare and maintain all records of accounts payable bank deposits, payroll tax deposits/forms, bank statements, insurance forms, financial reports, and prepare workers compensation paperwork. The Administrative Assistant shall also assist auditors during audits, be a notary public of the state of Missouri, and perform typing, data entry, filing, sorting, mailing, answer telephones, provide message services, adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

#### **REQUIRED QUALIFICATIONS**

Prior to appointment, candidates for the position of Administrative Assistant must have attained a high school diploma or equivalent, knowledge of accounting principles and practices, general office skills, typing, computer, filing, and telephone and good oral and written communication skills. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Knowledge of laws and regulations of public entities in financial administration
2. Notary
3. District's Flexible Spending, Lagers Retirement, Insurance and Work Comp
4. District's Accounts, Banking, Budget Process and Computer Usage
5. Payroll Certification



## Chaplain Job Description

### **1309.1 CHAPLAIN JOB DESCRIPTION** **CHAPLAIN, 12/12/02-04/15/10**

The Chaplain is an integral part of scene management responsible for providing assistance to firefighters, families and constituents in times of need. The Chaplain is under the general supervision of the Fire Chief or in his/her absence any Chief Officer. During emergency incidents the Chaplain shall be under the control of the Incident Commander.

#### **DESCRIPTION OF DUTIES**

The Chaplain shall respond to incidents as assigned and provide assistance to family members and personnel as needed. The Chaplain may need to respond to area hospitals to provide assistance for family members until the hospital can get them assistance. The Chaplain is available for personnel to discuss matters created by incidents or if they need some assistance in personal matters and any additional duties prescribed.

#### **REQUIRED QUALIFICATIONS**

Prior to appointment, candidates for the position of Chaplain shall be a pastor for a recognized church, preferably within the fire district boundaries. The candidate shall reside within the fire district boundaries. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements.

1. Critical Incident Stress Debriefing

## Receptionist Job Description

### 1310.1 RECEPTIONIST JOB DESCRIPTION

#### Summary/Objective

The receptionist performs routine clerical, secretarial and administrative work in answering telephones, receiving the public, providing customer assistance, data processing, and record-keeping.

#### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists in developing and maintaining office forms, processes, and assists with administrative tasks to complete the mission of the District.
- Answers central telephone system and directs calls accordingly.
- Receives the public and answers questions, in person, by email and by telephone; responds to inquiries from employees, citizens and others and refers, when necessary, to the appropriate person, official or department.
- Operates listed office machines as required.
- Prepares outgoing mail; sorts and distributes incoming mail.
- Duplicates and distributes materials.
- Composes, types and edits correspondence, reports, memoranda and other material.
- Assists public with the use of department facilities.
- Maintains office supply inventory.
- Adheres to District policies and procedures.

#### Competencies

- Communication proficiency
- Ethical Conduct
- Flexibility Initiative
- Time Management skills
- Collaboration skills
- Customer focus
- Some technical skills

#### Supervisory Responsibility

This position has no supervisory responsibilities.

# Nixa Fire Protection District

## Procedure Manual

### *Receptionist Job Description*

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#### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms, and have constant use of overall vision. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

#### **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

#### **Travel**

No travel is expected for this position.

#### **Required Education and Experience**

Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, some accounting and bookkeeping.

Two years of increasingly responsible related experience, or any equivalent combination of related education and experience.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_

## HR Manager Job Description

### 1311.1 HR MANAGER JOB DESCRIPTION

#### Summary/Objective

The Human Resource Manager is an essential component of the administrative team and is responsible for the administration, coordination, and evaluation of various HR functions including; compliance, compensation, benefits, organizational planning, organizational development, recruitment, employee relations, employee engagement, employee development, and basic knowledge and experience in employment law (FLSA, ADA, FMLA, and EEOC). The HR Division promotes best practices, positive employee and labor relations, provides support and guidance to administrative staff and personnel on various HR topics and functions, and provides resources as needed. This administration position is intended to collaborate primarily with the Fire Chief, administrative staff and Board of Directors in the facilitation, coordination, administrative, and the logistical activities of the Nixa Fire District.

#### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Collaborate with the Fire Chief in matters related to employee relations and assist in developing HR goals and objectives.
- Recommend, develop, implement and administer HR related policies and procedures.
- Foster collaboration among administrative staff, supervisors and team members on employee relations issues, conflict resolution, problem solving, policy interpretation, employee recognition, and performance management.
- Assist/facilitate the process of formal discipline by managing timelines, pre-disciplinary hearings and ensuring proper documentation has been completed.
- Provide guidance for employees concerning job-related issues.
- Assist with the development of HR training programs in coordination with the Training Division.
- Coordinate the recruitment and selection of job applicants; review and screen applicants; participate in interview(s); prepare, coordinate and implement hiring processes with the assistance of administrative staff, and other department staff; develop and maintain recruitment materials, implement strategies to attract qualified and diverse candidates to meet position requirements, ensure compliance with government regulations regarding employment.
- Conduct new employee orientations and administer exit interviews with departing employees. Administer and provide support for employee benefit programs, to include medical, dental, vision, COBRA, disability insurance, life insurance, and health reimbursement accounts, manage the Open Enrollment process (e.g. communication,

# Nixa Fire Protection District

## Procedure Manual

### *HR Manager Job Description*

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informational materials, etc.); assist employees who may have questions or concerns regarding benefit programs; develop and maintain benefit-related intranet content.

- Manage the leave of absence process and administration including: providing quality customer service to employees and management by researching and resolving leave of absence matters, processing all leave of absence requests and maintaining accurate records.
- Coordinate the administration of workers compensation claims. Maintain confidential personnel records for all employee.
- Maintain job descriptions for all current job classifications within the District; update as necessary.
- Conduct salary, benefit and classification analyses; compute and compile survey data and results and make recommendations as needed.
- Maintain confidentiality.

#### **C o m p e t e n c i e s**

- Professional and Ethical Conduct
- Professional oral/written communication skills
- Principles and practices of HR administration, documentation, and record keeping
- Strong organizational and interpersonal skills
- Initiative, innovative, leadership, and research skills
- Time Management, and multi-tasking skills
- Foster collaboration and team building efforts
- Strong employee/customer focus
- Modern office procedures, methods, office equipment, computer software applications, and technical skills
- Strong attention to detail
- Adheres to district policy and procedures
- Business Acumen

#### **Sup er visory Responsibility**

This position has limited supervisory responsibilities.

#### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

#### **P h y s i c a l D e m a n d s**

# Nixa Fire Protection District

## Procedure Manual

### *HR Manager Job Description*

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms, and have constant use of overall vision. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

#### **P o s i t i o n T y p e / E x p e c t e d H o u r s o f W o r k**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

#### **T r a v e l**

Some travel is expected for this position.

#### **P r e f e r r e d E d u c a t i o n a n d E x p e r i e n c e**

A Bachelor's Degree and four years' of human resource experience or an Associate's Degree and eight years' experience in the human resource related field.

Ten years of increasingly responsible related experience, or any equivalent combination of related education, certification, licensing and experience may be considered.

#### **O t h e r D u t i e s**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **S i g n a t u r e s**

This job description has been approved by all levels of management:  
Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

## **Attachments**

## **Incident Reflection Form.pdf**





# NIXA FIRE PROTECTION DISTRICT

Incident Reflection Form- Incident Number:

Location of the incident:

Type of Occupancy and size:

Location of command post and name:

Water supply needs:

District coverage needs:

Summary of the incident:

Any special hazards or considerations

Any areas of improvement or items that will need additional training on

## **General Discrepancy Report Form.pdf**



# NIXA FIRE PROTECTION DISTRICT

Nixa, MO



## GENERAL DISCREPANCY REPORT

Date:	Incident #:	Shift:
<input type="checkbox"/> Apparatus:	<input type="checkbox"/> Equipment:	
<input type="checkbox"/> Station:	<input type="checkbox"/> Other:	
<input type="checkbox"/> EMS:	<input type="checkbox"/> Dispatch:	
Complaint:		
Action Taken If applicable:		
Person Reporting:	Signature:	

## ASSIGNMENT REPORT

LOG #:	DATE::	ASSIGNED BY:	ASSIGNED TO:
CAN DISCREPANCY BE FIXED BY DEPARTMENT PERSONELL: YES <input type="checkbox"/> NO <input type="checkbox"/>			
IF NO EXPLAIN WHY:			
COMPLETED BY:		DATE COMPLETED:	
INSPECTED BY:		DATE:	

## **Pre-Plan Form.pdf**

## Daily Checklist Generic Form.pdf



## Daily Checklist

### MORNING

- PPE check and apparatus checks
- Check for any additional items for the day / roundtable as a crew
  - \_\_\_\_\_
  - \_\_\_\_\_
- Daily station duties
- Physical Fitness
- Weekly detailed apparatus checks / cleaning
  - \_\_\_\_\_
- Weekly detailed station cleaning
  - \_\_\_\_\_
- Complete weekly check sheets & glucose check sheet. *(fill every open field)*

### AFTERNOON

- Hydrants / Inspections
  - \_\_\_\_\_
- TRAINING – *MASTER THE CRAFT*
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

### EVENING

- Complete all training reports, discrepancies, PO's, fuel receipts, etc. (by 2000hrs)
- Finish any incident reports and make sure none are missing
- Secure the station, ensure the lights are out, and station clean
- Planning for next shift

Pass Along items: \_\_\_\_\_

---



*Daily Checklist*



Notes: \_\_\_\_\_

\_\_\_\_\_

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Pass Along items: \_\_\_\_\_

\_\_\_\_\_

## Price Comparison Form.pdf





# NIXA FIRE PROTECTION DISTRICT

**Price Comparison Sheet**  
*This form to be completed on Purchases of \$500-\$5000*  
*Purchases below \$500 need only one price.*

DESCRIPTION OF GOODS/SERVICES:

---

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A. COMPANY: \_\_\_\_\_

SALES REP: \_\_\_\_\_ PHONE: \_\_\_\_\_

PRICE: \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

CASH DISCOUNT \_\_\_\_\_

SHIPPING \$ \_\_\_\_\_ SHIPPING\$ \_\_\_\_\_ SHIPPING \$ \_\_\_\_\_

B. COMPANY: \_\_\_\_\_

SALES REP: \_\_\_\_\_ PHONE: \_\_\_\_\_

PRICE: \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

CASH DISCOUNT \_\_\_\_\_

SHIPPING \$ \_\_\_\_\_ SHIPPING \$ \_\_\_\_\_ SHIPPING \$ \_\_\_\_\_

C. COMPANY: \_\_\_\_\_

SALES REP: \_\_\_\_\_ PHONE: \_\_\_\_\_

PRICE: \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

CASH DISCOUNT \_\_\_\_\_

SHIPPING \$ \_\_\_\_\_ SHIPPING \$ \_\_\_\_\_ SHIPPING \$ \_\_\_\_\_

PRICE INQUIRY BY: \_\_\_\_\_ DATE: \_\_\_\_\_

VENDOR SELECTED: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

## **Board Declaration of Relationship Resolution.pdf**

## **Ride-A-Long Waiver Form.pdf**

**NIXA FIRE PROTECTION DISTRICT**

**Title  
Ride Along Waiver**

**Page  
1 of 1**

RIDE ALONG WAIVER, 12/12/02

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 \_\_\_\_\_

## **Burn Permit Application-DNR 780-1941-f Form.pdf**

## **Apparatus Training Tracking Sheet Form.pdf**



## **Burn Permit Application Form.pdf**





# NIXA FIRE PROTECTION DISTRICT

301 S. NICHOLAS ROAD NIXA MO 65714  
Phone 417-725-4025 Fax 417-725-2393 [WWW.NIXAFIRE.ORG](http://WWW.NIXAFIRE.ORG)

LOCATION OF BURN	
<input type="checkbox"/>	Inside City Limits
<input type="checkbox"/>	Outside City Limits
<input type="checkbox"/>	Initial Permit
<input type="checkbox"/>	Renewal Permit

## APPLICATION FOR BURN PERMIT (REVISED 7-2013)

APPLICANT INFORMATION		PERMIT #
Applicant Name		Primary Phone
Company Name		Cell Phone
Mailing Address		Fax
City	State	Zip Code
SITE INFORMATION		
SITE ADDRESS		County
Name of Individual Who Will Control Burn		Phone
Site Name (Subdivision or Development Name)		
Directions		
TYPE OF MATERIAL TO BE BURNED	DISTANCE TO NEAREST OCCUPIED STRUCTURE(S)	
<input type="checkbox"/> <b>VEGETATIVE WASTE/LAND CLEARING</b> 1. <b>ONLY</b> material originating from the above mentioned location will be burned. 2. A minimum of one portable fire extinguisher or other approved method shall be available for immediate extinguishing. 3. No burning will take place before 7:00 AM and must be completed by 5:00 PM. 4. You must receive permission from the Nixa Fire District each day of burning by calling <b>725-4025 or 894-0318</b> . 5. Burning will take place at least <b>200 yards</b> from all neighboring occupied structures (private/commercial). 6. Permit holder will correct all smoke problems immediately. 7. Permit holder is obligated to comply with local, county, state, and federal laws and regulations. 8. The Nixa Fire District reserves the right to revoke this permit.		
<input type="checkbox"/> <b>RECREATIONAL/YARD WASTE</b> 1. All burning shall be supervised at all times. 2. A minimum of one portable fire extinguisher or other approved method shall be available for immediate extinguishing. 3. You must receive permission from the Nixa Fire District each day of burning by calling <b>725-4025 or 894-0318</b> . 4. Burning will take place at least <b>50 feet</b> from any structure without proper measure to prevent fire spread. <b>a.</b> Bonfires shall not be conducted within <b>50 feet</b> of a structure or combustible material unless contained in an approved container. <b>b.</b> Recreational fire shall not be conducted within <b>25 feet</b> of a structure or combustible material. Pile must be 3' or less in diameter and 2' or less in height. 5. Permit holder is obligated to comply with local, county, state, and federal laws and regulations. 6. The Nixa Fire District reserves the right to revoke this permit.		
<input type="checkbox"/> <b>I have read and understand the rules listed in this permit.</b>		<b>Permit Expires on December 31, _____</b>
Applicant's Signature		Date
Nixa Fire District Official & Title		Date

## **DeputyChiefjobDescription.pdf**

## Hydrant Flow Test Sheet Form.pdf

# Hydrant Flow Test Sheet

- |                    |                          |         |
|--------------------|--------------------------|---------|
| Hydrant Check List |                          | Init.'s |
| 1. Data Entry      | <input type="checkbox"/> | _____   |
| 2. Hyd. Color Ring | <input type="checkbox"/> | _____   |
| 3. Prevention File | <input type="checkbox"/> | _____   |

Hydrant ID:		Location/Cross St:	
Problem:	Pitot Pressure (PSI):	Static PSI:	Residual PSI:
Flow Tested Date:	Color Based On Flow:	GPM Flow @ 20 PSI:	Shift & Station:
Comments:			

Hydrant ID:		Location/Cross St:	
Problem:	Pitot Pressure (PSI):	Static PSI:	Residual PSI:
Flow Tested Date:	Color Based On Flow:	GPM Flow @ 20 PSI:	Shift & Station:
Comments:			

## Scene Sketch Form.pdf

## **Firefighter Issued Gear and Equipment Form.pdf**



# NIXA FIRE PROTECTION DISTRICT

Firefighter issued gear and equipment

Uniform Items	IN	OUT	
➤ Uniform Shirt x 3	___	___	
➤ Uniform Pant x 3	___	___	
➤ Uniform Slack	___	___	
➤ Uniform Button Shirt	___	___	
➤ Black Belt	___	___	
➤ Black Tie	___	___	
➤ Collar Brass	___	___	
➤ Badge_____ Rank_____	___	___	
➤ Name Plate 4-6 months	___	___	
➤ Hoodie	___	___	
➤ 5.11 Parka Size_____	___	___	
<b>Gear Items</b>			
➤ Bunker Coat Serial #_____	___	___	
➤ Bunker Pant Serial #_____	___	___	
➤ Safety vest	___	___	
➤ Safety Glasses	___	___	
➤ Ear Plugs	___	___	
➤ Webbing	___	___	
➤ SCBA Mask Size _____ Mask Bag	___	___	
➤ Accountability tags	___	___	
➤ Hood	___	___	
➤ Gloves	___	___	
➤ Bunker Boots	___	___	
➤ Helmet/ shield	___	___	
<u>Firefighter Signature</u>	<u>Date</u>	<u>Issuing Officer</u>	<u>Date</u>

## **Paramedic Promissory Note Form.pdf**



**ops eval 4th2019.pdf**

## **Orientation Checklist Form.pdf**



# Nixa Fire Protection District Orientation Packet

**Date:**

**Name:**

**Position:**

## **Orientation Items**

- Staff Introductions
- Organizational Chart; Chain of Command
- Vision, Mission, RICCH Values,
- MOU-general overview of what it is-Local President

## Policy and Procedure

- Equal Opportunity Employer-policy 101
- Probationary Period-policy 102.1
- Job Description-policy 105.9
- Harassment Policy-policy 107
- Progress Evaluations-policy 121
- Computer Usage-policy 204
- Substance Abuse Policy-policy 210
- Job Expectations and Duties—procedure 107
- Communications Matrix-procedure 110.1
- Radio Communications-procedure 208
- Critical Incident Stress/ Counseling-procedure 210.1 -District Chaplin
- Safety-procedure 211
- Exposure Reporting-procedure 216

## **Familiarization**

- Station Locations and Access
- Christian County Dispatch Tour
- Maps, Map Books
- Blood Borne Pathogens
- Hepatitis B Vaccinations
- Telephone Procedures
- Truck and Equipment familiarization

## Equipment and Operational Items

- Roster
- Fit-test for SCBA
- Accountability Tag
- Bunker Gear
- Pager / Radio
- Email Account
- ID Card
- Uniforms
- NIMS 100, 700.

## Tax Exempt Letter.pdf

## **Nixa Fire District Tax Rate Hearing 2017 .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)



## **Clever Mutual Aid Agreement 2014.pdf**

## **Operations Level Evaluation Form.pdf**

## Hose Test Work Sheet Form.pdf



## **Purchase Order Form Revised 12-27-16.pdf**

## **Engine Qualification Check List Form.pdf**

## Engine Qualification Check List

Testing will be PASS/FAIL only. All items on the checklist must be accomplished in a timely and efficient manner as they should be second nature to you as a driver. Candidates will not be faulted for an oversight to this list. If an item is inadvertently left out by the candidate, they should be prompted for a response by the examiner. Only if the candidate is unable to respond or provides an incorrect response should the item be failed.

Unit Number:     1044             1045             1034             1035

Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	Pre-trip Inspection
		Completes the Pre-trip inspection per standards in Exhibit 602-9
<input type="checkbox"/>	<input type="checkbox"/>	Apparatus Familiarization
		Knows apparatus specs i.e. weight, height, length, width, water and pump capacity, etc
		Knows areas of District that have limited access for the apparatus due to specifications
<input type="checkbox"/>	<input type="checkbox"/>	Knowledge of apparatus inventory and location
<input type="checkbox"/>	<input type="checkbox"/>	Explains procedure for weekly apparatus check
		Identifies correct day for apparatus detailing
		Can identify various fluid reservoirs and correct fluid levels
		Knows appropriate fluids for both vehicle and pump
		Knows how to inspect various belts in engine compartment
		Demonstrates how to drain moisture from air tanks
<input type="checkbox"/>	<input type="checkbox"/>	Unplugs charger/shoreline
<input type="checkbox"/>	<input type="checkbox"/>	Explains use of master or power switch and engages/disengages batteries appropriately
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle Accessories and switches
		Headlights—High & Low Beams
		Turn Signals
		4-Way Flashers
		Windshield Wipers
		Parking Brake
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates knowledge of apparatus radio
		Knows when and how to place the radio to scan
		Knows when and how to scroll through programmed radio channels
		Demonstrates appropriate radio traffic for various situations
<input type="checkbox"/>	<input type="checkbox"/>	Waits for glow plugs prior to starting engine
<input type="checkbox"/>	<input type="checkbox"/>	Checks the dashboard indicator lights to identify any problems with the engine
<input type="checkbox"/>	<input type="checkbox"/>	Operates Emergency Lights and Sirens
<input type="checkbox"/>	<input type="checkbox"/>	Sets the truck for scene operations by engaging the pump
		States the apparatus should be at a complete stop
		Engages the parking brake
		Places the transmission in Neutral and engages the pump
		Places the transmission back into Drive
		Exits the cab and chocks the wheel
<input type="checkbox"/>	<input type="checkbox"/>	Successfully performs pumping operations
		Opens the tank to pump valve
		Opens the tank fill valve to re-circulate water when not flowing water
		Sets pressure relief valve
		Opens correct valves to flow water from selected discharges
		Uses throttle to adjust RPM to provide desired pressure for selected nozzles

Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates various "troubleshooting" techniques for pump failure Manual pump engage Checks all drain valves (drafting) Checks for proper seal at intake (drafting)
<input type="checkbox"/>	<input type="checkbox"/>	Utilizes the "around the pump" foam option Selects the appropriate foam tank using switch on pump panel Turns the automatic foam proportioning system to "on" Sets the correct concentration for the foam being used and its application Flows foam from the correct discharge
<input type="checkbox"/>	<input type="checkbox"/>	Utilizes apparatus generator Turns the generator to "on" Starts the generator using remote switch Specifies which outlets are supplied by the generator Specifies which equipment is supplied by the generator
<input type="checkbox"/>	<input type="checkbox"/>	Operates the external scene lights States that they can be operated independent of the generator Operates the switch to utilize specified scene lights
<input type="checkbox"/>	<input type="checkbox"/>	Test Result

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

In addition to completing this check list, candidate must include proof of pump hours and miles driven.



## **Purchase Order Form.pdf**

**Self Evaluation Officer revised2019.pdf**



# Employee Self Evaluation/Questionnaire

## Part 2: Performance Traits

1. How would you rate yourself in terms of **Time management**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

2. How would you rate yourself in terms of being a **Team Player**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

3. How would you rate yourself in terms of **Problem Solving/Decision Making**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

4. How would you rate yourself in terms of knowing **Organizational Policy and Procedure**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

5. How would you rate yourself in terms of using **Performance Standards/Feedback**-

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

6. How would you rate yourself in terms of your **Technical skills**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

7. How would you rate yourself in terms of **Administration / Written Communication**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

8. How would you rate your skills in **Presentation / Public Contact**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

# Employee Self Evaluation/Questionnaire

## Part 3: Additional Comments

Any additional ideas or feedback that you would like to share?

---

Employee

---

Date

Company Officer

**After Action Review Form.pdf**

POST INCIDENT ANALYSIS  
STRUCTURAL FIRE

Address  
Incident#      Date

I. Introduction

a. Provide a general overview of the incident including an area diagram of the building, exposures, water supply, time of day, weather conditions, etc.

---

b. Indicate unique circumstances/problems, etc.

---

II. Building Structure/Site Layout

Use separate paper if room is not available

a. Review type of structure

---

b. What construction or design features contributed to the fire spread, or prevented fire spread, i.e. sprinklers, fire doors, etc.?

---

b. Did the topography and/or type of fuel affect fire control efforts?

---

c. Did fire alarm and/or suppression devices work properly?

---

e. Did personnel or apparatus encounter any problems in gaining access?

---

f. What is needed to correct these problems?

---

III. Fire Code History

a. Review relevant Fire Code requirements and history.

---

IV. Communications

a. Did dispatcher verbally provide all information available at the time of dispatch?

---

b. Was the incident adequate? What channels were used? Problems?

\_\_\_\_\_

c. Were proper communications procedures followed?

\_\_\_\_\_

d. Were there problems communicating with Mutual Aid companies?

\_\_\_\_\_

e. Was the communication network controlled to reduce confusion?

\_\_\_\_\_

f. Did units, divisions/groups/branches communicate effectively?

\_\_\_\_\_

g. Was radio discipline effective?

\_\_\_\_\_

h. Did Incident Commander provide timely updates to Communications?

\_\_\_\_\_

#### V. Pre-emergency Planning

a. Were pre-fire or other plans needed on the scene?

\_\_\_\_\_

1. Were they available? \_\_\_\_\_

2. Should they be updated? \_\_\_\_\_

#### VI. On Scene Operations

a. What was the structural integrity of the building based on fire conditions on arrival, at 10 minutes, 20 minutes, 30 minutes, etc.

\_\_\_\_\_

b. Was Command identified and maintained throughout the incident?

\_\_\_\_\_

c. Was a Command Post established and readily identifiable? Flag, Green Light, or other?

\_\_\_\_\_

d. Size up decisions by command

\_\_\_\_\_



e. Was additional apparatus requested in a timely manner?

---

f. Strategy/action plan

---

g. Did personnel, units, and teams execute tactics effectively?

---

h. Were any training needs identified? provide examples.

---

i. Were Standard Operating Procedures used? Were they adequate? Do they need to be updated? If not used, why?

---

j. What offensive/defensive decisions were made by command?

---

k. How was risk analysis applied to the incident?

---

l. Were the divisions/groups used appropriate to the incident's type and complexity?

---

m. Was apparatus properly positioned? If not, why?

---

n. Attack line selection and positioning

---

o. Ventilation operations

---

p. Salvage operations

---

q. Night time and interior lighting operations

---

r. Were Mutual Aid companies effective in operation?

---

s. Was water supply adequate? Specify Water source, Hydrant Location

---

t. Was fast team in place and ready for deployment

---

q. Second means of egress established and communicated

---

## **VII. Staging**

a. Location adequacy

---

b. Site Access

---

## **VIII. Support Functions**

a. Was a Rehab group established?

---

b. Were fire/rescue personnel provided with food and drinks?

---

c. Was adequate shelter provided for fire/rescue personnel?

---

d. Were crews relieved by fresh crews regularly and frequently?

---

e. Were there any equipment or apparatus failures? Did these failures have a detrimental effect on the incident outcome?

---

f. Were functions with outside agencies properly coordinated? (i.e. Red Cross, Power company, Gas Company)

---

## **IX. Safety Group**

a. Was a standby team established? if not, why?

---

b. Were any fire/rescue personnel injured? Reasons Why

---

c. Were all safety SOPs and regulations enforced?

---

d. If there was a Safety Dispatch, were they used for Safety, Accountability or RIC? If not, why?

---

e. What actions are necessary to change or update current safety and health programs to improve the welfare of members?

---

f. Was EMS on standby? Setup?

---

## X Accountability

a. Were actions taken to ensure accurate personnel accountability? Passport system adequate?

---

b. Was the status of units, Divisions/Groups/Branches and support personnel maintained?

---

c. Did personnel provide adequate feedback?

---

d. Was the incident continuously controlled and monitored?

---

## XI. Investigations

a. Was the fire's origin and cause determined?

---

b. What factors contributed to the fire's spread?

---

## XII. Lessons Learned

a. Were specific training needs identified?

---

b. Recommended improvements

---

c. Was hot wash performed on site?

---

### XIII. Overall Analysis of Incident

-Good? Bad? Why?

---

#### Critique

If post incident analysis indicates that a positive learning experience would result, or where it may be necessary to complete the analysis of an incident, a critique may be held at the discretion of the Incident Commander or their superior.

Use separate paper if room is not available

## **Consent to Search Form.pdf**

## **Mobile Device Agreement Form.pdf**

**NIXA FIRE PROTECTION DISTRICT**

**Title**  
**Cell Phones**

**Page**  
**1 of 2**



**NIXA FIRE PROTECTION  
DISTRICT**

**Mobile Communication Device Program Entry Form**

I, the undersigned, understand that I am employed by the Nixa Fire Protection District in a position that requires the use and possession of a mobile communication device. I will be required to possess an operable mobile communication device for as long as I am enrolled in the program. I understand that the restrictions of this program are as follows:

1. I will be entered into the Mobile Communication Device Program effective \_\_\_\_\_.
2. I will be required to possess a mobile communication device. A limited number of these devices are owned by the Nixa Fire District and available for use by employees in mobile communication device required positions. If such a District-owned device is not available at this time then I will be required to purchase one of my own, at my own expense.
3. I will be required to acquire and maintain service so that I may send and receive calls on my mobile communication device. The service agreement, plan, or package will be sufficient for me to make and receive the calls that are necessary for my position.
4. I will submit my mobile communication device number to my supervisor, who will make that number available to all necessary District personnel.
5. I will be responsible for paying any fees and expenses related to this mobile phone service. The Nixa Fire Protection District will add a monthly allowance to my regular paycheck in order to cover the costs of purchasing the mobile phone and acquiring the requisite service for it. I understand that this allowance will be taxable (i.e., it will be subject to federal income taxes).

**NIXA FIRE PROTECTION DISTRICT**

**Title**  
**Cell Phones**

**Page**  
**2 of 2**

6. By choosing the text only plan, I understand occasional District information and communication will be sent to my mobile communication device. I will allow the District to send these messages, but will not receive any reimbursement. The amount of my allowance/stipend will be (CHECK ONE):
- \_\_\_\_\_ \$0 per month, for receiving text only
  - \_\_\_\_\_ \$20 per month, for basic voice plan
  - \_\_\_\_\_ \$30 per month, for voice and data plan
7. If extraordinary circumstances exist, the Fire Chief may make an exception to this clause and authorize other mobile communication device related reimbursements. Such exceptions will be granted on a case-by-case basis.
8. If asked, I will present my mobile phone to my supervisor in order to demonstrate that I am in compliance with the rules of this program. If my phone ever ceases to function due to damage, expiration of service, or for any other reason, I will notify my supervisor as soon as reasonably possible, and I will endeavor to replace and re-establish phone service as quickly as reasonably possible.
9. In addition to these requirements, I have read and will abide by all of the requirements detailed in the Nixa Fire Protection Cell Phone Usage policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Please Print)  
Provider

\_\_\_\_\_  
Mobile Device Number/Service



## **Automatic Aid Resolution.pdf**

## **Generic Letterhead Empty Form.pdf**

## **Interview Form Letter-FF Hiring List.pdf**

## **Smoke Detector Application Form.pdf**

## Orientation Schedule Draft.pdf

## HepatitisVacDeclineForm.pdf

## **Battlefield Mutual Aid Resolution.pdf**

## **FireInspector.pdf**



## **Personnel Equipment Records Form.pdf**

## **Interview Packet-FF .pdf**

## **Company Officer Competencies Revised Form.pdf**

**Self Evaluation revised.pdf**

# Employee Self Evaluation/Questionnaire

Please provide thoughtful responses to the following questions. The information you provide will be used to help develop your performance and career development goals for the next year.

## **Part 1: Career Development**

1. What steps have you taken since your last review to improve yourself as relates to your current position and future career goals?
2. What outcomes and improvements have you seen as a result of the actions described above?
3. What projects and accomplishments from the past year are the ones you are most proud of? Why?
4. What goals would you like to set for yourself to accomplish during the next year?
5. What can your supervisor - and the organization as a whole - do to help ensure that you are making progress toward accomplishing your professional development goals?

# Employee Self Evaluation/Questionnaire

## Part 2: Performance Traits

1. How would you rate yourself in terms of **Time management**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

2. How would you rate yourself in terms of **Problem Solving/Decision Making**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

3. How would you rate yourself in terms of your **Technical skills**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

4. How would you rate yourself in terms of knowing **Organizational Policy and Procedure**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

5. How would you rate yourself in terms of being a **Team Player**?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Deficient	Needs Improvement	Not Strong or Weak	Average	Outstanding

## Part 3: Additional Comments

Any additional ideas or feedback that you would like to share?

---

Employee

---

Date

## Ladder Qualification Check List Form.pdf

## Ladder Qualification Check List

Testing will be PASS/FAIL only. All items on the checklist must be accomplished in a timely and efficient manner as they should be second nature to you as a driver. Candidates will not be faulted for an oversight to this list. If an item is inadvertently left out by the candidate, they should be prompted for a response by the examiner. Only if the candidate is unable to respond or provides an incorrect response should the item be failed.

Unit Number:     1033

Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	Pre-trip Inspection Completes the Pre-trip inspection per standards in Exhibit 602-9
<input type="checkbox"/>	<input type="checkbox"/>	Apparatus Familiarization Knows apparatus specs i.e. weight, height, length, width, water and pump capacity, etc Knows areas of District that have limited access for the apparatus due to specifications
<input type="checkbox"/>	<input type="checkbox"/>	Knowledge of apparatus inventory and location
<input type="checkbox"/>	<input type="checkbox"/>	Explains procedure for weekly apparatus check Identifies correct day for apparatus detailing Can identify various fluid reservoirs and correct fluid levels Knows appropriate fluids for both vehicle and pump Knows how to inspect various belts in engine compartment Demonstrates how to drain moisture from air tanks
<input type="checkbox"/>	<input type="checkbox"/>	Unplugs charger/shoreline
<input type="checkbox"/>	<input type="checkbox"/>	Explains use of master or power switch and engages/disengages batteries appropriately
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle Accessories and switches Headlights—High & Low Beams Turn Signals 4-Way Flashers Windshield Wipers Parking Brake
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates knowledge of apparatus radio Knows when and how to place the radio to scan Knows when and how to scroll through programmed radio channels Demonstrates appropriate radio traffic for various situations
<input type="checkbox"/>	<input type="checkbox"/>	Waits for glow plugs prior to starting engine
<input type="checkbox"/>	<input type="checkbox"/>	Checks the dashboard indicator lights to identify any problems with the engine
<input type="checkbox"/>	<input type="checkbox"/>	Operates Emergency Lights and Sirens
<input type="checkbox"/>	<input type="checkbox"/>	Sets the truck for scene operations by engaging the PTO and pump States the apparatus should be at a complete stop Engages the parking brake Candidate leaves the transmission in Drive and engages the PTO Places the transmission in Neutral and engages the pump Places the transmission back into Drive Exits the cab and chocks both sides of the front drivers side wheel



Pass	Fail	
[ ]	[ ]	Candidate prepares to deploy the ladder Turns on "Power" to ladder controls States purpose of fast idle switch and that if the pump is engaged it cannot be used Deploys outrigger plates Sets outrigger on low end first Sets outrigger on high end Ensures that the truck is level or within 3 degrees of level Places pins in outriggers to ensure they remain in position Demonstrates how to tie back the waterway for rescue operations
[ ]	[ ]	Candidate moves the ladder into position Raises ladder from the bed Extends ladder into specified position All ladder movements are smooth and under control Demonstrates a knowledge of the tip loads at various angles.
[ ]	[ ]	Candidate successfully pumps the ladder Opens the correct valves to flow water from specified discharges Sets pressure relief valve Successfully flows water through the elevated waterway Demonstrates switching from volume (parallel) to pressure (series) After flowing water through the elevated waterway, candidate leaves nozzle open Candidate successfully beds the ladder Candidate closes the nozzle
[ ]	[ ]	Demonstrates using the elevated waterway as a standpipe Demonstrates removing the nozzle from the tip of the ladder Explains how to use the waterway as a standpipe
[ ]	[ ]	Demonstrates short jacking operations Candidate activates the "override" switch located next to the outrigger controls Deploys the outrigger plates Deploys the outrigger on the short jack side first Deploys the opposite outrigger fully Ensures that the truck is level or within 3 degrees of level Candidate states that ladder should not be deployed to the short jacked side
[ ]	[ ]	Demonstrates knowledge and use of the cutting torch

Pass      Fail  
 [ ]      [ ]      Test Result

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

In addition to completing this check list, candidate must include proof of pump hours and miles driven.

**Logan-Rogersville Fire Protection  
District Mutual Aid Agreement 2014.pdf**

## **Hazardous Exposure Form.pdf**

**NIXA FIRE PROTECTION DISTRICT**

**Title  
Hazard Exposure Report**

**Page  
1 of 1**

HAZARD EXPOSURE REPORT, 12/17/09

Date: \_\_\_\_\_ Station: \_\_\_\_\_ Shift: \_\_\_\_\_

Incident number: \_\_\_\_\_

Reason for Exposure / Narrative:

Symptoms (if any):

Reporting party (hospital or health dept.):

Doctor's Name: \_\_\_\_\_

Phone # \_\_\_\_\_

Hospital / urgent care \_\_\_\_\_

Phone# \_\_\_\_\_

Other Information:

## **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.*

## **Work-Plan Company Officer Form.pdf**



## **FF\_MedicJobDescription.pdf**

## **Probationary Ceremony Guide.pdf**

**POST INCIDENT ANALYSIS  
STRUCTURAL FIRE Form.pdf**

## **Substance Abuse Signature Page.pdf**

## 12 Lead Mounting Form.pdf



**Nixa Fire Protection District**  
(417) 725-4025

# PRE- HOSPITAL ECG

Incident #: \_\_\_\_\_



**Patient name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Sex:** M / F **Time:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

- None     Normal     LBBB     RBBB     Paced Rhythm     MI Unconfirmed \_\_\_\_\_
- Ischemia Unconfirmed \_\_\_\_\_     Other \_\_\_\_\_

Interpretation \_\_\_\_\_

**ST Depression (circle)** 1 2 3 aVL aVF aVR V<sub>1</sub> V<sub>2</sub> V<sub>3</sub> V<sub>4</sub> V<sub>5</sub> V<sub>6</sub>      **ST Elevation (circle)** 1 2 3 aVL aVF aVR V<sub>1</sub> V<sub>2</sub> V<sub>3</sub> V<sub>4</sub> V<sub>5</sub> V<sub>6</sub>

**BLS** (Telemetry obtained but not interpreted)

Medic: \_\_\_\_\_ Ambulance ID \_\_\_\_\_ Time Faxed: \_\_\_\_\_ Nurse Contacted: Y / N

Mercy ER Fax: 820-5344  
Cox South ER Fax: 269-5754

## **Medical Director Agreement 2016.pdf**

## Employee Relations CBA.pdf



**ops eval quarters2019.pdf**

## **Community Room - Station Tour Reservation Form.pdf**

## **CaptainJobDescription.pdf**

## **Incident Action Plan Form.pdf**

<b>Incident Action Plan</b>		1. Incident Name	2. Date Prepared	3. Time Prepared
4. Operational Period (Date/Time)				
5. General Control Objectives for the Incident (Include Alternatives)				
6. Weather Forecast For Operational Period				
7. General/Safety Message				
8. Attachments (√ If Attached)				
<input type="checkbox"/> Organization List		<input type="checkbox"/> Medical Plan		<input type="checkbox"/> _____
<input type="checkbox"/> Division Assignment List		<input type="checkbox"/> Incident Map		<input type="checkbox"/> _____
<input checked="" type="checkbox"/> Communications Plan		<input type="checkbox"/> Traffic Plan		<input type="checkbox"/> _____
IAP 1-03	9. Prepared By:		10. Approved By (Incident Commander)	

<b>Incident Action Plan</b>		1. Incident Name	2. Date Prepared	3. Time Prepared
4. Operational Period (Date/Time)				
5. General Control Objectives for the Incident (Include Alternatives)				
6. Weather Forecast For Operational Period				
7. General/Safety Message				
8. Attachments (√ If Attached)				
<input type="checkbox"/> Organization List		<input type="checkbox"/> Medical Plan		<input type="checkbox"/> _____
<input type="checkbox"/> Division Assignment List		<input type="checkbox"/> Incident Map		<input type="checkbox"/> _____
<input type="checkbox"/> Communications Plan		<input type="checkbox"/> Traffic Plan		<input type="checkbox"/> _____
IAP 1-03	9. Prepared By:		10. Approved By (Incident Commander)	

**ADMINASSISTdescription.pdf**

**BATTALION CHIEF ANNUAL  
PERFORMANCE EVALUATION.pdf**

**NIXA FIRE PROTECTION DISTRICT**

**Title**  
**Battalion Chief Evaluation Form**

**Page**  
**1 of 4**

**BATTALION CHIEF ANNUAL PERFORMANCE EVALUATION**

Name: \_\_\_\_\_ Review Period: \_\_\_\_\_

**BEHAVIORAL TRAITS**

**Effectively communicates with shift and staff personal**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Decision making emergency and non-emergency**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Orders issued appropriately emergency and non-emergency**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Development \_\_\_

Justification for rating:

**Adaptability (accepts change and conveys to personnel)**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Organizational skills (schedules and completes assignments as directed)**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Promotes positive relations to other agencies and the public**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:



**NIXA FIRE PROTECTION DISTRICT**

**Title**  
**Battalion Chief Evaluation Form**

**Page**  
**2 of 4**

**KNOWLEDGE & APPLICATION OF JOB RESPONSIBILITIES**

**Follows Standard Operating policies and procedures**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Follows Standard EMS protocols**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Administers policies and rules fairly and consistently**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Properly identifies and directs resources and/or equipment**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Properly evaluates incidents and initiates appropriate tactics**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Performs and directs operations safely and effectively**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Promotes development of assigned personal**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

**NIXA FIRE PROTECTION DISTRICT**

**Title  
Battalion Chief Evaluation Form**

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Justification for rating:

**Promotes positive moral to assigned personnel**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Completes required reports accurately in a timely manner**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Knowledge of department computer systems and programs**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Improves knowledge (through training and application)**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Personnel assignments (efficient, fair, and justifiable)**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**LEVEL OF SUPERVISION REQUIRED**

**Recognizes problem issues and takes corrective action**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**NIXA FIRE PROTECTION DISTRICT**

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**Informs superiors of problem issues and corrective actions taken**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**Effectively performs duties without direct supervision**

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Justification for rating:

**RECOMMENDATIONS FOR IMPROVEMENT**

**EMPLOYEE COMMENTS**

Any reservations or objections the employee may have regarding this evaluation must be stated in the area below (additional sheets may be attached, if needed)

Battalion Chief Signature  
Performance Review conducted by  
Fire Chief Signature

Date  
Date  
Date

## **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
Changes			
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 5)	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 6)	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 7)	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 8)	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:		

**Photographs/Video**

**Sketch**

Yes     No    By Whom:  
**See Attached**

**Fire Origin**



## **Sparta Mutual Aid Agreement 2014.pdf**

## **Training Activitiy 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. \*\**



## **Tanker Qualification Check List Form.pdf**

## Tanker Qualification Check List

Testing will be PASS/FAIL only. All items on the checklist must be accomplished in a timely and efficient manner as they should be second nature to you as a driver. Candidates will not be faulted for an oversight to this list. If an item is inadvertently left out by the candidate, they should be prompted for a response by the examiner. Only if the candidate is unable to respond or provides an incorrect response should the item be failed.

Unit Number:     1024             1025

Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	Pre-trip Inspection Completes the Pre-trip inspection per standards in Exhibit 602-9
<input type="checkbox"/>	<input type="checkbox"/>	Apparatus Familiarization Knows apparatus specs: weight, height, length, water and pump capacity, baffle config. Knows areas of District that have limited access for the apparatus due to specifications
<input type="checkbox"/>	<input type="checkbox"/>	Knowledge of apparatus inventory and location
<input type="checkbox"/>	<input type="checkbox"/>	Explains procedure for weekly apparatus check Identifies correct day for apparatus detailing Can identify various fluid reservoirs and correct fluid levels Knows appropriate fluids for both vehicle and pump Knows how to inspect various belts in engine compartment Demonstrates how to drain moisture from air tanks
<input type="checkbox"/>	<input type="checkbox"/>	Unplugs charger/shoreline
<input type="checkbox"/>	<input type="checkbox"/>	Explains use of master or power switch and engages/disengages batteries appropriately
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle Accessories and switches Headlights—High & Low Beams Turn Signals 4-Way Flashers Windshield Wipers Parking Brake
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates knowledge of apparatus radio Knows when and how to place the radio to scan Knows when and how to scroll through programmed radio channels Demonstrates appropriate radio traffic for various situations
<input type="checkbox"/>	<input type="checkbox"/>	Waits for glow plugs prior to starting engine
<input type="checkbox"/>	<input type="checkbox"/>	Checks the dashboard indicator lights to identify any problems with the engine
<input type="checkbox"/>	<input type="checkbox"/>	Operates Emergency Lights and Sirens
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates operation of the pump States that vehicle must be completely stopped before engaging pump Engages parking brake With vehicle transmission in “Drive” engages PTO switch Places vehicle transmission in “Neutral” Checks light on PTO switch to confirm pump is engaged Exits the cab and chocks the wheel Opens correct valves to flow water from selected discharges Uses throttle to adjust RPM to provide desired pressure for selected nozzles
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates operation of dump tank and various dump valves Deploys portable dump tank Fills the portable dump tank from initial set up with minimal water loss Demonstrates ability to drive up to and fill a portable tank with minimal water loss

Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	Successfully Establishes Fill Site Demonstrates refilling apparatus water tank
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates proper drafting procedure Explains equipment needed to draft from both a portable tank and a dry hydrant Uses equipment to make connection from tanker to either dry hydrant or source Successfully pulls draft by either back-flushing or using apparatus primer Successfully maintains draft while flowing water
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates nursing procedure to supply another pumping apparatus with water Positions tanker to deploy portable tank between itself and attack engine Engages pump and sets pressure to 50 psi Attaches 50' of 2 ½" hose to discharge on tanker and connects to engine intake Opens discharge and begins to supply engine with water Deploys portable tank so that remaining water can be dumped
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates proper use of equipment specific to apparatus "L" shaped portable tank adaptor All large fittings and appliances
<input type="checkbox"/>	<input type="checkbox"/>	Test Result

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

In addition to completing this check list, candidate must include proof of pump hours and miles driven.

## Overtime Form.pdf

## **Brush Truck Driver Qualification Checklist Form.pdf**

## Brush Truck Driver Qualification Checklist

Testing will be PASS/FAIL only. All items on the checklist must be accomplished in a timely and efficient manner as they should be second nature to you as a driver. Candidates will not be faulted for an oversight to this list. If an item is inadvertently left out by the candidate, they should be prompted for a response by the examiner. Only if the candidate is unable to respond or provides an incorrect response should the item be failed.

Unit Number:     1023     1027

Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	Pre-trip inspection Completes the Pre-trip inspection per standards in Exhibit 602-9
<input type="checkbox"/>	<input type="checkbox"/>	Apparatus Familiarization Knows apparatus specs i.e. weight, height, length, width, water and pump capacity, etc Knows areas of District that are limited access for the apparatus due to specifications
<input type="checkbox"/>	<input type="checkbox"/>	Knowledge of apparatus inventory and location
<input type="checkbox"/>	<input type="checkbox"/>	Explains procedure for weekly apparatus check Identifies correct day for apparatus detailing Can identify various fluid reservoirs and correct fluid levels Knows appropriate fluids for both vehicle and pump Knows how to inspect various belts in engine compartment
<input type="checkbox"/>	<input type="checkbox"/>	Unplugs Charger/Shoreline
<input type="checkbox"/>	<input type="checkbox"/>	Explains use of master or power switch and engages/disengages batteries appropriately
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle Accessories and switches Headlights—High & Low Beams Turn Signals 4-Way Flashers Windshield Wipers Parking Break Tow/Haul Option
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates knowledge of apparatus radio Knows when and how to place the radio to scan Knows when and how to scroll through programmed radio channels Demonstrates appropriate radio traffic for various situations
<input type="checkbox"/>	<input type="checkbox"/>	Waits for glow plugs prior to starting engine
<input type="checkbox"/>	<input type="checkbox"/>	Checks the dashboard indicator lights to identify any problems with the engine
<input type="checkbox"/>	<input type="checkbox"/>	Operates Emergency Lights and Sirens
<input type="checkbox"/>	<input type="checkbox"/>	Operates external scene lights
<input type="checkbox"/>	<input type="checkbox"/>	Explains 4-wheel drive operation Describes when to Lock-out hubs and demonstrates procedure to do so Knows when to use 4-wheel drive and demonstrates shifting pattern
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates operation of the pump Uses ignition to start pump Pull start the pump Explains and demonstrates recirculation of water to cool pump Opens correct valves to flow water from selected discharges Demonstrates refilling apparatus water tank

Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates proper use of equipment specific to apparatus
		Blower
		Pro-Pac
		Pressurized water back-pack
		Collapsible water back-pack

<input type="checkbox"/>	<input type="checkbox"/>	Test Result
--------------------------	--------------------------	-------------

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

In addition to completing this check list, candidate must include proof of pump hours and miles driven.

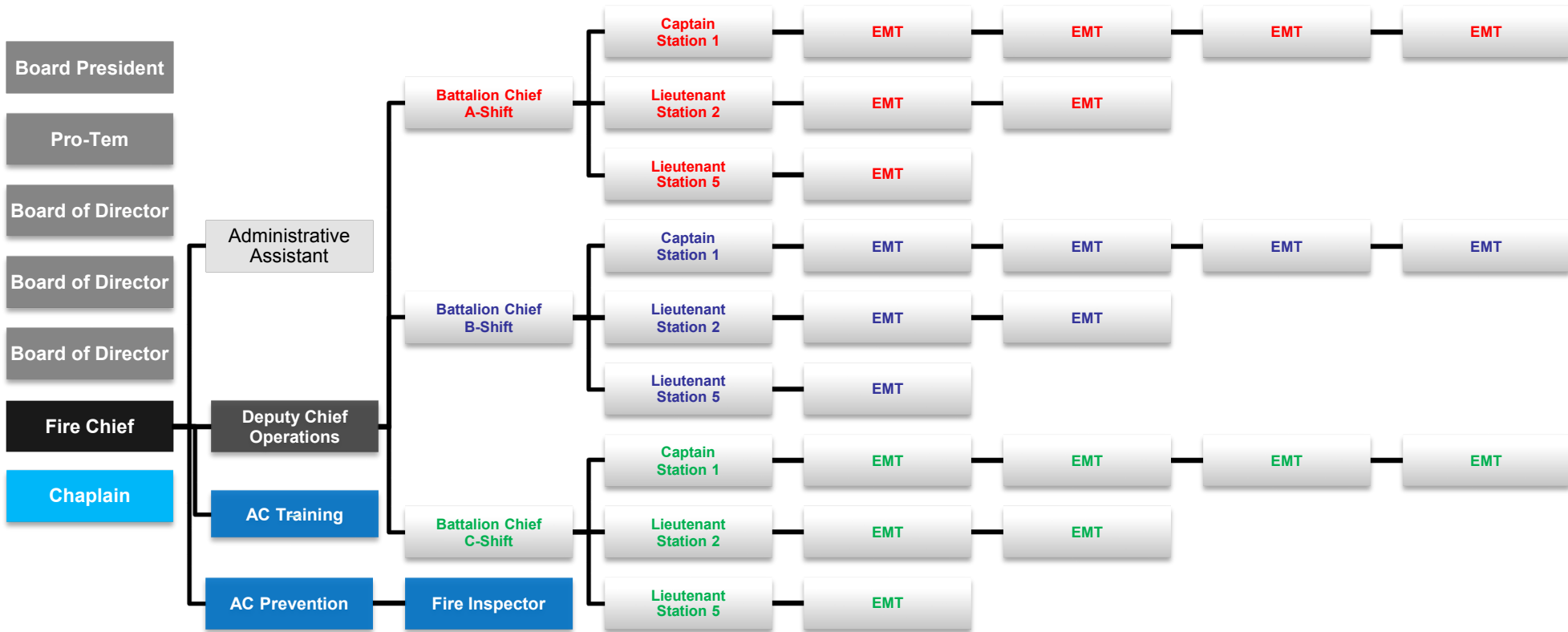
## **Operational Guideline Template Form.pdf**



## **Employee Chain of Command.pdf**



# Nixa Fire Protection District



**officer eval new2019.pdf**

NIXA FIRE PROTECTION DISTRICT

Title  
Officer Level Evaluation Form

Page  
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Performance Review: 1<sup>st</sup> Quarter \_\_\_ 2<sup>nd</sup> Quarter \_\_\_ 3<sup>rd</sup> Quarter \_\_\_

Rank/Name: \_\_\_\_\_

1. Major areas of attention or objectives

2. Performance Traits:

**Time Management/Planning**-Extent, to which the employee uses time effectively, organizes work, sets priorities and maintains an efficient workflow and the ability to organize and coordinate successful internal and external meetings The ability to foresee needed accomplishments, to set realistic goals and objectives, organize resources and schedule the efforts of others to achieve them.

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Comments:

**Organizational Relationships/Teamwork**-The ability to interact harmoniously and productively with people in the immediate work group, and the entire organization. The ability to create a cohesive and productive work unit, under widely varying situations and circumstances (including stressful ones), shows patience in the face of demands, and is able and willing to assist with crisis situations. Employee adapts to changes in procedures and assignment which is organized around clear roles, purpose and goals, and the ability to foster a cooperative climate.

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Comments:

**NIXA FIRE PROTECTION DISTRICT**

**Title**  
**Officer Level Evaluation Form**

**Page**  
**2 of 3**

**Problem Solving/Decision Making**-Evaluating information and comparing alternatives leading to sound decisions. Showing timeliness and conviction in making recommendations and decisions

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Comments:

**Performance Standards/Feedback**- The ability to set and communicate performance standards to employees; the ability to evaluate employees based on measurable behavior or results; the ability to give ongoing performance feedback and formal performance appraisals

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Comments:

**Technical Expertise**-The ability to thoroughly understand the purpose, general tasks, knowledge and skill requirements of the jobs being supervised. The ability to communicate technical information and to provide training in technical areas supervised.

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Comments:

**Administration/ Written Communications** -The ability to use accurate methods of measurement and control with ongoing areas of accountability, and the ability to monitor and make changes accordingly, follow up on problems, decisions, and the ability to keep one's own areas of responsibility functioning smoothly over extended periods of time. The composition of methods and control that include but not limited to reports, emails, proposals, and other documents, use the principles of writing.

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Comments:

**NIXA FIRE PROTECTION DISTRICT**

**Title**  
**Officer Level Evaluation Form**

**Page**  
**3 of 3**

**Presentation Skills/Public Contact**-The transfer of information to make clear, informative and persuasive presentations and help between the organization and the public and/or other public entities, both in person and on the telephone.

Exceeds Expectations \_\_\_\_ Meets Expectations \_\_\_\_ Needs Improvement \_\_\_\_

Comments:

Summary of strengths:

Developmental needs for the next quarter:

Additional discussion items:

Performance Review Conducted By: \_\_\_\_\_

Employee: \_\_\_\_\_

Discussion Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

## **Sick Time Donation Form.pdf**

## **New Hire Information Form.pdf**



## **ASSTCHIEFdescription.pdf**

**FIRECHIEFdescription.pdf**

## **PATIENT REFUSAL OF TREATMENT Form.pdf**

## **Non-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

## **Employee Status Change Form.pdf**

**officer eval 4th2019.pdf**

**NIXA FIRE PROTECTION DISTRICT**

**Title**  
**Officer Level Evaluation Form**

**Page**  
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**Performance Review**

**Rank/Name:** \_\_\_\_\_ **Review Period:** \_\_\_\_\_

- 1. Major areas of attention or objectives**
  
- 2. Results vs. major areas of attention or objectives:**
  
- 3. Performance Traits:**

**Time Management/Planning**-Extent, to which the employee uses time effectively, organizes work, sets priorities and maintains an efficient workflow and the ability to organize and coordinate successful internal and external meetings The ability to foresee needed accomplishments, to set realistic goals and objectives, organize resources and schedule the efforts of others to achieve them.

Exceeds Expectations \_\_\_\_ Meets Expectations \_\_\_\_ Needs Improvement \_\_\_\_

Comments:

**Organizational Relationships/Teamwork**-The ability to interact harmoniously and productively with people in the immediate work group, and the entire organization. The ability to create a cohesive and productive work unit, under widely varying situations and circumstances (including stressful ones), shows patience in the face of demands, and is able and willing to assist with crisis situations. Employee adapts to changes in procedures and assignment which is organized around clear roles, purpose and goals, and the ability to foster a cooperative climate.

Exceeds Expectations \_\_\_\_ Meets Expectations \_\_\_\_ Needs Improvement \_\_\_\_

Comments:



**NIXA FIRE PROTECTION DISTRICT**

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**Officer Level Evaluation Form**

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**Problem Solving/Decision Making**-Evaluating information and comparing alternatives leading to sound decisions. Showing timeliness and conviction in making recommendations and decisions

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Comments:

**Performance Standards/Feedback**-The ability to set and communicate performance standards to employees; the ability to evaluate employees based on measurable behavior or results; the ability to give ongoing performance feedback and formal performance appraisals

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Comments:

**Technical Expertise**-The ability to thoroughly understand the purpose, general tasks, knowledge and skill requirements of the jobs being supervised. The ability to communicate technical information and to provide training in technical areas supervised.

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_

Comments:

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**Administration/ Written Communications** -The ability to use accurate methods of measurement and control with ongoing areas of accountability, and the ability to monitor and make changes accordingly, follow up on problems, decisions, and the ability to keep one's own areas of responsibility functioning smoothly over extended periods of time. The composition of methods and control that include but not limited to reports, emails, proposals, and other documents, use the principles of writing.

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_  
Comments:

**Presentation Skills/Public Contact**-The transfer of information to make clear, informative and persuasive presentations and help between the organization and the public and/or other public entities, both in person and on the telephone.

Exceeds Expectations \_\_\_ Meets Expectations \_\_\_ Needs Improvement \_\_\_  
Comments:

Summary of strengths:

Developmental needs for next year:  
Class 1 training needs:  
Class 2 training request:  
Class 3 training would be nice to attend:

Major areas of attention or objectives for the next 12 months:

Additional discussion items:

Performance Review Conducted By: \_\_\_\_\_

Employee: \_\_\_\_\_

Discussion Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

## **BattalionJobDescription.pdf**

## **Wages and Benefits Package-Firefighter.pdf**

**Employee Annual Pre-Performance  
Review Questionnaire Form.pdf**

**NIXA FIRE PROTECTION DISTRICT**

**Title**  
**Pre-Performance Questionnaire**

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Annual Employee Pre-Performance Review Questionnaire, 02/31/04-12/16/10

1. What are your current goals?
2. What are your current strengths?
3. What are your current weaknesses?
4. Are you aware of your current training and medical re-licensure requirements?
5. Do you feel you are part of the station/shift team? Explain?
6. Do you feel you have grown and/or been productive in the last year? How?
7. What is preventing you from being as effective and productive as you can be?
8. Do you believe the Chain of Command is being utilized effectively? Explain?
9. What can the organization do to help you meet your goals?
10. What opportunities do you see for yourself?
11. Do you have any additional ideas you would like to address? Explain?

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

## **Notification of Hazard Form.pdf**

## **Release of Personal Information Form.pdf**



## **CHAPLAINdescription.pdf**

## **LieutenantJobDescription.pdf**

## **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

## **Officer Evaluation Form.pdf**

## **Press Release Form.pdf**

## **Air Consumption Work Sheet Form.pdf**

# Air Consumption

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The purpose of this air consumption drill is to find out how long you can work in an IDLH environment. It will also allow you to see how long you can make a bottle last after work by calming down and using breathing control methods such as skip breathing. Make sure to stay on air until the bottle is completely empty.

This is to be completed in full gear using the treadmill. The treadmill is to be set at 3 to 3.5 mph and at an incline of 7 to 8. Walk until low air alarm sounds, shut down treadmill and relax until bottle is completely empty. Note time to alarm, when alarm quits, and time the bottle is completely empty.

Name: \_\_\_\_\_

Pace (3 to 3.5) \_\_\_\_\_

Incline (7 to 8) \_\_\_\_\_

Time to Low Air Alarm \_\_\_\_\_

Time Buzzer Quits \_\_\_\_\_

Total Time \_\_\_\_\_



## Request for Leave Form.pdf

**Public Relations Event Request-  
Post Summary Form.pdf**

## **Attending Physician Letter Template.pdf**

## NIXA FIRE PROTECTION DISTRICT

**Title**  
**Letter to Attending Physician**

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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)

## **Personnel Records Form.pdf**

## HepatitisVacRecordForm.pdf

## **Interview Questions Dos and Donts Form.pdf**

## **Rescue Qualification Check List Form.pdf**



## Rescue Qualification Check List

Testing will be PASS/FAIL only. All items on the checklist must be accomplished in a timely and efficient manner as they should be second nature to you as a driver. Candidates will not be faulted for an oversight to this list. If an item is inadvertently left out by the candidate, they should be prompted for a response by the examiner. Only if the candidate is unable to respond or provides an incorrect response should the item be failed.

Unit Number:     1010

Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	Pre-trip Inspection Completes the Pre-trip inspection per standards in Exhibit 602-9
<input type="checkbox"/>	<input type="checkbox"/>	Apparatus Familiarization Knows apparatus specs i.e. weight, height, length, width, compressor, etc Knows areas of District that have limited access for the apparatus due to specifications
<input type="checkbox"/>	<input type="checkbox"/>	Knowledge of apparatus inventory and location
<input type="checkbox"/>	<input type="checkbox"/>	Explains procedure for weekly apparatus check Identifies correct day for apparatus detailing Can identify various fluid reservoirs and correct fluid levels Knows appropriate fluids for both vehicle and pump Knows how to inspect various belts in engine compartment Demonstrates how to drain moisture from air tanks
<input type="checkbox"/>	<input type="checkbox"/>	Unplugs charger/shoreline
<input type="checkbox"/>	<input type="checkbox"/>	Explains use of master or power switch and engages/disengages batteries appropriately
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle Accessories and switches Headlights—High & Low Beams Turn Signals 4-Way Flashers Windshield Wipers Parking Brake
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates knowledge of apparatus radio Knows when and how to place the radio to scan Knows when and how to scroll through programmed radio channels Demonstrates appropriate radio traffic for various situations
<input type="checkbox"/>	<input type="checkbox"/>	Waits for glow plugs prior to starting engine
<input type="checkbox"/>	<input type="checkbox"/>	Checks the dashboard indicator lights to identify any problems with the engine
<input type="checkbox"/>	<input type="checkbox"/>	Operates Emergency Lights and Sirens
<input type="checkbox"/>	<input type="checkbox"/>	Properly Engages the PTO States that the vehicle must be completely stopped before engaging the PTO Engages the Parking Brake Switches the PTO switch to the “ON” position Places the apparatus engine in “Fast Idle”
<input type="checkbox"/>	<input type="checkbox"/>	Properly starts the Generator Demonstrates use of the shore-line to operate electrical system Demonstrates knowledge of the various breakers and circuits they operate

Pass	Fail	
[ ]	[ ]	Operates the cascade Demonstrates how to fill the banks from the compressor Demonstrates how to set the internal regulator for high/low pressure bottles Demonstrates how to fill bottles from the compressor (high and low pressure) Demonstrates how to fill bottles from the banks (high and low pressure) Demonstrates how to fill Station 1 Cascade System
[ ]	[ ]	Operates Exterior Scene Lights Properly removes tripod from mounts. Deploys light to properly illuminate a designated area Demonstrates how to replace a burnt out bulb
[ ]	[ ]	Demonstrates proper use of Typhoon fan Properly deploys fan to achieve a stated goal Connects hoseline to inlet. Connects hoseline to outlet if water conservation is desired or removes cap States the maximum operating pressure (250 psi) Charges the hoseline Opens the gate to start the fan Demonstrates how to change the angle of tilt Demonstrates the mist function Shuts down the hoseline Disconnects the fan
[ ]	[ ]	Demonstrates proper use of the Amkus Hand Pump Connects a tool to the hand pump Ensures that the twist locks are secure Engages the circuit Pumps the handle to operate the tool (open, then closed) Disengages the circuit Disconnects the tool
[ ]	[ ]	Demonstrates use of the RS-10 Extrication tools Demonstrates how to connect each tool to the pump Operates each tool to fully open and close
[ ]	[ ]	Demonstrates use of the Air Bags Connects regulator to 4500 psi bottle Connects the regulator to the operation controls via short hose Opens the bottle then opens the regulator to allow air to the controls Places canvas beneath the air bag to prevent damage from rough surfaces Connects air bags to the operation controls via long hoses States that the operator should be looking away from the bags States the maximum air pressure for the bags (120 psi) Raises, stops, and lowers the correct bag when ordered to do so Demonstrates use of the stop-cock and disconnects air hose without deflating bag
[ ]	[ ]	Demonstrates use of the Air Chisel Connects the regulator to 2216 psi bottle Connects the air chisel to the regulator States the maximum operating pressure (90 psi) Opens the bottle then opens the regulator to allow air to the tool Demonstrates changing bits States that the tool should never be dry fired

Pass	Fail	Test Result
<input type="checkbox"/>	<input type="checkbox"/>	

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

In addition to completing this check list, candidate must include proof of pump hours and miles driven.

## **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 _____
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<u>Parents/substitutes</u> Name: _____	Birth date _____	Sex _____	Race _____
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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

# INDEX / TOPICS