

Potosi Volunteer Fire Department

General Orders

1. Conduct Standards

The purpose of this guideline is to set the conduct standards for all members of the Potosi Volunteer Fire Department (PVFD). The basis for these regulations is the following policy:

Every member of the PVFD is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive, and mature way. Failure to do so will result in disciplinary action ranging from a verbal or written warning to termination of membership in the PVFD. Violations of Standards 1.2.3 through 1.2.5 shall result in automatic termination.

1.1 All members shall adhere to the following standards:

- 1.1.1 Follow all standard operating guidelines and written directives of the PVFD
- 1.1.2 Use training and personal capabilities to protect the public at all times.
- 1.1.3 Work competently in their positions to cause all PVFD programs to operate effectively.
- 1.1.4 Conduct themselves to always reflect positively on the department.
- 1.1.5 Supervisors will manage in an effective, considerate manner, and subordinates will follow instructions in a positive cooperative manner.
- 1.1.6 Members will conduct themselves in a manner that creates good order within the PVFD.
- 1.1.7 Members will keep themselves informed in order to do their jobs effectively.
- 1.1.8 Firefighters must be concerned and protective of each member's welfare.
- 1.1.9 Members must operate safely and use good judgment.
- 1.1.10 Members must obey the law.

1.2 Members shall not:

- 1.2.1 Engage in any activity that is detrimental to the PVFD.
- 1.2.2 Engage in a conflict of interest to the PVFD or use their position with the PVFD for personal gain or influence.
- 1.2.3 Fight.
- 1.2.4 Steal
- 1.2.5 Use or be under the influence of alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capacities while involved in department activities.
- 1.2.6 Purchase alcohol, adult themed items, and other potentially questionable items while wearing any clothing associating the member with the PVFD.
- 1.2.7 Patronize businesses that sell potentially questionable items while wearing any clothing associating the member with the PVFD. Examples of such places include bars / night clubs, liquor stores, and adult novelty stores / bookstores.

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2. General Rules

The purpose of this guideline is to set some general rules for the members of the PVFD.

2.1 General Rules

- 2.1.1 No member shall borrow, loan, sell, or give away any property belonging to the PVFD without written permission of the Fire Chief and the Board of Directors.
- 2.1.2 Each member of the PVFD is hereby authorized to provide necessary assistance at the scene of an emergency encountered outside the PVFD response area.
 - 2.1.2.1 PVFD members must not respond to other department's emergencies unless responding under a mutual aid request.
 - 2.1.2.2 PVFD must follow all directives given by the primary agency or politely excuse themselves from the scene.
- 2.1.3 Smoking is prohibited while handling gasoline, refueling equipment, in the station, in or on any PVFD vehicle, and while inspecting or pre-planning a building. Smoking is also prohibited on any emergency scene. Discretion is to be used at all times when in public.
 - 2.1.3.1 An exception is given to 2.1.3 for extended fire scenes. Smoking is permitted on extended fire scenes (> than one hour duration.) Smoking is permitted in this situation only if the member is hidden from public and media view, not violating any other provisions of 2.1.3, and the smoking does not interfere with other members duties.
- 2.1.4 Members shall keep the officers advised on all matters of interest to the PVFD and may make suggestions and recommendations for increasing its efficiency, preferably in writing.
- 2.1.5 Members shall notify his or her immediate supervisor of any injury received in the line of duty as soon as practicable after the injury is received.
- 2.1.6 In the best interest of the PVFD, any member taking medication that could interfere with his/her ability to function shall not be allowed to participate in the emergency activities of the PVFD.
- 2.1.7 All personnel are held responsible for any and all PVFD property that has been issued them. In case of damaged or lost items personnel shall:
 - 2.1.7.1 Report loss or damage to immediate supervisor.

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- 2.1.7.2 Make a written report explaining the circumstances. The member will forward the report to the Chief. An investigation of the incident will be made and the individual may be subject to reimbursement of the cost of the item and/or disciplinary action.
- 2.1.7.3 For equipment losses other than actual firefighting damage the Chief will meet with the Operations Officers and the Board of Directors to determine what is to be done about the loss.
- 2.1.8 The use of tobacco in all forms is prohibited in the entire station including storage areas, vehicle bays, or in PVFD vehicles. No tobacco products will be disposed of in any sink, lavatory, toilet fixture, or trash container anywhere within the fire station. Further, no tobacco products will be deposited on the station grounds.
- 2.1.9 Prior to backing any vehicle a spotter will be assigned at the rear of the vehicle and the emergency lights activated. It shall be the responsibility of the spotter to guide the driver and to ascertain that a clear travel path exists. It is the driver's responsibility to obtain a spotter and to follow directions given any time the vehicle is being maneuvered in or through a tight space regardless of the direction of travel. The driver is also responsible to monitor the movement and positioning on a vehicle to avoid an accident.
- 2.1.10 In the event a tornado strikes within our service area, all firefighters will see that their families are safe and report to the fire station or to the IC as soon as possible. The IC will use every resource available to him to assist firefighters living in the affected area in checking on their families before assigning duties to them.
- 2.1.11 The emergency lighting on all apparatus shall be activated when backing into the station.

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3. Emergency Response Guidelines

The purpose of this guideline is to provide a safe driving policy for the operation of both PVFD Fire/Rescue vehicles and privately owned vehicles (POV) under emergency driving conditions.

3.1 Safe driving practices must be adhered to at all times while operating PVFD vehicles and/or POV under emergency conditions. All drivers, while on public streets must obey all traffic laws and exercise due regard and safe driving practices so as not to jeopardize the safety of any person. Each vehicle operator must recognize that the emergency vehicle has no absolute right of way.

3.2 Warning devices:

3.2.1 Members of the PVFD may have visual and auditory emergency warning devices installed on their privately owned vehicles. These devices must comply with all Texas Transportation Code regulations and must only be activated responding to, or on scene of, an emergency call.

3.2.2 Audible warning devices shall be used on a limited basis in residential areas.

3.2.3 Audible warning devices shall be used as little as possible within one mile of the scene.

3.2.4 The emergency warning devices in all PVFD apparatus will be activated only when responding to and on scene of emergency calls.

3.2.4.1 An apparatus's emergency lights may be activated to protect personnel while parked in a non-emergency situation.

3.2.5 Fire fighters are not allowed to install or operate a siren or emergency lights on their privately owned vehicle (POV) until they are off probation. Warning devices installed on POV's prior to application will be considered on a case by case basis.

3.2.6 Neither audible nor visual warning devices must be used while passing through single lane construction zones.

3.3 During Emergency Response:

3.3.1 All vehicles must come to a complete stop at all red lights, stop signs, and uncontrolled railroad crossings. The driver and crew must then determine that all traffic has stopped before proceeding through the intersection. Before entering the intersection, the operator must reduce the speed of the vehicle to be able to stop the vehicle if necessary before entering the intersection.

3.3.2 Every vehicle must stop upon encountering a stopped school bus with red lights flashing; railroad crossing at which safety gates and/or warning lights are activated, or if requested by a law enforcement officer.

3.3.3 All vehicles must use caution when approaching controlled railroad crossings.

3.3.4 During emergency driving, AM/FM radios/stereos must be turned off or down to a minimum volume to where not to cause distractions.

3.3.5 All vehicles' speed must be safe and prudent for the current road / weather conditions.

3.3.6 Cell phones use must be minimized during emergency response.

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- 3.3.7 No person shall ride on the outside of a vehicle while responding to or returning from an emergency. All personnel must be seated with restraints fastened. While using the vehicle on the fireground the vehicle is not to exceed 15 mph if there are any personnel on the exterior of the vehicle.
- 3.3.8 At emergency scenes, the use of emergency warning lights must be governed by the need to protect the safety of all personnel, patients and the public. In some cases the use of emergency lights should be minimized.
- 3.3.9 All personnel except for the officer in charge responding will respond to the station unless directed by the officer in charge.
- 3.3.10 Only personnel certified to the ECA level or higher by the Texas Department of State Health Services will respond in an emergency fashion to medical calls.
- 3.3.11 If so designated by a PVFD officer, responding units may be upgraded to “emergency mode” or downgraded to “non emergency mode”.
- 3.3.12 When responding to a call, personnel must know where they are going and use pre-planned response routes taking into account hazards, construction, traffic density, etc.
- 3.3.13 The first vehicle arriving on scene shall give a brief size-up report on the type of incident, (structure, brush, etc.) material involved, (single story - single family dwelling, light grass, dense brush, etc.) and the observable fire condition. (Light smoke showing, heavy smoke and fire showing, fully involved, etc.)

3.4 Terms:

- 3.4.1 “Downgrade your response” means to turn off emergency warning lights and siren and proceed to the station/scene as necessary.
- 3.4.2 “Discontinue/cancel your response” means to turn off emergency warning lights and siren and do not respond to the scene.
- 3.4.3 “Non-emergency” means anytime a PVFD vehicle is out of the station, other than an emergency run, it is considered non-emergency. Calls with no life or property treats are considered non-emergency. During non-emergency situations only normal vehicle lighting shall be used. No emergency lighting or sirens/horns are to be used. During a non-emergency operation, the vehicle must be driven in a safe manner and is not authorized to use any emergency vehicle privileges as provided for in law.
- 3.4.4 “Emergency” means that there is a threat to life or property.

3.5 Any report of unsafe driving, or other complaint, will be investigated by the operations officers. If any PVFD fire personnel is found to be in violation of this Standard Operating Guideline:

- 3.5.1 First Offense: The vehicle operator will be issued a verbal warning. Written documentation detailing the incident and resulting verbal warning will be placed in the operator’s personnel file.
- 3.5.2 Second Offense: A written warning will be issued and placed in the operator’s personnel file. The operator will be not be allowed to use any emergency warning devices on their POV or operate a PVFD apparatus in emergency mode for a period of one month.

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- 3.5.3 Third Offense: The member will be placed on a 3 month department suspension (no responses to any emergency incidents). After this period of time, the operator will be considered for reinstatement as a fire fighter.
- 3.5.4 Fourth Offense: The firefighter will be terminated.
- 3.5.5 To be considered a second or greater offense, the offence must occur within one year of the previous offense.
- 3.5.6 It is the responsibility of all PVFD personnel while responding to any emergency call to report to the officers any accident, or near accident. A written account should be completed by the operator of the vehicle and any witness to the incident. This report will be signed by the receiving officer and placed into the operator's personal file. Failure to report any offense to the officers within a timely manner will be cause for a one month suspension.

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4. Firefighter Probation Guidelines

The purpose of this guideline is to develop PVFD personnel into firefighters with a good general knowledge of PVFD apparatus, equipment, personal protection equipment (PPE), and firefighter safety.

The initial probationary period of a new member or probationary firefighter (PF), of PVFD will be three months minimum and not more than six months. Probationary firefighters are required to complete the probation module packet, including verbal evaluations, prior to being released off probation.

If a probationary firefighter has not completed their probation within six months they will be suspended from all emergency operations of the PVFD.

A PVFD firefighter on probation will adhere to the following guidelines:

4.1 General Guidelines

- a. PFs are only permitted to operate PVFD apparatus under two circumstances:
 - i. One: The PF is accompanied by a PVFD Officer.
 - ii. Two: The officer in charge during a PVFD incident authorizes the PF to operate the apparatus
- b. PFs are not permitted to install or operate emergency warning equipment on their personal vehicle including any flashing warning lights (hazard flashers included), or any audible warning systems.
- c. PFs are to respond to the fire station unless directed otherwise by the officer in charge and are to adhere to PVFD response procedures at all times.
- d. PFs are to adhere to all radio polices and procedures while transmitting as a PVFD firefighter.
- e. At all times, PFs are representing the PVFD and are to maintain the highest standards of conduct on or off scene.
- f. At all times, PFs are to follow all other SOGs of PVFD
- g. At all times, PFs must follow the directions / orders of an officer and refusal to do so is grounds for immediate suspension.

4.2 Probation Procedures

- a. A probationary packet will be provided to the PF upon being voted to the department
- b. All PFs are required to pass all modules in the provided Probationary Packet
- c. Evaluations and Modules will be tested under the supervision of an operations officer or a member appointed to that task by an operations officer.
- d. All PFs, regardless of previous fire training, are required to pass all objectives in this packet before being released from probation.

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4.3 Additional Requirements

- a. PFs over the age of 21 will be required to receive their Class B driver license
- b. This is required to be released from probation
- c. The only exception to this Class B driver license is an individual not 21, therefore not old enough to drive a PVFD vehicle.
 - i. Those not at a minimum 21 years of age during probation period will be released from probation given all other non-driving objectives have been completed.
 - ii. Member will be granted two months upon twenty-first birthday to receive their Class B license or face suspension until license is obtained.

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5. Personal Protective Equipment (PPE)

The purpose of this guideline is to specify the utilization of protective clothing for all personnel. The intent is to provide maximum protection to each firefighter in hazardous environments.

5.1 Protective Clothing Guidelines

- 5.1.1 Full structural PPE includes: helmet, turnout coat, turnout pants, bunker boots, gloves, and two hoods. The firefighter's helmet will have a chin strap which shall be kept under the chin at all times. All turnout gear must have the inner liner in place at all times on the fireground.
- 5.1.2 Full wildland PPE include either a Tecgen coat and pants or a set of Nomex coveralls, leather boots, wildland gloves, and wildland helmet. The firefighter may also wear his/her firefighting hood to further protect him/her.
- 5.1.3 Self Contained Breathing Apparatus (SCBA) shall be worn by all personnel engaged in firefighting activities and other operations where respiratory damage may be a factor, and in any environment determined to be Immediately Dangerous to Life or Health (IDLH).
 - 5.1.3.1 The Incident Commander (IC) may determine that the environment possesses no threat, and instruct personnel to discontinue the use of SCBA. The safety of PVFD personnel is the key consideration.
 - 5.1.3.2 In absence of a specific instruction, SCBA is to be worn at all times.
 - 5.1.3.3 All atmospheres must be tested to determine safety. SCBA will be worn in all atmospheres containing 35 ppm or greater of CO and any other alarm condition as determined by monitoring.
- 5.1.4 Appropriate PPE shall be worn by all personnel actively involved in an emergency. Wildland PPE is appropriate for grass/brush fires and motor vehicle collisions. Full structural PPE is required for structure and vehicle fires. Included are areas where, by virtue of the firefighter's placement, task, or responsibility, a hostile environment may be present. The only exceptions are for non-hazardous emergencies and other situations as authorized by the IC.
- 5.1.5 The responsibility to assure compliance with the above sections falls upon the IC. It shall be the IC's responsibility to evaluate each incident and determine the potential hazards that exist, assuring that all decisions are based upon the complete safety of all PVFD personnel.

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- 5.1.6 IC's, regardless of rank, are exempt from the protective clothing requirements only when and if they are functioning as IC and are located in a non-hazardous position.
- 5.1.7 On any hazardous materials incident requiring more protection than that afforded by full structural PPE and SCBA, all PVFD personnel will withdraw and await outside assistance.
- 5.1.8 Each member must inspect their PPE monthly and after each incident and report any problems to an officer. The PPE must be removed from service if it will not provide adequate protection.
- 5.1.9 PPE must be kept clean to properly protect personnel from hazardous situations.
 - 5.1.9.1 Hoods shall be washed after each incident.
- 5.1.10 All PPE must be inspected monthly and after each incident and taken out of service if it will not provide adequate protection.
- 5.1.11 Structural PPE will not be worn at any water rescue incident.

5.2 Procedures at an incident:

- 5.2.1 All firefighters shall be in appropriate full PPE when entering the incident area except as otherwise authorized by the IC.
- 5.2.2 If an apparatus is operating in the hazardous area, the pump operator and/or driver must be in appropriate full PPE.
- 5.2.3 Only upon the orders of the IC may any PPE be removed in the incident area. The IC shall determine that the area is not hazardous to the firefighters and accept full responsibility in issuing the orders that firefighters may remove their PPE.
- 5.2.4 In the interest of public relations if a firefighter removes his/her protective clothing, he/she must leave some type of clothing on.

5.3 PPE Storage

- 5.3.1 Each member must store their assigned PPE in their issued locker. The gear is to be hung in the locker and not kept in the bag in the locker.
- 5.3.2 Operations officers are allowed to keep their gear bags with them but are responsible for securing and properly storing their gear.

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- 5.3.3 Other members may keep their gear with them only with written approval of the operations officers.
- 5.3.4 Lockers must be kept neat, clean, and organized. No personal stickers, decals, or any other items may be applied to lockers. There will be a department issue label applied to identify each locker.
- 5.3.5 Lockers may be kept locked but the PVFD will not provide a lock.
 - 5.3.5.1 Any member who applies a lock to their locker needs to be aware that they must respond to the station to retrieve their gear and will not be able to stop at a scene.
 - 5.3.5.2 The PVFD reserves the right to remove any personal lock if that member transitions into inactive status.
 - 5.3.5.3 The PVFD will not be responsible for replacing any personal lock removed from their lockers.
- 5.3.6 PVFD reserves the right to inspect lockers at any time.
- 5.3.7 Any unclaimed, non-PVFD owned, items removed from the locker of a member who lapses into inactive status will be held until that member is terminated. After that member is terminated, the items become property of the PVFD.

5.4 Penalty for Violations of 5.1 or 5.2:

- 5.4.1 These rules are written in the hope that there will be no injuries and that your desire to be a PVFD member will be strong enough that you will follow all safety rules that are written with your welfare in mind.
- 5.4.2 First offense will be cause for a verbal warning and will be noted in the firefighter's personnel file.
- 5.4.3 Second offense will result in immediate removal from the scene and will be noted in the firefighter's personnel file.
- 5.4.4 Third offense will be cause for immediate suspension from all operations of the department for a period of thirty (30) days.
- 5.4.5 Fourth offense will result in the automatic suspension of the firefighter from the department and disciplinary action up to and including termination.

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6. Self-Contained Breathing Apparatus (SCBA)

The purpose of this guideline is to specify the utilization of SCBA for all personnel. The intent is to provide maximum protection to each firefighter in hazardous environments.

6.1 SCBA Use Guidelines

- 6.1.1 Self Contained Breathing Apparatus (SCBA) shall be worn by all personnel engaged in firefighting activities and other operations where respiratory damage may be a factor, and in any environment determined to be Immediately Dangerous to Life or Health (IDLH). The Incident Commander (IC) may determine that the environment possesses no threat, and instruct personnel to discontinue the use of SCBA. The safety of PVFD personnel is the key consideration. In absence of a specific instruction, SCBA is to be worn at all times.
 - 6.1.1.1 An atmosphere must be tested and confirmed to be safe before personnel can be cleared to remove SCBA. Any CO reading greater than 35 ppm requires continued use of SCBA.
- 6.1.2 Personnel should keep their facial hair trimmed above the corners of the mouth so that a proper face piece seal can be maintained. If a firefighter cannot obtain or maintain an adequate seal, they are not to use an SCBA and are restricted to areas not requiring SCBA. The definition of “adequate seal” will be left up to the incident commander and they are fully responsible for all personnel on the fireground.
- 6.1.3 All SCBA are to have a PASS device attached. The PASS device must be turned on when the air supply is turned on. No firefighter will be allowed to enter an area requiring SCBA without an active PASS device.
- 6.1.4 Upon the activation of a firefighter’s low air alarm, the firefighter will immediately exit the area requiring SCBA.
 - 6.1.4.1 At no time is a firefighter to abandon their crew. If a firefighter must leave an area requiring SCBA, the firefighter’s crew must accompany them.

6.2 SCBA Inspection

- 6.2.1 All SCBA are to be inspected monthly and after each use.
- 6.2.2 Each time a SCBA is inspected, the inspection documentation is to be properly completed in order to log and track SCBA inspections.
- 6.2.3 If any problems are found with the SCBA during inspection, the inspector is to notify an officer and if the problem is not immediately correctable, the SCBA is to be placed Out of Service until the proper repairs can be performed.
- 6.2.4 Each SCBA is to be cleaned, inspected, and organized after each use; failure to do so may result in disciplinary action.

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7. Vehicle Operations

The purpose of this guideline is to provide policy for the operation of PVFD vehicles.

7.1 Safe driving practices must be adhered to at all times while operating PVFD vehicles. All drivers, must exercise due regard and safe driving practices so as not to jeopardize the safety of any person.

7.2 Authorized Drivers / Operators (D/O):

7.2.1 PVFD vehicles are only to be driven by an authorized D/O.

7.2.1.1 If an authorized D/O is not available, mutual aid resources must be utilized so as not to jeopardize the safety of personnel and the operational status of equipment.

7.2.2 Each vehicle will have a list of authorized driver / operators.

7.2.2.1 If a member is a D/O for one vehicle, they are not automatically a D/O for all vehicles.

7.2.3 The D/O is responsible for the safe operation of the vehicle they are operating as well as the safety of its occupants.

7.2.3.1 The D/O and officer, when on-board, are responsible for the adherence of safety rules by all personnel on the vehicle. (ex. Seat Belt Usage)

7.2.4 All personnel must be seated with a seatbelt fastened before the vehicle is placed in gear.

7.2.4.1 The only exception is for vehicle use in wildland fire operations.

7.2.4.2 If personnel are riding on the exterior of the vehicle, the vehicle must not exceed 15 MPH and the D/O must maintain situational awareness as to the location and condition of their crew.

7.2.5 The D/O should not be wearing PPE while driving to help prevent distractions.

7.2.5.1 The exception to this is when a vehicle is being operated in an incident area during a wildland incident.

7.2.5.2 The D/O of a wildland vehicle should be wearing appropriate wildland PPE in case the vehicle is caught in a dangerous situation.

7.2.6 All D/Os must be over 21 years of age.

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8. Membership Requirements

The purpose of this guideline is to provide the requirements to continue active membership with the PVFD.

8.1 Resident and associate members will be further broken down into Firefighting Members and Support Members.

8.2 Both Firefighting Members and Support Members must adhere to the following requirements to be considered active members.

8.2.1 Members must attend at least one (1) regularly scheduled meeting per month.

8.2.1.1 If a member has a work or other schedule conflict he / she must make arrangements with the officers to fulfill this requirement in another manner.

8.2.1.2 A member must attend and participate the entire meeting to obtain attendance credit.

8.3 The following requirements apply to Firefighting Members only.

8.3.1 In addition to the requirements above, all firefighting members must obtain at least six (6) hours of documented training per quarter.

8.3.1.1 There are no exceptions to this requirement.

8.4 Inactive Members

8.4.1 If any member fails to meet the above requirements they will be considered inactive.

8.4.2 All members will be contacted in writing if they become inactive.

8.4.3 If a member becomes inactive he / she must respond to the written notice sent by the department and turn in all department issued equipment.

8.4.3.1 If the member becomes active again, they may be reissued equipment as it becomes available.

8.4.3.2 If the member fails to respond to the inactive notice for a period of one (1) month, his / her membership with the PVFD will be terminated.

8.4.4 If a member is considered inactive, they must not respond to the scene of an emergency unless directed to do so by the incident commander.

8.4.4.1 The inactive member may respond to the station to assist.

8.4.5 The inactive member may be reinstated as active after meeting the following requirements.

8.4.5.1 All inactive members must attend three (3) out of five (5) consecutive meetings.

8.4.5.2 The inactive firefighting member must make up two (2) hours of training for every month they were inactive.

8.4.6 Once a person has been inactive for six (6) months his / her membership with the PVFD will be terminated.

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8.5 Medical Leave of Absence (MLA)

- 8.5.1 This department recognizes that from time to time a member may not be able to fulfill their membership requirements due to a medical problem.
- 8.5.2 Any member experiencing a medical problem keeping them from meeting the activity requirements may request to be placed on a MLA.
- 8.5.3 A MLA is defined as a three month period of time that a member may be excused from membership requirements.
 - 8.5.3.1 During the MLA, the member may not respond to calls with the PVFD.
 - 8.5.3.2 The member may vote during PVFD meetings only if they maintain the meeting requirements of an active member.
 - 8.5.3.2.1 If the member on an MLA fails to attend at least one meeting during the first month of the MLA, they will be ineligible to vote during the entire length of the MLA.
 - 8.5.3.3 Any member responding to calls during a MLA will be subject to disciplinary action.
- 8.5.4 A member must fill out a MLA Form to be officially entered into MLA status.
 - 8.5.4.1 Any member who does not complete the required paperwork will be considered to be inactive regardless of reason.
- 8.5.5 The MLA may be renewed every three months by completing another MLA form.
 - 8.5.5.1 If a member does not return at the end of a MLA, they will be considered to have voluntarily resigned from membership with the PVFD.
- 8.5.6 To be released from a MLA back to firefighting duties a member on an MLA must furnish the department a signed Medical Release Statement from their physician stating they are medically capable to respond to emergencies with the PVFD.
 - 8.5.6.1 Under no circumstances shall a member be allowed to respond to calls with the PVFD until a signed release from the member's physician is received.
 - 8.5.6.2 A member may return from an MLA earlier than the three month date as long as they provide a signed physician's release.

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9. Technology Usage Policy

PURPOSE: This policy provides the guidelines for the use of fire department computers, and the use of the fire department computer system by fire department personnel. It governs the use of fire department computers, as well as the use of the fire department computer system for emails, files, data, software, images, voice mails, text messages, electronic communications, and stored electronic communications. This policy also clarifies employee expectation of privacy as it relates to the workplace use of computers, emails, files, data, software, images, voice mails, text messages, electronic communications, and stored electronic communications.

To the extent that department issued cellular telephones, personally owned cellular telephones, personally owned computers, and other department issued or personally owned electronic devices utilize the fire department computer system for access to the intranet and/or Internet, this policy shall be fully applicable.

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

POLICY: It is the policy of the fire department to provide personnel with the tools they need to safely and efficiently do their jobs by leveraging technology to the maximum extent possible, while at the same time protecting the department's professional image and reputation.

It is further the department's policy to educate and inform personnel about the proper purposes for which the computer system may be used, and to set forth the criteria and grounds for which personnel may be disciplined for improper use of the computer system.

DEFINITIONS:

Electronic device – a computer, cellular telephone, personal data assistant (PDA), pager, two-way paging device, iPad, iPod, nook, Kindle, or similar device capable of sending and receiving an electronic communication.

Electronic Communication: Any transfer of signs, signals, writings, images, sounds, data or intelligence that is created, sent, forwarded, replied to, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, printed, or otherwise transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. This term expressly includes, but is not limited to, emails, attachments to emails, text messages, recorded voicemail messages, web sites visited, computer files, and data files sent over the intranet or Internet, or sent by wired or wireless communication.

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Stored electronic communication: Any temporary or intermediate storage of a wire or electronic communication incidental to the electronic transmission thereof; any storage of an electronic communication for purposes of backup protection of such communication; and any other storage, retention, backup, or archiving of an electronic communication, whether accident, incidental or purposeful, utilizing an electronic storage medium.

Internet: The world-wide system of interconnected computer networks that consists of millions of private, public, academic, business, and government networks linked by a broad array of electronic and optical networking technologies.

Intranet: The fire department's internal computer system and network.

PROCEDURE:

9.1 General:

- A. The fire department computer system, including all fire department computers and hardware, the intranet, and access to the Internet provided by the fire department, are owned by the fire department. The use of such systems, equipment, and access is conditioned upon member consent to the terms of this policy.
- B. The fire department computer system, fire department computers and hardware, the intranet, and access to the Internet provided by the fire department, may not be used by personnel for personal gain, including personal businesses, but rather is available to enhance the service that the fire department provides to the public.
- C. The fire department reserves the right to examine, monitor, intercept, review, copy, store, save, and forward to third parties any and all electronic communications sent or received over the fire department computer system, as well as any stored electronic communication or other files stored on a fire department computer, hard drive, memory device, or storage medium. The failure of the department to exercise its rights under this section, shall not constitute a waiver of these rights.
- D. Personnel are advised that they have no expectation of privacy in any electronic communication, stored electronic communication, file, image, sound, message, web site visited, or other action or activity while working on a fire department computer, or while using any other computer, cellular telephone, or electronic device that is accessing the fire department computer system, including while accessing the Internet through the fire department computer system.
- E. Personnel are advised that they have no expectation of privacy in any electronic communication, stored electronic communication, file, image, sound, or message contained on a portable memory device such as a hard disk, flash drive, memory card, CDROM, DVD, or other media that is attached to/accessible by a fire department computer, or is attached to/accessible by an electronic device that is accessing the fire department computer system.
- F. Personnel are further advised that no member, including the Fire Chief, has the authority to verbally alter the terms and conditions of this policy under any circumstance.

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- G. Personnel are responsible for any information that they view, access, generate or distribute through the fire department computer system.
- H. Personnel are required to prevent the unauthorized use of the fire department computer system.

9.2 Email

- A. Only fire department personnel are allowed access to the department e-mail system.
- B. Members should not use their fire department e-mail account as their primary personal e-mail address.
- C. Members' access to the email system will be suspended once the member is no longer a member of the Potosi VFD.
- D. Incidental or occasional use of e-mail for personal reasons is permitted.
- E. The following e-mail activity is prohibited:
 - 1. Accessing, or trying to access, another user's e-mail account
 - 2. Obtaining, or distributing, another user's e-mail account
 - 3. Using e-mail to harass, discriminate, or make defamatory comments
 - 4. Jokes, junk mail, chain letters and other non-work related items should not be sent or forwarded.
 - 5. Transmitting department records within, or outside, the department without authorization
 - 6. Advertising political activities which benefit one political candidate or party
 - 7. Advertising purely commercial activities or events
 - 8. Any activities which are inconsistent with the mission of the fire department
 - 9. Any illegal activities
- F. Members are reminded that email messages may be subject to public disclosure under the Freedom of Information act, and may be discoverable during litigation. ***Assume any email sent over the fire department system will be viewed by the public.***
- G. Personnel are required to report inappropriate use of e-mail.
- H. Personnel are to use the archive feature instead of delete. This will maintain the user's inbox clean without deleting the email. Emails that pertain to a matter under litigation shall be retained until such time as the Fire Chief or his/her designee authorize the deletion in writing.

9.3 Confidentiality:

Fire department personnel routinely handle information that is considered to be confidential under Federal and state law. This includes information relative to incidents, investigations, patients, and personnel, and may include confidential personal information, financial information, and medical information. The following conduct is prohibited when dealing with confidential information:

- A. Forwarding or sending confidential information to someone not authorized by law to receive it;

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- B. Printing confidential information to a printer in an unsecured area where documents may be read by others;
- C. Leaving a computer unattended with confidential files logged on, accessible, or visible;
- D. Leaving computer disks or memory media with confidential data unattended, in easy to access places.

9.4 Prohibited Activities:

The following uses of the fire department computer system are prohibited:

- A. Personal use of the fire department computer system that interrupts fire department business and that keeps a member from performing department business
- B. Unauthorized downloading and/or distributing of copyrighted materials (e.g. music, videos, photos, games, software, or other proprietary information).
- C. Downloading or copying music, videos, photos, or games, including legally obtained music, videos, photos or games, for non-business purposes onto department computers or servers.
- D. Unauthorized reading, deleting, copying, modifying, or printing of electronic communication of another user.
- E. Using the fire department's computer system for private gain or profit, including but not limited to, online gambling, personal business, on-line auctions (e-Bay, etc.), stock trading, etc.
- F. Instant messaging through public service providers. (e.g. AOL, Yahoo, MSN, etc.).
- G. Personal software, which allows peer to peer communications between two or more workstations. (e.g. online chat, KaZaA file sharing, etc.).
- H. Soliciting for political, religious or other non-departmental reasons.
- I. Installation of anything onto any fire department computers without permission of the Fire Chief.
- J. Using fire department computers for political purposes.
- K. Sending or forwarding junk email, chain letters, or mass mailings.
- L. Using, viewing, accessing, or transmitting pornographic or sexually explicit materials, or materials that are offensive, threatening, or constitute hate mail/messaging pertaining to race, national origin, gender or religion.
- M. Engaging in any form of harassment, whether sexual or otherwise, or sending any unwelcome personal communication after being asked or instructed to cease communications. It is the perception of the recipient that prevails, not the intention of the sender.
- N. Breach or attempt to breach any security mechanisms, hack-into, defeat, disable, or otherwise manipulate the intranet or fire department computer system in order to circumvent a technological measure to gain access to information in ways not permitted or authorized, or to cause the system to react or respond in ways other than as intended by the fire department administration.
- O. Engaging in any illegal activity.

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10. Drug-Free Workplace Policy

Purpose and Goal

Potosi VFD is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This organization encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to volunteers and applicants.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies whenever conducting business or representing the organization, while on call, paid standby, while on organization property and at company-sponsored events.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

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In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Assistance

Potosi VFD recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

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It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will have access to a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.

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13. Weapons Policy

The purpose of this guideline is to outline the weapons policy of the Potosi VFD

- 13.1** All members of the Potosi VFD are prohibited from possessing an illegal weapon while conducting department business. This includes but is not limited to emergency scenes, the Potosi VFD fire station, and all Potosi VFD apparatus. For the purposes of this policy “illegal weapon” is any weapon considered illegal by the laws of the State of Texas or any applicable federal law.
- 13.2** It is not a violation of this policy to have a legal firearm properly secured in a members privately owned vehicle.
- 13.3** It is not a violation of the policy for a member to carry a legal knife on his/her person at all times.
- 13.4** Any violation of this policy will result in disciplinary action up to and including termination of membership in the Potosi VFD.

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14. Equipment Inventory

The purpose of this guideline is to ensure the readiness and accountability of Potosi VFD equipment issued to personnel and carried on the apparatus.

14.1 Equipment issued to members

14.1.1 The issuing of equipment to members is the responsibility of the assigned officer.

14.1.2 All equipment issued to members will be tracked using the appropriate inventory forms.

14.1.3 All member's assigned equipment will be checked and inventoried at least quarterly to ensure completeness and function.

14.1.3.1 Any missing or damaged equipment is to be reported to the officer in charge of inventory immediately.

14.1.3.2 Any equipment missing or damaged must be reported in writing before new equipment can be issued.

14.1.3.3 The officer receiving this written statement will forward it up the chain of command to the fire chief.

14.1.4 Members will be held financially responsible for any equipment issued them.

14.1.4.1 The Leadership Team will decide whether or not a member must reimburse the PVFD for any assigned equipment lost or damaged.

14.2 Equipment carried on apparatus

14.2.1 All equipment on PVFD apparatus will be inventoried monthly using Halligan.

14.2.1.1 Any equipment discovered to be missing or damaged must be reported immediately.

14.2.1.2 Any equipment found to be dirty shall be cleaned and placed back on the apparatus.

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15. Equipment or Apparatus Damage

The purpose of this guideline is to ensure the readiness and accountability of Potosi VFD equipment and apparatus.

15.1 Equipment or Apparatus Damage

- 15.1.1 Anytime PVFD equipment (including apparatus) is damaged, an investigation will be conducted by the leadership team to determine if there was any negligence involved.
- 15.1.2 Any member who damages PVFD equipment (including apparatus) and is found to be negligent in either causing the damage or allowing the damage to be caused will be held financially liable for the repair or replacement of the damaged equipment (including apparatus.)
 - 15.1.2.1 Any damaged or lost loose equipment may be reported to PVFD's insurance carrier and the member found to be negligent will be financially responsible for any costs not covered by the PVFD loose equipment policy. (Including the \$250 deductible.)
 - 15.1.2.2 Any damaged apparatus may be reported to PVFD's insurance carrier and the member found to be negligent will be financially responsible for any costs not covered by the PVFD automotive insurance policy.

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2. Protective Clothing Maintenance

The purpose of this guideline is to set the standards and procedures for protective clothing maintenance. All PPE shall be maintained in a clean and serviceable condition to prolong the life of the garment and ensure protection of the user.

4.1 Wildland PPE

- 4.1.1 Helmets will be washed with a mild detergent, warm water, and a soft or medium bristled brush.
- 4.1.2 Tecgen ensembles and nomex coveralls shall be washed in the department washing machine with the following guidelines:
 - 4.1.2.1 All fasteners must be closed (Velcro, zippers, etc.)
 - 4.1.2.2 Fill the washer no more than $\frac{3}{4}$ full with garments arranged around the outside of the tub with a hole left in the middle.
 - 4.1.2.3 Choose the largest load size.
 - 4.1.2.4 Choose warm water on the heavy duty setting with an extra rinse.
 - 4.1.2.5 Use 6-8 oz of Citro-Squeeze per load of laundry. No other detergent shall be used.

Always remove all garments promptly from the washer and hang to dry.

4.2 Structural PPE

Structural PPE shall undergo gross decontamination before leaving the fire scene. This includes removing debris with a low pressure water stream and a soft bristled brush. Hoods shall be washed after every fire.

- 4.2.1 Helmets will be washed with a mild soap or detergent, warm water, and a soft or medium bristled brush.
- 4.2.2 Boots will be washed with a mild soap or detergent, warm water, and a stiff bristled brush. Pay close attention to the thread connecting the sole to the upper. Thoroughly clean out mud and debris from the lugs on the sole.
- 4.2.3 Turnout gear shall be taken apart and separated into outer shells and inner liners. ***Outer shells and inner liners shall not be washed together.***
- 4.2.4 Outer shells and gloves shall be washed together in the department washing machine with the following guidelines:
 - 4.2.4.1 All fasteners must be closed (Velcro, zippers, etc.)
 - 4.2.4.2 Fill the washer with no more than two complete outer shells arranged around the outside of the tub with a hole left in the middle.
 - 4.2.4.3 Choose the largest load size.
 - 4.2.4.4 Choose warm water on the heavy duty setting with an extra rinse.
 - 4.2.4.5 Use 6-8 oz of Citro-Squeeze per load of laundry. No other detergent shall be used.
- 4.2.5 Inner liners and hoods shall be washed together in the department washing machine with the following guidelines:
 - 4.2.5.1 Fill the washer with no more than two complete inner liners arranged around the outside of the tub with a hole left in the middle.
 - 4.2.5.2 Choose the largest load size.
 - 4.2.5.3 Choose warm water on the bedding / waterproof setting with an extra rinse.
 - 4.2.5.4 Use 6-8 oz of Citro-Squeeze per load of laundry. No other detergent shall be used.

Always remove all garments promptly from the washer and hang to dry.

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4.3 Damaged or Contaminated PPE

- 4.3.1 Any PPE damage or contamination discovered shall be reported to the officer in charge of logistics and the Fire Chief immediately.
- 4.3.1.1 Any PPE damage will be resolved at the discretion of the Fire Chief.
- 4.3.1.2 Any PPE contaminated in a biohazard manner shall be cleaned at Ingram's Cleaners on South Treadway. This shall be coordinated through the officer in charge of logistics. These garments shall be placed in a red bag and taken to the Ingram's Cleaners at the South Treadaway location only. Ingram's shall be notified that these items are contaminated with a biohazard and shall be *washed not dry-cleaned*. PVFD will be responsible for any charges at Ingram's
- 4.3.1.3 Any PPE contaminated with a non-biohazardous substance will be dealt with at the discretion of the Fire Chief.

PVFD Standard Operating Guidelines

4. Order of Vehicle Response

The purpose of this guideline is to set the order of response for the PVFD vehicles. It is imperative that the correct vehicles respond in the correct order to properly mitigate an emergency situation.

4.1 The order of response for PVFD equipment depends on the current state of the equipment and is subject to change at a moments notice.

4.2 The order of response for PVFD vehicles is posted in the halls leading to the turnout gear room in the station.

4.2.1 This order is established to minimize the use of radio traffic during an emergency.

4.2.2 Personnel are to respond the vehicles listed on the board in the order they are listed without calling to ask which truck to bring.

4.2.3 If a vehicle is out of service, proceed to the next vehicle on the list.

4.2.4 Notify the officer in charge if any in service vehicle will not start or has other problems and wait for instructions as to what to do.

4.2.5 During winter weather, before leaving the station all external pumps must be started and re-circulating water to prevent freezing and damage to equipment.

4.3 Only after the necessary PVFD vehicles are responding should any firefighter respond to the scene in a POV. The only exception is if the firefighter is advised to respond to the scene by the IC.

4.4 Fire equipment responding to an emergency shall not pass another emergency encountered enroute without stopping to render aid. In that circumstance, the personnel at this emergency shall radio the nature of the encountered emergency along with any assistance required.

4.5 Personnel under the age of 21 may not drive PVFD vehicles.

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9. Mutual Aid Response

The purpose of this guideline is to outline the response from PVFD personnel and equipment. The primary objective of the PVFD is to protect the lives and property of the citizens that reside within the response area of the PVFD. This objective should be considered anytime mutual aid is requested from any outside agency.

9.1 Local Mutual Aid Response

9.1.1 Local mutual aid is defined as mutual aid delivered to agencies bordering the PVFD response area.

9.1.1.1 These agencies include:

- Buffalo Gap VFD
- Eula VFD
- Jim Ned VFD
- Oplin VFD
- Abilene FD

9.1.2 When local mutual aid is requested, the requesting agency should be contacted to determine the type of aid needed. This information is sometimes provided by dispatch during PVFD tone-out.

9.1.3 The standard equipment response order that applies to emergencies within the PVFD response area applies to responses to local mutual aid requests.

9.2 Regional Mutual Aid Response

9.2.1 Regional mutual aid is defined as mutual aid delivered to any agency that does not immediately border the PVFD response area.

9.2.2 Regional mutual aid takes PVFD equipment and units completely out of service to respond to emergencies that occur within the PVFD response area.

9.2.3 At this time, PVFD is only able to provide tanker and manpower support to regional mutual aid requests.

9.2.4 When manpower support is requested, PVFD personnel should respond in one vehicle to limit the on-scene congestion.

9.2.5 At least six personnel (including at least one officer) should be left in the PVFD area when responding to regional mutual aid requests.

9.2.5.1 If there are not at least six personnel to respond to emergencies in the PVFD area, the requesting department shall be advised that the PVFD does not have the resources to provide at that time.

PVFD Standard Operating Guidelines

11. Routine Station Duties

The purpose of this guideline is to outline the routine station duties and in-house maintenance inspections to ensure the readiness and reliability of PVFD trucks and equipment. All duties and inspections listed below are to be completed on the second Tuesday of every month at the regular maintenance meeting. If this meeting is cancelled, these checks must be performed at the next available meeting.

11.1 Monthly Maintenance inspections

11.1.1 All trucks are to be inspected per the checklist in Halligan.

11.1.2 All SCBA are to be inspected using the following guidelines.

- ✓ **Face piece Assembly**
- ✓ Check the material for deterioration, dirt, cracks, tears, holes, pliability, and tackiness.
- ✓ Check the head-harness buckles, strap, and webbing for breaks, loss of elasticity, or wear.
- ✓ Check the lens for holes, cracks, scratches, heat-damages areas, and a proper seal with the face piece material.
- ✓ Check the regulator connection for damage.
- ✓ Check to ensure the HUD is firmly attached.
- ✓ Check Clear Command.
- ✓ **Harness and Back frame Assembly**
- ✓ Check the harness straps and back frame for cuts, tears, abrasion, and indications of heat or chemical damage
- ✓ Check all buckles, fasteners, and adjustments for proper operation.
- ✓ Check the cylinder retention system for damage and proper operation, and check that the cylinder is securely attached to the back frame.
- ✓ Check that the harness straps are fully extended.
- ✓ **Cylinder Assembly**
- ✓ Check that the hydrostatic test date is current. (5 years for metal and grey composite bottles, 3 years for yellow composite bottles.)
- ✓ Check the gauge for damage.

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- ✓ Check the cylinder body for cracks, dents, weakened areas, and indications of heat or chemical damage.
- ✓ Check the composite portion of the cylinder for cuts, gouges, loose composite materials, and the absence of resin.
- ✓ Check the cylinder valve outlet sealing surface and threads for damage.
- ✓ Check the valve and hand wheel for damage, proper alignment, serviceability and secure attachment.
- ✓ **Hose**
- ✓ Check for cuts, abrasions, bubbling, cracks, and indications of heat or chemical damage.
- ✓ Check external fittings for visual signs of damage.
- ✓ Check for tight connections.
- ✓ **Regulator Assembly**
- ✓ Check housing and components for damage.
- ✓ **Integrated PASS**
- ✓ Check for wear and damage.
- ✓ Check all operating modes for proper function.
- ✓ Check the battery level.
- ✓ **Function**
- ✓ Turn on cylinder
- ✓ Check for proper operation of ICM (Electronic Gauge / PASS) and HUD.
- ✓ Turn off cylinder
- ✓ Bleed off air slowly and check that Audi-Alarm sounds at roughly 500 PSI.
- ✓ ***AFTER USE INSPECTION***
- ✓ Clean, disinfect, and wipe down face piece being careful not to damage electrical parts.
- ✓ Wipe remaining SCBA components with approved cleaner.
- ✓ Clean harness if necessary with mild soap and rinse. Allow to air dry.
- ✓ Reassemble SCBA and perform regular inspection.

11.1.3 Log all inspections in the checklist book.

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11.2 Monthly Station Duties

11.2.1 Sweep the floor.

11.2.2 Clean the bathroom.

11.2.3 Clean the windows of all trucks.

PVFD Standard Operating Guidelines

12. Water Supply

The purpose of this guideline is to outline the procedures for establishing a water supply for fire-suppression activities during emergency incidents.

12.1 Water Supply Necessity

12.1.1 Adequate water supply must be established at all incidents involving fire-suppression.

- This may be as simple as the apparatus water tank for small fires.
- Larger fires require more complex water supplies.

12.2 Obtaining a Water Supply

12.2.1 If an incident is within 2,000 feet of a hydrant, LDH may be used to establish a water supply from the hydrant.

12.2.2 If an incident is greater than 2,000 feet from a hydrant, a tanker shuttle may be required to maintain the needed water supply.

12.3 LDH Operations

12.3.1 The LDH should be connected from the hydrant to the intake of the pumper. Consider relay operations if the distance from the hydrant to the attack pumper exceeds 1000 feet.

12.4 Tanker Shuttle Operations

12.4.1 Tanker shuttles should be used when a fire incident is located further than 2,000 feet from the nearest fire hydrant.

12.4.2 Enough tankers must be available to maintain adequate flows depending upon the size of the fire involved.

12.4.2.1 Mutual Aid must be used to obtain the adequate number of tankers for the needed fire flow.

12.4.3 The incident commander should appoint a water supply officer to be in charge of the tanker shuttle.

12.4.4 The tanker shuttle communications should take place on a different channel other than the fire attack communications.

12.4.4.1 The water supply officer or his designated assistant must monitor all channels in use at the incident and remain in constant contact with command.

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16. Structure Fire Operations

The purpose of this guideline is to outline the operations of the Potosi VFD at structure fire incidents.

16.1 General Considerations

- 16.1.1 Although the following guidelines should be followed during all structure fires, the first-arriving officer may deviate from these procedures should emergency conditions at the scene warrant such changes.
- 16.1.2 The incident commander at the scene of a structure fire may direct incoming apparatus as he/she deems necessary while keeping the intent of this SOG in mind.
- 16.1.3 All tactical operations should be performed with a minimum of two personnel.

16.2 Engine 142

- 16.2.1 Before arriving at the fire scene, the officer on Engine 142 must choose from the following actions:
 - 16.2.1.1 Establish Incident Command and direct operations and personnel as needed.
 - 16.2.1.2 Drive to the fire and make an attack using booster tank water or by establishing an uninterrupted water supply.
 - 16.2.1.3 Perform rescue operations.
- 16.2.2 Upon arrival, Engine 142 will assume the role of attack pumper, whose purpose will be to provide a water supply, preconnected handlines to attack the fire, or perform rescue if necessary. The officer will size up the scene and give a verbal report by radio. The minimum information to be given is: size and type of building involved, conditions showing and actions taken.
- 16.2.3 The duties of personnel on Engine 142 will be dictated by their seating position
 - 16.2.3.1 The driver is responsible for operating the pump and getting the PPV fan to the door.
 - 16.2.3.2 The officer is responsible to be the initial incident commander, perform an initial walk-around, and carry the 3' pike pole and thermal imager.
 - 16.2.3.3 The driver's side firefighter is responsible for being the hydrant man or bringing the irons to the door and assisting to flake out the attack line.
 - 16.2.3.4 The officer's side firefighter is responsible for pulling the attack line and operating the nozzle.
 - 16.2.3.5 Should the other two firefighter positions be occupied they are to assist in pulling the attack line and other instructions per their officer.
- 16.2.4 E142 should consider laying their own supply line depending on size up conditions.

16.3 Engine 141

- 16.3.1 Engine 141 is responsible for ensuring an adequate water supply.
- 16.3.2 The duties of personnel on Engine 142 will be dictated by their seating position
 - 16.3.2.1 The driver is responsible for assisting hooking up the supply line to Engine 142.
 - 16.3.2.2 The officer should become the water supply officer to manage establishing a water supply.
 - 16.3.2.3 The driver side firefighter is responsible for being the hydrant man.
 - 16.3.2.4 The officer's side firefighter is responsible for assisting the driver with hooking up the supply line.
- 16.3.3 Once an adequate water supply is established, the crew from Engine 141 will be assigned another duty by the incident commander.

16.4 Additional Apparatus and Personnel (Including Mutual Aid)

- 16.4.1 Additional personnel and apparatus will be assigned to fill in by the incident commander as needed.