



Department Handbook

VERSION 1.5 2005

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GENERAL OPERATING GUIDELINES

The Colona Fire Department prides itself on a team concept between our members. We work as a cohesive unit that must function as a team during station and emergency operations. All members must put personal preferences aside and work toward the same goal and mission: To protect our Citizens, their property and the environment.

The following guidelines are designed to help promote a positive team attitude and an efficient, effective working environment:

Members shall conduct themselves in an orderly and respectable manner and behave in a way that brings credit to the department. Members shall treat others with respect and refrain from the use of abusive derogatory or foul language both in the station and in the public view.

Members shall treat all department and personal property in such a manner so as to avoid damage and prevent loss, theft, or destruction of that equipment. Any willful destruction, theft or damage or failing to make efforts to stop such damage, theft or destruction will be grounds for disciplinary action.

Members are required to clean up after themselves and to assist other members in keeping the station clean. This includes but is not limited to throwing away trash, washing dishes, cleaning the kitchen, and bathrooms.

Anyone under the age of eighteen is required to leave the station by 2200 hours.

MEMBERSHIP REQUIREMENTS

To be eligible to be a member, each applicant must:

1. Be a minimum of eighteen years of age.
2. Have obtained a high school diploma or G.E.D.
3. Have no felony convictions.
4. Be in good mental and physical condition. **
5. Live within the Department's district or obtain prior approval from Fire officers
6. Have a valid driver's license and an acceptable driving record.
7. Be approved by the Board of Trustees.

**If requested, applicant must provide a written physical or psychological evaluation from a licensed physician.

INACTIVE PROBATIONARY FIREFIGHTER

A candidate becomes an inactive probationary firefighter as soon as their application is accepted and remains at that status until they have been on the Department for 90 days** and meet the following requirements:

1. Must complete the probationary firefighter performance evaluation.
2. Must obtain a Class B non - CDL driver's license within the inactive probationary period or 90 days after the state age requirement is met.
3. Must attend all training practices within the 90 day period and makeup any missed practices to the satisfaction of the training officer.
4. The inactive probationary period maybe extended by any time by the Chief and the Fire officers.
5. During the probationary period a candidate maybe terminated at will per the Chief and Fire officers.
6. Be in good mental and physical condition.

**A candidate that has been on a previous fire department may elect to challenge the performance evaluation. Upon successful completion, the candidate will be considered an active probationary firefighter.

ACTIVE PROBATIONARY FIREFIGHTER

A Member that responds to emergency incidents for a period of two years and must meet the following requirements:

1. Obtain a state fire marshal firefighter II certification.
2. Attend 50% of all training or maintenance practices per calendar quarter unless excused by Training Officer and/or Chief.
3. Make a reasonable amount of emergency calls determined on a case by case basis.
4. Obtain a First Aid/CPR certificate or First Responder state license.
5. The probationary period maybe extended at any time by the Chief or Fire Officers.
6. The Member maybe terminated at will per Chief and Fire Officers.
7. Be in good mental and physical condition.
8. Successful completion of all performance evaluations.

ACTIVE FIREFIGHTER

A member who has successfully completed the probationary period and meet the following requirements:

1. Attend 50 % of all training or maintenance practices per calendar quarter unless excused by Training Officer and/or Chief.
2. Make a reasonable amount of emergency calls determined on a case by case basis
3. Maintain a valid Class B Non-CDL drivers license.
4. Maintain First Aid/CPR certificate or First Responder State license.
5. Successful completion of all performance evaluations.
6. Be in good mental and physical condition.

FIRE OFFICER ROLES AND RESPONSIBILITIES

Fire Chief

1. Responsible for overall operations and safety of the department
2. Reports to the board of trustees on a monthly basis.
3. Implement the rules and policies of the fire protection district.
4. Follow the budget set by the board of trustees
5. Oversee equipment and supplies needed to operate the fire department.
6. Oversee all purchases.
7. Responsible for billing of non-residents and haz-mat incidents.
8. Responsible for the maintenance, construction, and operation of all fire district assets, as directed by the board of trustees
9. Responsible for record keeping of all emergency calls and to forward those reports to the required agencies.
10. Responsible for fire safety of all residences and structures in the fire district thru:
Emergency Response Intervention, Education, Training, Inspection, Investigation and Enforcement
11. Responsible for all firefighter records and OSHA requirements

Assistant Chief

1. Assist the fire chief in all administrative support upon his request.
2. Supervise all Fire Officers
3. In charge of all communication equipment (mobile and portable) purchases and inventory
4. In charge of all public education, this shall include: (Schools, Libraries, Senior Centers and the Media)
5. Coordinate with the fire inspector to assist with inspection duties.
6. Coordinate all inter-department communication

Fire Investigator/ Inspector

1. Coordinate all fire investigations
2. Investigate and determine the cause and origin, document, record, file and report directly to the fire chief
3. Inspect all public buildings on an annual basis. Inspections shall follow the 2000 edition NFPA Life Safety Code 101
4. All inspections shall be reported, recorded, photographed if necessary, and filed.
Inspection shall be made available for education and training of firefighters and available for emergency response.
5. All public building inspections shall also include a scale diagram of the building, which shall include entrances, exits/escapes, alarm system/suppression systems, fire hazards etc.

Administrative Officer

1. Maintain and make available all reports to members and officers.
2. Register all members for outside training and state certification testing.
3. Keep all rosters and call lists accurate
4. Update and maintain SOP's/SOG's, rules and policies set by the fire department and fire protection district
5. Maintain and purchase administrative equipment such as copiers, computers, programs, fax machines, and any other equipment that the fire department uses for technical support.
6. Assist other Fire Officers with their administrative needs.

Administrative Assistant

1. Submit all NIFRS reports to the fire marshal's office in a timely manner.
2. Maintain accurate list of all calls and personnel roster in the fire departments computer program
3. Assist other Fire Officers upon their request.

Engineering Officer

1. Coordinate and record all truck pump tests annually
2. Service, maintain and record all repairs to vehicles
3. Keep all inspection, service and maintenance records completed after each call and filed monthly
4. Train all Members to drive and operate trucks safely and efficiently.
5. Keep records of all Members drivers licenses and any violations and report them to the chief
6. Maintain, record and file all annual hose testing requirements
7. Maintain an engineering staff and meet on the second Monday of the month to assist in these duties.

Operating Procedures Officer/ EMS/ Station #2 supervisor

1. Supervise the EMS program and assist the coordinator with his/her operations and adherence to the mandates of the EMS program
2. Supervise and document all Members knowledge of SOPs/SOGs
3. Coordinate and train firefighters in knowing and adhering to the rules and polices of the fire department and fire district.
4. Communicate, document and make recommendations to the chief and other officers in regards to firefighter activity and or termination due to inactive status or low call volume.
5. Supervise the station, trucks and equipment so that it is cleaned, maintained for proper response and viewed by visitors.

EMS Coordinator

1. He/She is a representative to our EMS resource system at Illini Hospital
2. In charge of all scheduling and recording of CEU EMS training
3. Maintain individual training records with expiration dates for certification and licensing.
4. In charge of purchase, inventory and maintenance of all EMS equipment and supplies.
5. In charge of all EMS bags and equipment inventory/check off records after each use and periodic inspections.
6. In charge of all renewals of licensing of vehicles and personnel

Training Officer

1. Coordinates and schedules all Member training.
2. Follow the office of state fire marshal's curriculum, certification and testing program
3. Documents and record all training sessions and certifications
4. Review attendance records quarterly and contact members who are deficient.
5. Assist and provide competent instructors to teach each class
6. Document all practical evolutions that are required for competency testing
7. Assist firefighters in registering for outside training

Assistant Training Officer

1. Supervise and assist in the training and scheduling.
2. Coordinate with training officer to make sure day and night training has a competent instructor,
3. Instruct training and records all training efficiently.

Equipment Officer / Central Station Supervisor

1. In charge of Station's contents, maintenance and cleanliness
2. Maintain, inventory and test all SCBA's and APR's
3. Service Test all compressed air equipment and record results
4. In charge of scheduling, recording and following health fitness and fit testing program.
5. Maintain individual Member records for OSHA requirements.
6. In charge of all hand tools and rescue equipment inventory, maintenance and record keeping.

Safety / Haz-Mat Officer

1. In charge of all distribution, inventory, maintenance and record keeping of PPE equipment.
2. Directly assist SCBA officer in his/her duties, mandating a program that meets or exceeds OSHA requirements.
3. In charge of individual safety training and working with training officer to meet mandated safety OSHA requirements
4. In charge of investigating, recording and reporting all Member accidents with our insurance company and the Illinois Industrial Commission.
5. In charge accident prevention program
6. Work directly with the Haz-mat Officer to maintain compliance with all regulatory agencies.

Haz-Mat Officer

1. In charge of all inspection, maintenance, record keeping and inventory of Haz-Mat equipment.
2. In charge of record keeping of all levels of individual training.
3. Perform any duties assigned by the Safety/Haz-mat Officer

TRAINING

Regular training shall be conducted on the first and third Mondays of each month, beginning at 8:30 AM and 6:30 PM. Probationary firefighters are also required to attend training on the second Monday of each month. The fourth Monday is reserved for maintenance.

1. All members shall attend at least 50% of all scheduled practices to maintain active status.
2. All probationary members must contact the Training Officer or Chief if they are unable to attend regularly scheduled training.
3. All members must be attentive and participate in order to receive credit for practice.
4. All annual training shall be posted on the training board before the first training session and can be modified at any time.
5. All additional training shall be posted at least 30 days prior to the training.
6. All outside training must be approved by the Training officer or Chief.
7. All training attendance will be reviewed quarterly and those members who are deficient will be contacted.

SAFETY

Safety is the responsibility of all Members and Fire officers and must be of the highest priority. The roles and responsibilities of all members shall not exceed each member's level of training or specific expertise.

Every effort must be exhausted to determine the nature of the hazards presented and considerations for proper response. Care will be taken to recognize the possibility of multiple and /or simultaneous exposures to a variety of hazards responding to, on and away from the scene.

Prior to entry into the scene, regardless of nature of response, a scene safety evaluation must be conducted and all members thoroughly briefed of the known and /or potential hazards involved.

Each incident shall have an assigned site safety officer as designated by the senior commanding officer on scene. The senior commanding officer shall assume the role of site safety officer if such person is not assigned due to limited personnel availability.

The site safety officer shall be empowered to control the scene in regard to the overall safety and well being of all personnel on scene and must be knowledgeable in safety procedures of entry personnel protective equipment and decontamination as deemed necessary.

All personnel shall adhere to Occupational Safety and Health Administration (OSHA) rules and regulations and/or IDOL & IDOT.

Negligence in regards to safety shall not be tolerated and any such activity shall result in disciplinary action or dismissal.

All PPE equipment shall be worn during emergency operations and training sessions where required.

INCIDENT COMMAND

All fire department personnel shall adhere to the departmental rules and regulations in regards to incident command as is established in the departments SOP's and SOG's.

CHAIN OF COMMAND

All issues in regards to fire ground operations, station activities, and administrative decisions shall follow the chain of command system.

The chain of command system shall follow a paramilitary style of leadership under an organizational structure of rank and responsibility. The incident commander shall have overall responsibility of divisions under his/her span of control.

The chain of command structure shall include but is not limited to the following in order of rank: Chief, Asst. Chief, Captains, Lieutenants, and senior to lower ranking members.

EMERGENCY OPERATIONS

All Members shall use the department's SOG when responding to any emergency response. It is the responsibility of all members to learn and understand all department SOG's.

COMMUNICATIONS

All Members shall receive and carry out orders and directives given to them by Fire officers.

All Members shall respond to all communications, in a timely manner, given to them by radio, mail, station mailbox, bulletin boards, phone, email, or verbally.

All Members are required to check their mailbox at least once per week.

All Members are required to leave their pagers open to gather any changing or updated call information until they have reached the fire station or scene.

After emergency vehicles have left the station, the next arriving Member shall monitor communications, record times, gather accountability tags, keep track of reserve personnel at station, and start filling out any necessary paper work.

The base radio shall not go in service unless requested by a Fire Officer. The Base will handle all communication with the scene from that time on.

Only one other Member or a supervised Explorer shall be in the radio room during all emergency calls.

All Members shall report to the Radio Operator upon arrival to the station under standby status.

All Members on standby at the station shall perform maintenance activities under the direction of the Senior Member.

Upon request by a Fire Officer the Radio Operator shall report the number of available Members on standby status.

All Members shall notify a Fire officer to be released early during an emergency call or training session.

BLUE LIGHTS / WIGWAG LIGHTS

Members will be assigned a blue light for their personal vehicle if requested. It is the Department's policy that any blue light or wigwag lights purchased by the Member must be approved by a Fire Officer before being used to respond to the station. All blue lights must be interior lights not mounted on the outside of the vehicle.

SIRENS

No Member will be allowed to use sirens on their personal vehicles.

VISITORS IN THE STATION

All personnel shall treat citizens who visit the station for any purpose in a courteous manner. A Member shall ensure that someone greets the visitor and determines his or her business in the station.

Citizens requesting directions or information shall be provided with the requested information to the best of the member's ability.

Citizens requesting to see the station or apparatus shall have a member assigned to them to answer any questions.

Visitors are not permitted on the second floor without permission of an officer.

All visitors of members to the department are required to leave by 2200 hours unless approved by a Fire officer.

Members of other fire departments and citizens who have applied for membership in this department are welcome in the station (ground floor only) as long as they abide by the department's station policies.

PERSONAL PROPERTY

Members are not to leave personal belongings lying around the station for extended periods of time. The District is not responsible for any damage or theft of any property left at the station. Personal belongings left in the station will be collected on a regular basis and an attempt will be made to identify ownership of the belongings. If that is unsuccessful the items will be donated to charity or thrown away.

STANDARDS OF CONDUCT AND DISCIPLINE

SECTION I: All Members of the Department are expected to conduct themselves at all times in such a manner as will convey a positive image of the Department and will in no way impact or reflect adversely on the Department.

Whenever a Member fails to follow an appropriate standard of conduct, measures will be taken to correct the situation and to prevent further occurrences. Minor offenses depend in part upon the circumstances and it is impossible to list all minor offenses. The degree of discipline depends upon the seriousness of the offense and the circumstances under which the offense occurred. In addition, certain major offenses warrant immediate suspension or discharge.

The Fire Officers have the authority to suspend any Member for rule violations or improper conduct. Suspension shall be limited initially to 72 hours until reviewed by the Chief or his Designee.

After a member has been advised of a suspension, the member shall be given sufficient time (determined by a Fire Officer) to remove any personal belongings and shall then leave the station. Any member on suspension shall not be permitted on department property or at Fire Department activities without permission of the Chief.

Officers may assign work projects as disciplinary action in lieu of suspension when deemed appropriate. Any such details shall be assigned a specified completion time.

THE FOLLOWING IS A STATEMENT OF GENERAL GUIDELINES CONCERNING ACTIVE NON-PROBATIONARY MEMBER DISCIPLINE. THE PROCEDURES OUTLINED MAY BE FOLLOWED AT THE DISCRETION OF THE FIRE OFFICERS DEPENDING ON THE CIRCUMSTANCES AND IN NO WAY LIMITS THE RIGHT OF THE DEPARTMENT TO TERMINATE A MEMBER FOR CAUSE OR NO CAUSE.

PROBATIONARY ACTIVE AND NON-ACTIVE MEMBERS MAY BE TERMINATED AT WILL ANYTIME DURING THE PROBATION PERIOD.

A. Minor Offenses: The procedure for the handling of minor offenses shall be as follows:

Step One - A written warning, with oral counseling by the immediate supervising officer, will be given to a Member for the first minor offense. The written warning will be placed in the Member's personnel file.

Step Two - A written reprimand will be given to a Member for each subsequent minor offense in violation of any Department rule, policy or practice for which he or she has already received a warning. A corrective interview will also be given and the written record of the interview and reprimand will be placed in the Member's personnel file.

Step Three - Following receipt of a written reprimand and corrective interview, the next offense may result in suspension or discharge at the sole discretion of the Fire Officers.

B. Major Offenses: PROPER CAUSE FOR IMMEDIATE SUSPENSION, OR DISCHARGE, SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING MAJOR OFFENSES:

- a. Possession of illegal drugs on the premises.
- b. Carrying any weapon on the premises, or in Department vehicles.
- c. Chronic or habitual absenteeism or lateness.
- d. Committing any act of sexual harassment.
- e. Dishonesty or misrepresenting anything to the Department or its Members.
- f. Failure or refusal to carry out orders or instructions.
- g. Failure to fulfill the responsibilities of a job to an extent that might or does cause injury to a person or damage to Departments property, or the property of others.
- h. Falsification of information requested on Department records or documents.
- i. Disorderly, or immoral conduct while in Department vehicles or on the Department premises.
- j. Obtaining Membership on the basis of false or misleading statements.
- k. Reckless or negligent behavior that may result or results in damage to Department property, the property of others, or other persons.
- l. Threatened or actual physical violence or profane or abusive language.
- m. Unauthorized use of Department vehicles.
- n. Unauthorized use of, removal of, theft or intentional damage to the property of the Department, a Member, or third party.
- o. Unsatisfactory work performance.
- p. Violation of an established safety rule.
- q. Refusing to cooperate with a Department investigation.
- r. Harassment of other employees including but not limited to verbal and physical conduct or unwelcome advances with regard to or on the basis of sex, race, color, national origin or ancestry, age, religion, creed, marital status, etc.
- s. An arrest, criminal complaint, or the return of an indictment against or conviction of a Member for an alleged wrongful activity may result (in the Department's discretion) in an indefinite suspension, subject to discharge, or immediate discharge, depending on the particular circumstances and the offense charged.
- t. Arrest or conviction of a Member for an alcohol or drug related offense.

ALCOHOL & CONTROLLED SUBSTANCE ABUSE

Consumption of, or being under the influence of alcohol or controlled substances on Fire Department property or during emergency activities is strictly PROHIBITED.

Any Member suspected of being under the influence of Alcohol or a controlled substance shall immediately be relieved of duty.

Members shall not consume alcohol or use controlled substances while wearing any Department identifying symbols while in a public venue, such as t-shirts, hats, pagers, radios, uniforms, jackets, etc.

PARKING OF PERSONAL VEHICLES

Personal vehicles of members shall be parked in the designated parking spaces provided.

Members responding to calls may leave personal vehicles in any area not blocking apparatus response. These vehicles shall be moved as soon as possible upon returning from the alarm.

Any time a Member is working underneath any vehicle inside the station there must be two persons present.

The department will not assume liability for damage to any private vehicle brought into the station.

Members cannot store broken vehicles or abandoned vehicles on Department property. Such vehicles are subject to towing at the owner's expense.

A Fire Officer shall issue department uniform items. These items typically include pants, shirts, and company T-shirts.

Uniform items are provided for the use in identifying the member when performing fire department duties and should be worn for that purpose whenever possible. Use at other times is left at the discretion of the member except that all members must bear in mind that their actions reflect on the department when wearing uniform items.

All members are encouraged to wear uniforms while participating station activities and outside training.

Personal protective equipment can be used only if pre-approved by the Safety Officer or Chief.

When responding to emergency calls Members are expected to present a professional appearance to the public at all times. Members are required to wear proper attire, which will include the following:

- No open toed shoes or slippers
- Long pants if possible
- Clean unsoiled clothing
- No clothing with indecent phrases, words or pictures

MEMBERSHIP AT OTHER DEPARTMENTS

Members who wish to operationally participate with other Volunteer Emergency or Disaster agencies must obtain prior permission from the Fire officers.

Permission will be granted based on our own staffing needs, level of training achieved, overall attitude of the member, and degree to which the member is meeting obligations to this department.

The Chief officer of the other department will be contacted and informed of your membership on this department

SMOKING POLICY

It will be our policy that members not use any tobacco products while on an emergency response. Smoking at the station will only be allowed in a designated smoking area. All smokers are responsible for cleaning up all smoking debris.

AMENDMENT OF HANDBOOK

The Fire Officers shall have the power and authority to amend, alter or repeal this handbook or any provision thereof, and may from time to time make additional policies.

ADOPTION OF HANDBOOK

All policies and provisions within this handbook will go into effect immediately upon being signed by the Chief and the President.

AUTHORIZATION AND IMPLEMENTATION

I have read and authorize all rules and provisions within this Handbook and understand that they will be implemented immediately upon both the Fire Chief and the President's signatures.

FIRE CHIEF

DATE

FIRE DEPARTMENT PRESIDENT

DATE