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Tracy Fire Department
Standard Operating Guidelines
(S.O.G.)

The purpose of this book is to provide you with general information as well as guidelines we must live by to function as an efficient team. It will be continuously updated to keep you abreast to the changes in Fire Department operations and procedures. It is your responsibility, as a member of the department, to read and follow these procedures, and in doing so; we will be able to strengthen our commitment to the City of Tracy and ourselves.

Fire Chief
Tracy Fire Department
City of Tracy

Tracy Fire Department

Our Mission Statement

“To Help People”

Our Mission

**“Be Honest – Be Safe – Be Nice – Treat People
Like they are Family”**

Our Vision

**“To Provide the Best Service and Protection
Possible”**

Our Values and Guiding Principals

“Pride, Honor, and Integrity”

TRACY FIRE DEPARTMENT “RULES OF ENGAGEMENT”

1. We will take great risk to save a life.
2. We will take some risk to save property.
3. We will risk nothing for life and property already lost.

Remember the 4 G's

1. Get in – Safe /Professional / Fast.
2. Get it Done.
3. Get Out
4. Go Home.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
January 18, 2016

Section:
General Rules & Regulations

Number:

Supersedes:
October 1, 2012

Applies to:
All Firefighters

Submitted by Asst.Chiefs
Approved by D. Johnson III, Chief

Subject: GENERAL RULES AND REGULATIONS

PURPOSE: All members of the Department shall be subject to the following rules and regulations.

1. For the purpose of efficient service and discipline, members shall be subject to the orders of their superior officers at all times.
2. The general department policy is that all members, with exceptions of the Chief's, respond to the station on all emergency calls.
3. No member shall report for duty under the influence of a controlled substance or intoxicating liquor or be so while on duty.
4. Every member shall immediately report to the officer in charge any accident or injury to himself, no matter how trivial, sustained while on duty.
5. Every member shall be held responsible for the safekeeping and proper care of his or her personal gear and department equipment.
6. Members shall not divulge information relative to administration of the Department. Request for information concerning the cause, damage, etc.; of an incident shall be referred to the Chief of the Department, or in his absence, the next ranking officer.
7. No member shall divulge any information concerning fires, medicals, accidents, rescue, or HAZMAT.
8. When a member receives an order, which is in conflict with a previous order, they shall inform the officer who issued the conflicting order.
9. Every member shall be subject to call at all times and shall be provided with communications (pagers/radios/Active 911).
10. No member shall leave a scene or the station during or after an alarm unless they have permission of the officer in charge, or you may not receive credit.

11. In the event of any suspicion of incendiaries at a fire, firefighters should notify the OIC. Under no circumstances shall the premises be left unguarded until the investigation is complete.
12. No person other than duly authorized persons shall be permitted to enter a building in which a fire has occurred and where the Department is still in charge without permission of the Officer in Charge. Should permission be granted the officer in charge shall direct a member to accompany the person who so desires admittance and such member shall remain with the person until he/she leaves the building.
13. In the event of a fire death the State Fire Marshal will be immediately notified

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
Organizations

Number:

Supersedes:

Applies to:
All Firefighters

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: ORGANIZATIONS

PURPOSE: The following are some of the organizations associated with the Tracy Fire Department. Many of them are related one way or another and are often referred to by abbreviations, which will also be listed.

TRACY FIRE DEPARTMENT (T.F.D.)

The Tracy Fire Department consists of volunteer Firefighters who have the responsibility for fire protection and emergency services for the City of Tracy and approximately 180 square miles of rural area around the city limits known as the rural fire district.

TRACY FIRE DEPARTMENT RELIEF ASSOCIATION

The Fire Department Relief Association administers the local pension program and consists of two areas of revenue. The City of Tracy sets aside certain funds allocated for the Fire Department pension and the State of Minnesota taxes all fire and related insurance premiums collected by insurance companies 2% and distributes the monies to local departments for their pension. This special fund is limited by state law on how it can be spent for pensions, disabilities, and certain operating expenses.

MINNESOTA STATE FIRE DEPARTMENT ASSOCIATION (M.S.F.D.A.)

This association is a statewide organization of fire departments from Minnesota which membership is encouraged but not mandatory. This organization has an annual meeting once a year in June. Resolutions which affect the firefighters in Minnesota are then passed to the perspective legislature for consideration.

MINNESOTA STATE FIRE CHIEF'S ASSOCIATION (M.S.F.C.A.)

This is the statewide organization of Fire Chiefs from the State of Minnesota with membership encouraged but not mandatory. This organization meets twice a year in June and October to share new ideas for fire departments and their chief officers. Resolutions from meetings are acted upon and passed on to the state agencies and Legislature.

FIREMAN'S RELIEF ASSOCIATION OF MINNESOTA

Basically this is a cooperative type insurance company. It is related to the MSFDA although not officially a part of it. The dues (premiums) are paid by the city and benefits are meant to supplement other insurance. A meeting is held each June along with the state convention.

LYON COUNTY FIRE CHIEFS ASSOCIATION

An association of all fire chief officers in Lyon County also includes a mutual aid agreement tying all fire departments in the county together. Meetings are held quarterly.

MINNESOTA FALLEN FIREFIGHTERS MEMORIAL ASSOCIATION (MFFMA)

This is a statewide organization of firefighters from the State of Minnesota, formed to provide help to the family, fire department and funeral home with planning a line of duty death (LODD). It is not the position of the organization to take over but to work with the fire service to provide the families wishes. MFFMA meets quarterly with the annual meeting in January.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
January 18, 2016

Section:
New Firefighter Information

Number:

Supersedes:
October 1, 2012

Applies to:
All Firefighters

Submitted by Asst. Chief's
Approved by D Johnson III, Chief

Subject: NEW FIREFIGHTER INFORMATION, PROBATION, AND RESPONSE

PURPOSE: Provides a general outline of the Tracy Fire Department and requirements for new members.

ORGANIZATION

The Tracy Fire Department consists of 26 active firefighters, a number set forth by the Chief Officer's.

New active members will serve a probationary period of one (1) year or until they have completed Fire Fighter I & II and First Responder Training.

While a firefighter is on the probationary active status, or is a permanent active firefighter, the city employee hand book and fire department SOG's will apply.

Firefighter's performance reviews shall be conducted on an annual basis.

Officers of the Department are the Fire Chief, two (2) Assistant Chief, and five (5) Captains. New firefighters will be expected to become familiar with the operations of all the firefighting units and will in fact, respond to a fire on the most available truck.

The Fire Chief shall be appointed under City Administrator direction approved by City Council; the Fire Chief shall have command of the Department.

The Assistant Chief shall be appointed under City Administrator direction approved by the City Council; assist the Fire Chief in the operation of the Department and performance of duties and in the case absence of the Fire Chief shall take command of the Department.

The Captains shall be appointed under Fire Chiefs direction approved by the City Council; and assist the Assistant Chief in the performance of duties.

The Safety Officer shall be appointed under Fire Chief direction; and shall oversee the safe operation of the department.

A Secretary may be appointed to keep record of all proceedings of the department, for historical purpose.

The following order of business shall be observed at all regular and special meetings:

1. Roll call;
2. Reading the minutes of the previous meeting;
3. Report of committees;
4. Presentation of bills and action on the same;
5. Communications;
6. Old business;
7. New business;
8. Adjournment;

FINANCING

The Tracy Fire Department is financed by two accounts:

1. City Budget
2. General Account

City Budget

Fire protection within the boundaries of the City of Tracy is funded through the city budget. Property owners pay for this service through their city real estate taxes.

Relief Association General Account:

This is money raised through fundraisers and donations, administered by the relief association for accounting purposes. This money funds such programs as uniforms, fire prevention, special equipment, annual banquet and flowers for ill or injured firefighters.

ATTACHMENTS

1. Tracy Fire Department Standard Operating Guidelines (SOG's) are available. Please read through this booklet and familiarize yourself with the requirements it contains.
2. Firefighter employment forms will be issued and filled out at the time of hire.
3. The Relief Association Treasurer will provide you with an enrollment card for the Firefighter's Benefit Association.

REQUIREMENTS:

1. Application for membership shall not be accepted before the applicants' 18th birthday.

2. All applicants must hold a valid Minnesota driver's license and have a background investigation conducted before being accepted.
3. A written aptitude test shall be given to the applicant (i.e. Civil Service type.) this test will help to indicate competency for fulfilling the duties of a firefighter.
4. Applicants must take the Tracy fire Department physical agility test. This test is to determine the general physical condition of the applicant.
5. The Fire Chief shall appoint a committee to interview the applicants. This interview shall provide information about the applicant and inform the applicant what the department expects of them.
6. All members shall live within twenty (20) minutes of the station; driving in a safe and legal manor.
7. Upon reaching the age of sixty-five (65) year, a member shall be retired from active status.
8. All members accepted on the Department will serve a one (1) year probationary period.
9. All members will complete a fire department prescribed physical after receiving a conditional employment offer.
10. All members will be assigned a mentor.
11. All members will complete a firefighter training course
12. All members will complete and maintain EMR or EMT-B certification.
13. Any member may be put on probation if requirements are not met.
14. Firefighters will not be assigned tasks they have not been trained to perform.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
January 18, 2016

Section:
Fire Response, Drill Attendance, Monthly Meeting

Number:

Supersedes:
October 1, 2012

Applies to:
All Firefighters

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: FIRE RESPONSE, DRILL ATTENDANCE, MONTHLY MEETING

PURPOSE: Inform members of required criteria in regards to response to calls and training.

RESPONSE TO FIRE CALLS

1. All members are required to respond to all fire calls when available. Firefighter response and participation will be reviewed and evaluated on an annual basis.

DRILL/MEETINGS ATTENDANCE

1. All members are required to attend 75% of regular scheduled drills/meetings. These are held the first and third Monday of each Month. Firefighter attendance and participation will be reviewed and evaluated on a monthly basis. Anyone not meeting the criteria shall be terminated.

DRILLS

1. All drills shall begin promptly at the time designated.
2. Members arriving after the start of the drill may not receive drill credit. However, any member who notified the officer in charge of his drill personally of a satisfactory reason for his late arrival after the drill begins may be given drill credit. If a member is refused credit for tardiness, the officer in charge of the drill shall make note of that fact in the drill record.
3. Members leaving before the drill has been declared complete may not receive drill credit. However, any member who notified the officer in charge of the drill personally of a satisfactory reason for his leaving early may be given drill credit. Determination of a "satisfactory reason" will be left to the discretion of the officer in charge of the drill. He shall make note of that fact in the drill report.
4. Drill credit shall be withheld for a member that does not participate in the drill.
5. The Training Officer will make determination of equivalency drill credits for activities other than regular department drills.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
Leaves of Absence

Number:

Supersedes:

Applies to:
All Firefighters

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: LEAVES OF ABSENCE, RESIGNATION OR DISMISSAL

PURPOSE: Inform members of requirements for leaves of absence, resignation or dismissal

MEDICAL LEAVE

1. Will be granted as needed by the Fire Chief, however, a doctors' release may be requested by the Fire Chief as to the firefighter's fitness to return to normal duties.
2. Medical leave shall not exist for a period longer then one (1) year.
3. Medical leave shall be considered regular time as far as longevity is concerned.

MILITARY LEAVE

1. Will be granted when it complies with State or Federal laws.

SPECIAL LEAVE

1. Will be granted for up to ninety (90) days by the Fire Chief, if such request is submitted in writing.
2. Special leave may be considered regular time as far as longevity is concerned. For a period not exceeding 90 days
3. When a firefighter is on a leave of absence, that firefighter cannot respond to calls, take part in training, or participate in any fire department function.

RESIGNATION OR DISMISSAL

1. All Fire Department property will be turned in upon request, to the Fire Chief.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
January 18, 2016

Section:
Uniform Regulations

Number:

Supersedes:
October 1, 2012

Applies to:
All Firefighters

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: UNIFORM REGULATIONS

PURPOSE: Inform members of mandatory uniform requirements.

All members will be furnished a uniform once they have completed their training and certification.

Items to be issued as follows:

- One (1) Navy blue short sleeve shirt
- One (1) Nametag
- One (1) Badge
- One (1) Navy blue pants
- One (1) Black Polo
- One (1) Black Jacket

After five (5) continues years of service each member will retain the above listed items.

DRESS UNIFORM

Should be worn as a formal uniform of the fire department for (Funerals, memorial services, special events, etc.)

- | | |
|---------------------------------|--|
| 1. Navy blue short-sleeve shirt | Badge will be placed on the badge tabs |
| 2. Navy blue pants | on the left chest of shirt. Name tag |
| 3. Badge | will be worn centered 1/8" above the right |
| 4. Name tag | chest pocket. |
| 5. Black boots | |

Remember that any time you wear any thing that represents you as being a Tracy firefighter the community is watching. Act in an appropriate manor.

ALL UNIFORMS SHALL BE NEAT AND CLEAN.

NO SEPARATE ITEMS OF CLOTHING SHALL BE MIXED OR WORN WITH THE UNIFORM WITHOUT PRIOR APPROVAL FROM THE CHIEF.

THE UNIFORM SHALL BE WORN WITH PRIDE AND DISTINCTION. AT NO TIME SHALL A MEMBER PERFORM AN ACT TO BRING DISGRACE TO THIS FIRE DEPARTMENT WHILE WEARING ITS' UNIFORM.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
First Aid Requirements

Number:

Supersedes:

Applies to:
All Firefighters

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: FIRST AID REQUIREMENTS

PURPOSE: Acceptable certifications for First Aid requirement.

1. All members of the Tracy Fire Department shall have a minimum of a First Responder certification or equal.
2. Equal means an Emergency Medical Technician, Paramedic Classification, or any other certified training as approved by the Fire Department.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
Driving

Number:

Supersedes:

Applies to:
All Firefighters

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: DRIVING

PURPOSE: Tracy Fire Department policy in regards to operating fire department equipment, backing apparatus and bad driving.

Operating Apparatus:

1. The driver of all apparatus will make sure all passengers are seated and properly belted in before moving the vehicle.
2. Apparatus operators will drive with due care and use extreme caution before proceeding through controlled or un-controlled intersections
3. Apparatus operators shall drive at speeds that are safe for the conditions, the passengers and the general public.

Backing Apparatus: **Fact-** (80% of the accidents involving City of Tracy vehicles are a result of backing the vehicles. Backing a fire vehicle is hard; it takes time and practice, these problems compound when mirrors are required)

1. Do **not** park in a location that requires you to back up when clearing the scene. (It's always safer to drive forward) The only exception to this is in the rural area where we are required to deal with small farm yards.
2. If the apparatus must back-up, the **driver** will assign two spotters (one in the front of the vehicle and one in the rear of the vehicle) to assist in the backing process.
 - The driver will **not** move the vehicle unless both spotters are visible.
 - The assigned spotters **must:**
 - i. Complete a 360 degree inspection of the area to make sure it is safe to back-up.
 - ii. Assist in the backing process to assure the no person is on the vehicle or in the path of the vehicle.
 - iii. Assist in the backing process to assure that nothing is struck by the backing vehicle.

Bad Driving:

1. Any firefighter reprimanded three (3) times in any 12-month period shall be suspended from driving city owned equipment.
2. Bad driving shall consist of the following:
 - a. Excess speed – Speed limit is posted;
 - b. Careless or reckless driving, endangering someone’s life or your own.
3. Any individual wanting to report bad driving by a firefighter shall report to an officer as soon as possible.
4. Remember all local traffic laws MUST be obeyed when answering fire calls.
5. REMEMBER, THE LIFE THAT YOU SAVE MAY BE YOUR OWN, BY YOUR SAFE DRIVING.

GUIDELINE: The Fire Department will operate under the City of Tracy driving point policy.

CITATION CATEGORIES:

- | | |
|---|----------|
| 1. Minor, no accident involved | 1 point |
| 2. At-Fault accident | 2 points |
| 3. Major (within 3 years) | 6 points |
| 4. Major (4-5 years ago) | 3 points |
| 5. If 2 incidents within the past 18 months, add | 1 point |
| 6. If 3 incidents within then past 18 months, add | 2 points |

STANDARDS:

Upper Limit	<u>4 points</u>
Time period considered	Minor – past 3 years Major – up to 5 years

DEFINITIONS:

Minor:

Any moving traffic citation a driver receives unless it qualifies as Major” as described below. (This does not include cases involving)

1. Motor vehicle equipment, load or size requirements
2. Improper display or failure to display license plates
3. Failure to sign or display registration card
4. Failure to have in possession a valid driver’s license

Major:

Any citation that involves

1. Driving while intoxicated or under the influence of alcohol or drugs
2. Failure to stop and report an accident
3. Homicide, manslaughter, or assault arising out of the operation of a motor vehicle
4. Driving while license is suspended or revoked
5. Reckless driving
6. Possession of opened container of alcoholic beverage
7. Speed contest, drag racing, or attempting to elude an officer of the law.

At-fault accident:

Any accident where the driver is designated as having caused the accident, or negligently contributed to its occurrence.

Incident:

Includes minor citation, at-fault accident, and major conviction definitions above.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
January 18, 2016

Section:
Interviews, Depositions, and Court Testimony

Number:

Supersedes:
October 1, 2012

Applies to:
All Firefighters

Submitted by: Asst. Chief's
Approved by: D. Johnson III, Chief

Subject: INTERVIEWS, DEPOSITIONS, AND COURT TESTIMONY

PURPOSE: To establish a procedure for Tracy Fire Department personnel with regard to reimbursement for all interviews, depositions and court testimony by private attorneys, private investigators, insurance representatives or any other non-public agency on civil cases.

GENERAL:

1. A flat fee of \$150.00 or \$150.00 per hour, whichever is greater, is payable to the individual after the interview, deposition, or testimony.
2. Court testimony fees will include from the time the individual leaves their residence/place of business until the individual returns to said residence / place of business.
3. The individual will also receive the established fee the entire time they are asked to be on call for court testimony.
4. A rate of \$25.00 per copy will be charged for any Tracy Fire Department reports requested.
5. Mileage may be charged at the current IRS mileage rate.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
Travel / Schools / Conferences

Number:

Supersedes:

Applies to:
All Fire Department Personnel

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: Firefighter Reimbursement for Travel / Schools / Conferences

PURPOSE: To make sure all fire department personnel are aware of the IRS rule for proper expense reimbursement for out of City travel, schools, and conferences.

POLICY

It shall be the policy of the Fire Department that all personnel will follow the IRS rule for expense reimbursement. The IRS ruled that **any** expenditure over \$49.00 per-day (including tax and tip) for meals shall be regarded as income as such by the city.

OPERATIONAL GUIDELINES:

1. All out of city training / travel must be pre-approved by the Fire Chief in charge of training.
2. All travel housing arrangements must be pre-approved by the Fire Chief in charge of training
3. All private vehicles used for mileage reimbursement must be pre-approved by the Fire Chief in charge of training
4. The following will be the guide used for daily meal reimbursement for out of city travel.
 - a. Breakfast - \$9.00 (including tax & tip)
 - b. Lunch - \$15.00 (including tax & tip)
 - c. Dinner - \$25.00 (including tax & tip)

There will be **NO** reimbursement for alcohol!

All Meal expenses must have an itemized receipt; credit card receipts without an itemized receipt will not be accepted.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
January 18, 2016

Section:
Call Procedures

Number:

Supersedes:
October 1, 2012

Applies to:
All Firefighters

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: CALL PROCEDURES

PURPOSE: To establish a guideline for apparatus priority of response BE ATTENTIVE FOR CHANGES PER OIC.

RURAL FIRE CALLS

1. 1118, 1117, 1115, and 1112 will respond to all rural calls in the order listed with twelve (12) personnel unless directed differently by OIC.
2. 1114, 1120, 1112-1119, 1115, and 1117 will respond to Vegetation Fires.

RURAL MUTUAL-AID FIRES

1. 1117, 1115, 1112 will respond. Unless other equipment is requested.
2. 1114, 1112-1119, and 1115 will respond to vegetation fires.

CITY FIRE CALLS

STUCTURE FIRES

1. 1118, 1117, 1116, 1112, 1115, 1114, 1110, and 1120 will respond as well as all personnel.

CITY MUTUAL-AID CALLS

1. 1118, 1112, and 1115 will respond on mutual aid calls. Unless other equipment is requested.

RESCUE CALLS :

Note: ALL personnel who respond to rescues, 10-52's and medicals MUST be a minimum of First Responder Certified.

1. 1118, 1117, and 1112-will respond on rescue calls.

MEDICALS

1. Fire personnel will respond on scene unless otherwise paged to Medical Assists.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
January 18, 2016

Section:
Sky warn Procedure Description

Number:

Supersedes:
October 1, 2012

Applies to:
Fire Department Personnel

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: SKYWARN PROCEDURE DESCRIPTION

PURPOSE: Procedures to be used during severe weather.

1. All sky warn-trained personnel will report directly to the Fire Station.
2. Tracy will respond to sky warn positions assigned by Incident Commander with two (2) trained personal at each site.
3. All radio traffic should go directly to the dispatcher or I/C, and personnel should not be calling each other to compare what they have and do not have.
4. Report the following to the dispatcher IMMEDIATELY:
 - a. Suspected Tornadoes
 - b. 50+ mph Winds
 - c. Flooding type Rainfall
 - d. Large Hail
 - e. Confirmed Wall Cloud
 - f. Continuous Severe Lightning
 - g. Sudden change in wind direction and sudden change in temperature such as a drop of 20 degrees or more.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
Reserve/Probationary Firefighter

Number:

Supersedes:

Applies to:
All Firefighters

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: PROBATIONARY FIREFIGHTER POSITION DESCRIPTION

PURPOSE: Protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Firefighters are hired through the established hiring process and recommendation of the Fire Chief. Firefighters have the responsibility for the protection of life and property from the hazards of fire or other hazardous environments.

ESSENTIAL EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES

1. Learns firefighting activities including; laying hose, and performing fire combat, containment and extinguishment tasks.
2. Learns emergency aid activities including administering first aid and providing other assistance as required.
3. Learns salvage operations such as throwing salvage covers, sweeping water, and removing debris.
4. Learns drags, lifts and carries hose and nozzle depending on the type of fire.
5. Learns about creating openings in buildings for ventilation or entrance using appropriate and available manual and power tools.
6. Learns about protecting property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors, and deodorants.
7. Wears appropriate protective clothing and equipment, including self-contained breathing apparatus.
8. Learns about communicating with superior during fire.
9. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects to maintain and upgrade firefighting skills.
10. Attends regular and assigned training sessions.

11. Participates in fire prevention programs.
12. Reports problems with fire equipment, apparatus and facilities to Fire Chiefs.
13. Learns about general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; washes, hangs and dry hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
14. Performs any other tasks as assigned by the Fire Officers.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from high school or GED equivalent with no specialized training.
- b. Must pass a written, physical and oral examination prior to hire.

Necessary Knowledge, Skills and Abilities:

- a. Ability to successfully learn the operation of the listed tools and equipment. Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Ability to act effectively in emergency and stressful situations. Ability to follow verbal and written instructions. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with employees, other agencies and the general public. Ability to meet the special requirements listed below.

Special Requirements

- a. Must be eighteen (18) years of age or older at time of hire.
- b. Must possess a valid Minnesota Driver's License.
- c. No felony convictions or disqualifying criminal histories.
- d. Must live within the fire district.

TOOLS AND EQUIPMENT USED

1. Emergency medical aid unit, fire apparatus, fire pumps, hoses, ladders and other standard firefighting equipment, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed primarily in vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night.
2. Work is often performed in emergency and stressful situations.
3. Individual is exposed to hearing alarms and hazards situations.
4. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, risk of electrical shock, and vibration.

SELECTION GUIDELINES

1. Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and employment medical examination.
2. The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
3. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
January 18, 2016

Section:
Firefighter Position Description

Number:

Supersedes:
October 1, 2012

Applies to:
All Firefighters

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: FIREFIGHTER POSITION DESCRIPTION

PURPOSE: Protects life and property by performing firefighting, emergency aid, hazardous materials, and fire prevention duties.

SUPERVISION RECEIVED

1. Works under the supervision of the Fire Officers.

SUPERVISION EXERCISED

1. None

ESSENTIAL EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES

1. Performs firefighting activities including, laying hose, and performing fire combat, containment and extinguishment tasks.
2. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
3. Respond to fire alarms and other emergency calls, extinguishes or controls fires as a member of a team under the supervision of an officer.
4. Selects drags, lifts and carries hose and nozzle depending on the type of fire.
5. Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure.
6. Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools.
7. Protects property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors.
8. Wears appropriate protective clothing and equipment, including self-contained breathing apparatus.
9. Communicate with superior during fire.

10. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects to maintain and upgrade firefighting skills.
11. Reports problems with fire equipment, apparatus and facilities to Chief's.
12. Performs any other tasks as assigned by the Fire Officers.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Firefighters must meet all the qualifications and training of the Probationary Firefighter.

Necessary Knowledge, Skills and Abilities:

1. Completion of the required firefighter and medical training.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
January 18, 2016

Supersedes:
October 1, 2012

Section:
Fire Captain

Applies to:
Fire Captain

Number:

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: FIRE CAPTAIN POSITION DESCRIPTION

PURPOSE: Protects life and property by performing firefighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION RECEIVED

1. Works under the supervision of the Fire Chiefs.

SUPERVISION EXERCISED

1. Exercises supervision over firefighters or other volunteer personnel, as assigned.

ESSENTIAL EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES

1. Performs and supervises firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
2. Performs emergency aid activities including administering first aid and providing other assistance as required.
3. Receives and relays fire calls and alarms. Operates radio and other communication equipment.
4. Responds to the Fire Station; assumes command in the absence of a superior.

PERIPHERAL STAFF DUTIES

1. Participates in fire prevention programs.
2. One Captain shall performs general maintenance work in the upkeep of fire facilities(toiletries, furnace filters, light bulbs, and etc). Also shall notify the supervising Assistant Chief or Chief of any large repairs or maintenance that is needed. Once authorized this Captain shall coordinate the repairs.
3. One Captain shall maintains and coordinate tests for the fire apparatus, equipment and performs hose testing per NFPA 1962. Also shall notify the supervising

Assistant Chief or Chief of any large repairs or maintenance that is needed. Once authorized this Captain shall coordinate the repairs.

4. One Captain shall have the duties of PPE maintenance, testing, and inspections.
5. One Captain shall have the duties of Training Officer
6. One Captain shall have the duties of Safety Officer.
7. Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, and hazardous materials.
8. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
9. Presents programs to the community on safety, medical, and fire prevention topics.
10. Assists in department supervisory and administrative activities as assigned.
11. Performs any other tasks as assigned by the Fire Chief or Assistant Chief's.

DESIRED MINIMUM QUALIFICATIONS

- a. A Captain must meet all the education and experience requirements of a line firefighter, and;
- b. Two (2) years of experience in the fire service.
- c. Completion of MIMS (Minnesota Incident Management System) or other incident command course.
- d. Completion of a Basic Pump Operators course, or equivalent.
- e. Completion of a Basic Auto Extrication course, or equivalent.
- f. An equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- a. A Captain must meet all the necessary knowledge, skills and abilities requirements of a line firefighter, and;
- b. Knowledge of modern fire prevention, suppression, hazardous materials, and emergency medical principles, procedures, techniques and equipment; knowledge of building, electrical, mechanical and fire codes; knowledge of inspection techniques.
- c. Skill in the operation of the tools and equipment listed below.
- d. Ability to train and supervise subordinate personnel in the duties of their position. Ability to apply standard firefighting, emergency medical, hazardous materials, and fire prevention techniques.
- e. Shall have a working knowledge of the fire department apparatus and its capabilities.

SPECIAL REQUIREMENTS

1. A Captain must meet all the special requirements of a line firefighter.

TOOLS AND EQUIPMENT USED

1. Emergency fire apparatus, fire pumps, hoses, and other standard firefighting equipment. Ladders, first aid equipment, radio, pager, computer, and phone.

SELECTION GUIDELINES

1. Review of education and experience.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1,2012

Section:
Assistant Fire Chief Position Description

Number:

Supersedes:

Applies to:
Assistant Fire Chief

Submitted by D.Johnson III, Chief
Approved by Administration

Subject: ASSISTANT FIRE CHIEF POSITION DESCRIPTION

PURPOSE: Performs a variety of technical, administrative, and supervisory work in assisting the planning, organizing, directing and implementing fire prevention, suppression and first aid to prevent or minimize the loss of life and property.

SUPERVISION RECEIVED

1. Works under the general guidance and direction of the Fire Chief.

SUPERVISION EXERCISED

1. Supervises all subordinate officers and firefighter positions, either directly or through other subordinate officers.

ESSENTIAL EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES

1. Responds directly to the scene when on call. Assumes command in the absence of superior officers.
2. Directs the operation of department personnel and resources at emergency scenes.
3. Assigns personnel and equipment to such duties and use, as the service requires.
4. Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

PERIPHERAL STAFF DUTIES

1. Shall act as the Fire Chief during their absence.
2. Assist in reviews, evaluations, development and implementation of programs, policies and procedures for various departmental operations.
3. Carried out duties in conformance with Federal, State, county and city laws and ordinances.
4. Addresses grievances of fire officers and firefighters, maintains departmental discipline and the conduct and general behavior of fire department personnel.

5. Serves as a member of various committees as assigned by the Fire Chief.
6. Performs any other tasks as assigned by the Fire Chief.

DESIRED MINIMUM QUALIFICATIONS

- a. An Assistant Chief must meet all the education and experience requirements of a Captain, and
- b. Six (6) years accumulated prior work experience in the fire service, including two (2) years of supervisory duties, which much have been equivalent to Captain or higher.
- c. An equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- a. Knowledge of modern fire suppression and prevention and emergency services principles, procedures, techniques, and equipment. Working knowledge of first aid and their applications, considerable knowledge of applicable laws, ordinances, and departmental standard operating guidelines and regulations.
- b. Skill in the operation of listed tools and equipment.
- c. Ability to train and supervise subordinate personnel.
- d. Ability to communicate effectively orally and in writing.
- e. Ability to exercise sound judgement in evaluating situations and in making decisions.
- f. Ability to effectively give and receive verbal and written instructions.
- g. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- h. Must possess a working knowledge of modern management theory, Incident Command System and computer equipment.

TOOLS AND EQUIPMENT USED

1. Emergency fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone and resource manuals.

SELECTION GUIDELINES

1. Review of education and experience.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
Safety Officer Position Description

Number:

Supersedes:

Applies to:
Captain/Safety Officer

Submitted by Asst. Chief
Approved by D. Johnson III, Chief

Subject: SAFETY OFFICER POSITION DESCRIPTION

PURPOSE: Shall have the responsibility to identify and cause correction of health and safety hazards. The Safety Officer shall have the authority to cause immediate correction by informing the Incident Commander of any actions taken to correct immediate hazards or any actions taken to correct imminent hazards at an emergency scene.

SUPERVISION RECEIVED

1. Works under the general supervision of the Fire Chief.

SUPERVISION EXERCISED

1. None.

ESSENTIAL EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES

1. The Fire Chief shall define criteria for the response of the Safety Officer.
2. Observe driving of firefighters to station as well as to the fire scene.
3. Observe operations at the scene of emergency incidents and drills to ensure that safety regulations are being followed. When necessary, the Safety Officer shall recommend or take corrective actions to mitigate safety hazards.
4. Be involved in the process of post incident critiques in order to review the safety factors involved in emergency incidents.

PERIPHERAL STAFF DUTIES

1. The Safety Officer shall develop, review, and revise rules, regulations, and standard operating procedures pertaining to the Fire Department safety and health program for implementation by the Fire Chief.
2. Shall be responsible for the testing and outfitting of all probationary members, including scheduling of the training.

3. Shall periodically report to the Fire Chief on the adequacy and effectiveness of and compliance with the safety-related rules, regulations, and standard operating procedures.
4. Shall periodically survey operations, procedures, equipment, and facilities with regard to maintaining safe working practices and procedures and report recommendations to the Fire Chief.
5. Shall investigate, or cause to be investigated, all occupational injuries, illness, exposures, and fatalities involving Fire Department members and all accidents involving Fire Department apparatus, equipment, or facilities.
6. Shall ensure that training in safety procedures relating to all Fire Department operations and functions is provided to Fire Department members. Training shall address recommendations arising from the investigation of accidents, injuries, occupational deaths, illnesses, and exposures, and the observation of incident scene activities.
7. Performs any other tasks as assigned by the Fire Chief.

DESIRED MINIMUM QUALIFICATIONS

- a. A Safety Officer must meet all the necessary education and experience requirements of a Captain.
- b. A Safety Officer shall have and maintain a general knowledge of Federal, State, and local laws regulating occupational safety and health applicable to the fire service work environment.
- c. A Safety Officer shall have and maintain a general knowledge of current potential safety and health hazards involved in firefighting and other related activities.
- d. Must have held a position as a Lieutenant or equivalent.
- e. Must have served in the fire service for a minimum of five (5) years.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- a. A Safety Officer must meet all the necessary knowledge, skills, and abilities requirements of a Lieutenant.

SELECTION GUIDELINES

1. Review of education and experience.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date: October 1, 2012
Section: Fire Chief Position Description
Number:

Supersedes:
Applies to: Fire Chief
Submitted by Asst. Chief's
Approved by Administration

Subject: FIRE CHIEF POSITION DESCRIPTION

PURPOSE: This is administrative, supervisory and technical work planning, organizing, directing and implementing fire prevention and fire suppression services to prevent or minimize the loss of life and property by fire and other hazardous conditions.

SUPERVISION RECEIVED

1. Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

1. All Fire Department personnel.

ESSENTIAL EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES

1. Directs, plans, coordinates, supervises, evaluates and establishes rules and regulations for fire operation. Develops policies and procedures for fire protection and codes divisions and other department programs. Develops goals and objectives for the Fire Department.
2. Supervises all Fire Department personnel – department officers and personnel. Directly accomplishes or effectively recommends hiring, termination, promotions, transfers, disciplines, adjustments of grievances, training, performance appraisals, assignments of work and other employment conditions.
3. Responds to the scene of alarms and may assume command of activities at the scene of emergencies, as required. Operates fire motor equipment when required. Supervises and directs the investigation of fires. Prepares investigation plan, conducts investigation and gathers information and evidence, and completes investigation reports. Supervises performance of search, rescue and medical activities of the Fire Department.
4. Responds to Hazmat situations under adverse or hazardous conditions. Plans, directs, and coordinates activities and resources at site as needed. Monitors scene, reviews hazard and obtains briefing to determine whether to take control of the situation or what action is to be taken. Communicates with private and public technical support agencies. Works to identify hazardous material conditions;

control spread of contamination and arranges for disposal of the hazardous material(s).

5. Supervises and directs the inspection of buildings and other properties for fire hazard and the enforcement of prevention ordinances. Analyzes building plans to enforce fire codes, and communicates necessary information to the Building Official.
6. Establishes overall plans for and conducts housing inspections to determine compliance with the Housing Redevelopment Authority Standards. Communicates housing violations found during inspections to the appropriate city department(s).
7. Provides assistance and interpretations of department policies, activities and procedures in response to inquiries from the public and other city employees. Represents the Fire Department when conferring with other governmental officials and members of the public. Establishes and maintains mutual aid agreements.
8. Directs the release of information and acts as the Public Information Officer for the Fire Department. Establishes and implements a public information program that is appropriate for both adult and youth regarding fire safety, prevention and emergency activities.
9. Supervises and coordinates the preparation of an annual budget request, directs the implementation of the department budget, and plans for and reviews specifications for capital improvements and new or replaced equipment.
10. Works with the Emergency Management Director to develop and maintain a program designed to meet the needs of the City concerning emergency situations that are life threatening or property threatening.
11. Attends Planning Staff, pre-development, and other meetings as required.
12. Performs related duties as required.

DESIRABLE QUALIFICATION

Eight years of progressively responsible administrative and supervisory experience in a fire department. Knowledge of Fire Code and City Codes. Ability to understand the function of fire department equipment and to assess its safety. Ability to establish and maintain effective working relationships. A working knowledge of budgeting procedures and documentation. Excellent people and communications skills. Use of office equipment and a personal computer.

SPECIAL REQUIREMENTS

Must be able to possess a valid Minnesota driver's license.

WORKING CONDITIONS

The Fire Chief is on call twenty-four (24) hours a day, seven (7) days a week.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
Secretary Position Description

Number:

Supersedes:

Applies to:
Secretary

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: SECRETARY POSITION DESCRIPTION

PURPOSE: This is responsible work in the Fire Department.

1. Shall keep a record of all proceedings of the Fire Department
2. Shall call the roll and record all absences.
3. Shall keep accounts between the members and the department and give notice of all special meetings.
4. Shall collect all assessments, dues, and fines and pay them to the treasurer.
5. Shall make a full report of the money received and turned over to the treasurer.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
Incident Command System (ICS)

Number:

Supersedes:

Applies to:
Fire Department Personnel

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: INCIDENT COMMAND SYSTEM (ICS) DESCRIPTION

PURPOSE: We feel that each emergency incident is different, and has it's own unique command problems and these problems can be remedied through the use of a systems approach. The use of (ICS) provides unity of command and improves safety by providing proper supervision, accountability, coordinated efforts, and improved communications. Incident management also minimizes "freelancing" and can reduce the department's liability, as well as the financial impact on the community.

OPERATIONAL

1. The first officer to arrive on the scene of an emergency incident shall assume command of that incident. The officer in charge (OIC) shall perform size-up of that incident, evaluate resources on hand, probabilities of incident, and available resources to be used, or could be used.
2. The (OIC) shall develop strategic decisions and implement tactical operations.
3. The (OIC) shall be capable of expanding the incident command system as the incident expands.
4. The transfer of command to a higher-ranking officer can be performed in a face-to-face meeting or over the radio.
5. A higher-ranking officer may assume command if he/she feels it is necessary. Any time command is transferred; all personnel at the scene shall be informed.
6. All commanding officers shall stay within their span of control.
7. The incident commander shall establish a command post (CP).
8. The (CP) provides a location from which to manage a "field office" which should allow for:
 - a. A quiet location to think and make decisions;
 - b. A vantage point from which to see;
 - c. A place to write and record;
 - d. Lighting for night operations;
 - e. Reference/preplanning material for information;

- f. Communications equipment;
 - g. Space for staff to help;
 - h. Stationary position to maintain composure.
9. The (IC) shall establish staging a command/marshaling area where units report while waiting for specific assignment(s).
10. Companies in staging are under the control of a staging manager. If operations are not staffed, staging would report directly to the (IC).
11. There are five (5) major functions of the (ICS) which are:
- a. Command;
 - b. Operations;
 - c. Planning;
 - d. Logistics;
 - e. Finance.

COMMAND

1. Manages in incident, develops decisions, and is responsible for the results. The IC implements and retains responsibility for functions not implemented. The command staff includes the liaison officer who interfaces with all assisting agencies. The information officer handles information and media releases and the safety officer monitors hazardous and unsafe situations and initiates actions to prevent unsafe acts.

OPERATIONS

1. Manages all operations directly applicable to the primary mission (fire suppression, rescue, EMS, etc). The operations chief, who is a member of the general staff, allocates and assigns resources to accomplish control of incident.

PLANNING

1. Collects and evaluates incident status information needed to understand the current situation, predict the course of the incident, and prepare control objectives and alternate strategies. The planning chief, who is a member of the general staff, conducts a continuous size-up.

LOGISTICS

1. Provides facilities, supplies, and support. The logistics chief, who is also a member of the general staff, is in charge of services including communications, medical and food.

FINANCE

1. Is responsible for all financial and cost analysis aspects of the incident.

CITY OF HUTCHINSON
Department of Public Safety
Fire/Code Division

Effective Date:
January 1, 2002

Section:
Incident Command System (ICS)

Number:

Supersedes:
November 1, 2001

Applies to:
All Firefighters

Submitted by _____
Approved by _____

Subject: MYTHOLOGY OF INCIDENT COMMAND

PURPOSE: To allow all Incident Commanders in the City of Hutchinson an equal playing field to working together with a Unified Command system to mitigate and control Emergencies that arise.

OPERATIONAL GUIDELINE

1. Perimeter Control
2. Stabilization
3. Neutralization
4. Recovery
5. Disengage

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1,2012

Section:
Critical Incident Stress Debriefing

Number:

Supersedes:

Applies to:
Fire Department Personnel

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: CRITICAL INCIDENT STRESS DEBRIEFING (CISD) DESCRIPTION

PURPOSE: It is the policy of the Tracy Fire Department to offer to employee's access to the CISD team as a means of relieving the traumatic stress caused by a critical incident so as to allow the firefighter to return to his/her duties as soon as possible after an incident.

OBJECTIVE

1. The main objective of CISD is to mitigate and assess the impact of a critical incident and accelerate the return of personnel to duty following an incident. The CISD is an organized approach to the management of stress responses in emergency services. It entails a group meeting between the affected personnel and a debriefing team. This trained team is able to help firefighters talk about their feelings and reactions to a critical incident.

DEFINITION

1. A "critical incident" is any incident, which causes personnel to experience unusually strong emotional reaction that has the potential to interfere with their ability to function. Examples are involvement with disasters, serious injury or death of a co-worker, unusual tragic deaths of children or any other life trauma.

PARTICIPATION

1. The Fire Chief may require an employee to attend a CISD within 72 hours after involvement in a critical incident. Following the CISD assessment, the employee may also be required to seek other professional counseling/assistance that is deemed appropriate by the Fire Chief. Any attributing costs will be borne by the Fire Department.
2. The City of Tracy will provide an Employee Assistance Program for all firefighters and their families if needed. The phone numbers are: (out of Tracy) 1-800-870-6478 or (Tracy) 320-587-6478.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
Infectious Disease Exposure Control

Number:

Supersedes:

Applies to:
Fire Department Personnel

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: INFECTIOUS DISEASE EXPOSURE CONTROL DESCRIPTION

PURPOSE: The Tracy Fire Department recognizes that it's' employees may encounter exposures to infectious diseases through blood borne in their normal working environment. It is the intent of the Tracy Fire Department to promote safe work practices in an effort to minimize the incidence of illness or injury experienced by employees through this "Blood borne Pathogens Standard". Relative to this goal will also be to comply with OSHA's standard 29 CFR 1910.1030.

This Exposure Control Plan objective is twofold.

- a. Protect employees from health hazards associated with blood borne pathogens.
- b. To provide appropriate treatment and counseling should an employee be exposed to blood borne pathogens.

GENERAL PROGRAM MANAGEMENT

RESPONSIBLE PERSONS: There are four (4) major "Categories of Responsibility" that are central to the implementation of our Exposure Control Plan. These roles are defined in the following section.

1. EXPOSURE CONTROL OFFICER

The "Exposure Control Officer" will be responsible for overall management and support of the Tracy Fire Department Blood borne Pathogens Compliance Program. Activities which are delegated to the Exposure Control Officer include but are not limited to:

- a. Overall responsibility for implementing the Exposure Control Plan for the entire facility.
- b. Working with the Chief, Assistant Chiefs, Captains, and other employees to develop and administer any additional blood borne policies and practices needed by support the effective implementation of this plan.
- c. Looking for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary.
- d. Collect and maintain a suitable reference library on the Blood borne Pathogens Standards and blood borne pathogens safety and health information.
- e. Knowing current legal requirements concerning blood borne pathogens.

- f. Acting as facility liaison during OSHA inspections.
- g. Conducting periodic facility audits to maintain a current Exposure Control Plan.

The Safety Officer has been appointed as the Tracy Fire Department's Exposure Control Officer.

The Chief, Assistant Chiefs, and Captains are responsible for exposure control in their respective areas. They work directly with the Exposure Control Officer, the Infection Control Department and the employees to ensure that proper exposure control procedures are followed.

2. EDUCATION/TRAINING COORDINATOR

The Education/Training Coordinator (Captain) will be responsible for providing information and training to all employees who have the potential for exposure to blood borne pathogens. Activities falling under the direction of the coordinator include:

- a. Maintaining a current list of all Fire Department personnel requiring training.
- b. Developing suitable education/training programs.
- c. Maintaining appropriated training documentation.
- d. Periodic review of the training program with the Exposure Control Officer, Chief, Assistant Chiefs, and Captains to include all new information.

3. EMPLOYEES

Employees have the most important role in our blood borne pathogens compliance program. The ultimate execution of much of the plan rests in their hands. In this role, they MUST do things such as:

- a. Know what tasks they perform that have occupational exposure.
- b. Attend the blood borne pathogens training sessions.
- c. Plan and conduct all operations in accordance with work practice controls.
- d. Develop good hygiene habits.

AVAILABILITY OF THE EXPOSURE CONTROL PLAN TO EMPLOYEES

The Tracy Fire Department Exposure Control Plan is available to all employees within their individual policies and procedures manuals.

REVIEW AND UPDATE OF THE PLAN

To ensure our plan remains, the plan will be reviewed and updated in the following circumstances:

- a. Annually on or before July 1st of each year this policy will be updated.
- b. Whenever new or modified tasks and procedures are implemented which affect occupational exposure of employees.
- c. Whenever our employee's jobs are revised that new instances of exposure may occur.
- d. Whenever we establish new functional positions within the Tracy Fire Department that may involve exposure to blood borne pathogens.

EXPOSURE DETERMINATION

In order to assure a successful Exposure Control Plan, we have prepared the following areas within the Tracy Fire Department that have exposure.

1. **Classifications with substantial risk of exposure:** All firefighters regardless of rank actively involved in any suppression, rescue of medical functions or administration of these functions.
2. **Classification with limited risk of exposure:** Individuals involved in custodial care of the fire station administrative areas.
3. **Classifications with minimal or no risk of exposure:** Administrative and support employees who have no involvement with response activities or contact with contaminated individuals or equipment.

METHODS OF COMPLIANCE

In order to effectively eliminate or minimize exposure to blood borne pathogens in the Tracy Fire Department, our plan will deal with compliance in five (5) areas:

1. UNIVERSAL PRECAUTIONS
 - a. All contact with human blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and saliva will be treated as if they are known to be infectious for HBV, HIV and other blood borne pathogens.
 - b. In cases where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids are potentially infectious.
 - c. The Safety Officer is responsible for overseeing our Universal Precautions Programs.

2. ENGINEERING CONTROLS
 - a. Although employees of the Tracy Fire Department do not utilize sharps disposal containers, injection type needles, or IV needles, emergency

circumstances may involve the employee to be within close proximity to their use. Direct contact or assistance with these items should be avoided if at all possible.

- b. Contact with broken glass and jagged metal parts without personal protective equipment WILL be avoided.
- c. Hand washing facilities with antiseptic cleansers are available at the station and at the Tracy Community Hospital. Antiseptic towelettes are readily accessible in all Tracy Ambulances for all employees that have the potential for exposure.

3. WORK PRACTICE CONTROLS

Effective July 6, 2002, the following work practice controls will be implemented. The Safety Officer will be in charge of overseeing these work practice controls.

- a. Employees wash their hands, or use antiseptic towelettes immediately, or as soon as feasible after removal of gloves or other personal protective clothing.
- b. Following any contact with blood or any other infectious materials, employees wash their hands as soon as possible. They also flush exposed mucous membranes with water.
- c. Employees may not eat, drink, smoke, apply cosmetics or lip balm, and handle contact lenses where there is a potential for exposure to blood borne contaminants.
- d. Food or drink is not kept in refrigerators, freezers, or on counter tops that is a potential exposure to blood borne pathogens.
- e. Mouth pipetting/suctioning of blood or other infectious materials is not allowed.
- f. All procedures involving blood or other infectious materials minimize splashing, spraying or other actions generating droplets of these materials.
- g. Items contaminated with blood or other materials are placed in designated leak-proof containers, appropriately labeled, for handling and storage. These bags can be found in the back compartment of all the trauma bags and in the infection control kit located in Rescue 5. These items are to be taken to the Tracy Community Hospital for proper disposal.
- h. If outside container of a primary container occurs, that container is placed within a second leak-proof container, appropriately labeled for handling and storage.
- i. Equipment that becomes contaminated is examined prior to servicing or shipping, and decontaminated as necessary. If an item cannot be feasibly decontaminated, it will be labeled with the type of contaminate, the date of contamination, and the area of contamination. Some equipment may need to be removed from service until known contaminants are no longer active.

4. PERSONAL PROTECTIVE CLOTHING

Personal protective clothing is the “last line of defense” against blood borne pathogens. The Tracy Fire Department will provide to its employees, at no cost to

them, the Personal Protective Equipment that they need to protect themselves against such an exposure. This equipment includes but is not limited to:

- | | | | |
|----|-------------------|----|--------------------|
| a. | Protective Gloves | i. | Turnout Coats |
| b. | Face Shields | j. | Mouthpieces |
| c. | Coveralls | k. | Hoods |
| d. | Face Masks | l. | Bunker Pants |
| e. | Leather Gloves | m. | Resuscitation Bags |
| f. | Safety Glasses | n. | Shoe Covers |
| g. | Goggles | o. | Rubber Boots |
| h. | Pocket Masks | | |

Hypoallergenic gloves, glove liners and similar alternates will be readily available to employees who are allergic to other gloves.

The Safety Officer is responsible for ensuring that all departments and work areas have appropriate equipment available to employees and that they are trained in their use.

To ensure that personal protective clothing is not contaminated and is in appropriate condition, the Tracy Fire Department will use the following practices:

- a. All personal protective clothing is inspected periodically and repaired or replaced as needed.
- b. Reusable protective clothing is cleaned, laundered and decontaminated as needed. Antiseptic soap, brushes and a "clean" sink are readily available in the room on the south side of the Tracy Hospital Emergency Room.
- c. Single use personal protective clothing is disposed of by forwarding equipment to the Tracy Community Hospital (in a red biohazard bag) or at another local health care facility during mutual aid operations.

To ensure the equipment is effective, the following practices will be followed:

- a. Any garments exposed and/or penetrated by body fluids are removed immediately, or as soon as feasible.
- b. All personal protective clothing is removed before leaving the work area.
- c. Gloves will be worn, when anticipation of hand contact of potentially infectious materials, and handling or touching contaminated surfaces.
- d. Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an "exposure barrier"
- e. Utility gloves are decontaminated for reuse unless they are cracked, peeling, or torn or exhibit other signs of deterioration, at which time they are disposed of.
- f. Masks and eye protection are used whenever splashes or sprays may generate droplets of infectious materials.

- g. Protective clothing (such as turnout gear and boots) are worn whenever potential exposure to the body is anticipated. Gowns are available in the infection control kit located in Rescue 5.
- h. Pre-mixed antiseptic spray is available for on-scene decontamination of equipment where needed.

5. HOUSEKEEPING

In order to maintain a state of readiness for all types of emergencies, the Tracy Fire Department employees keep a clean and sanitary work environment. This is accomplished through the following practices:

- a. All equipment and surfaces are decontaminated after contact with body fluids.
 - I. After completion of medical related calls.
 - II. Immediately, or as soon as feasible, when surfaces are overtly contaminated.
 - III. After spilling blood or other potentially infectious diseases.
 - IV. At the end of the work shift if the surface may have been contaminated during that shift.
- b. All pails, bins, cans and other receptacles intended for uses routinely are inspected, cleaned and decontaminated as soon as possible if visibly contaminated.
- c. Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongues, forceps, etc).

Regulated waste (contaminated laundry, used bandages, and other infectious materials) will be handled very carefully. Procedures used to ensure for these types of waste include:

- a. Contaminated items are "bagged" in containers that are closable, puncture resistant, leak-proof, and red in color or labeled with the appropriate biohazard warning.
- b. Containers for this waste are easily accessible to employees in all the trauma bags and in Rescue 5.
- c. Waste containers are maintained, routinely replaced and not allowed to overfill.
- d. Contaminated laundry is handled very little and is not sorted or rinsed where it is used.
- e. Movement of containers from one area to another is done with containers closed and placed inside an appropriate second container if needed.

Building maintenance is responsible for all in-house contaminated waste. Units in the field are encouraged to use ambulance or local health care facilities contaminated waste facilities.

HEPATITIS B VACCINATION, POST-EXPOSURE VALUATION AND FOLLOW-UP

1. VACCINATION PROGRAM

- a. To protect the employees as much as possible from the possibility of Hepatitis B infection, the Tracy Fire Department has implemented a vaccination program. This program is available, at no cost, to all employees that have occupational exposure to blood borne pathogens. The Safety Office is responsible for setting up and operating the vaccination program.
- b. Vaccinations are performed under the supervision of a licensed physician or other health care professional. Employees taking part in the program are on file with the Chief Training Officer.
- c. Employees who decline to take part in the program have signed a "Vaccination Declination Form" which can be found on file at the same location.

2. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an employee be involved in an incident where exposure to blood borne pathogens may have occurred, there are two (2) things the department immediately focuses efforts on:

- a. Investigating the circumstances surrounding the exposure incident.
- b. Ensuring the employee receives medical consultation and treatment (if required) as expeditiously as possible.

A chief officer will investigate every exposure incident within 24 hours after the incident occurs and involves gathering the following information:

- a. Date and time the incident occurred.
- b. Where the incident occurred.
- c. What potentially infectious materials were involved?
- d. Source of materials.
- e. Under what circumstances the incident occurred.
- f. How the accident was caused.
- g. Personal protective equipment being used at the time of the incident.
- h. Actions taken as a result of the time of the incident.
- i. Actions taken as a result of the incident such as decontamination, cleanup and notifications made.

After this information is gathered it is evaluated, a written summary of the incident and its causes is prepared and recommendations are made for avoiding similar incidents in the future on an "Accident/Incident Investigation Report".

Tracy Fire Department has set up a comprehensive post-exposure evaluation and follow-up process. The Chief Officers will oversee this program. All these individuals have Post-Exposure Evaluation and Follow-up Checklists.

Information involved in this process is confidential and must remain so. Tracy Fire Department will do everything possible to protect the privacy of the people involved. An exposed employee is provided with the following information:

- a. Documentation regarding routes of exposure and circumstances under which the exposure occurred.
- b. Identification of the source individual (unless prohibited by law).

Tests will be done on the source individual to determine the presence of infectious diseases. This information will be made available to the infected employee if not prohibited by law.

Tests will then be done to the exposed employee, at no cost, for that infectious disease. An appointment will be arranged with a qualified health care professional to discuss the employee's medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment.

3. INFORMATION PROVIDED TO THE HEALTH CARE PROFESSIONAL

To assist the health care professional, the following documents will be forwarded to them:

- a. A copy of the Blood borne Pathogens Standard.
- b. A description of the exposure incident.
- c. The exposed employee's relevant medical records.
- d. Other pertinent information.

4. HEALTH CARE PROFESSIONAL WRITTEN PERMISSION

After the consultation, the health care professional provides the Tracy Fire Department with a written opinion evaluating the exposed employee's situation. A copy of this opinion will be furnished to the employee. The written opinion will contain only:

- a. Whether vaccination is recommended for the employee.
- b. Whether the employee has received the vaccination.
- c. Confirmation that the employee has been informed of the results of the evaluation.
- d. Confirmation that the employee has been told about any medical conditions resulting from the exposure incident, which require further evaluation or treatment.

Other findings or diagnosis will remain confidential and will not be included in the report.

5. MEDICAL RECORDS

The Chief maintains comprehensive medical records for each employee, which includes but is not limited to:

- a. Name of employee.
- b. Social Security Number of the employee.

- c. A copy of the employee's vaccination status with dates of any vaccinations and medical records pertinent to employee's ability to receive vaccinations.
- d. A copy of the "Vaccination Declination Form" should the employee not want vaccination at this time.
- e. A copy of the information provided to the health care professional as a result of the exposure to blood borne pathogens.

LABELS AND SIGNS

All items, equipment, evidence and clothing will be in a red bag with the word "biohazard" on it or have a red biohazard-warning label on it.

INFORMATION AND TRAINING

A comprehensive training program has been established for all employees of the Tracy Fire Department. Employees will receive four (4) hours of training originally in conjunction with their general firefighting and first responder training and a minimum of one (1) hour each year as a refresher. Additional training will be made available to those employees who change job functions and as new procedures are developed.

The Safety Officer is responsible for seeing that all employees who have potential exposure to blood borne pathogens receive training. The Tracy Community Hospital Medical Director, County Health Services, and County Family Services will give assistance.

1. TRAINING TOPICS

The topics included in the training program include but are not limited to:

- a. The Blood borne Pathogens Standard.
- b. Epidemiology and symptoms of blood borne disease.
- c. Modes of transportation of Blood borne Pathogens.
- d. Tracy Fire Department Exposure Control Plan
- e. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and potentially infectious materials.
- f. Review of the limitations of methods that will prevent or reduce exposure, including engineering controls, work practice controls, and personal protective equipment.
- g. Selection and use personal protective equipment.
- h. Visual warnings of biohazard.
- i. Information on Hepatitis B Vaccine including efficiency, safety, method of administration, benefits of vaccination, Tracy Fire Department free vaccination program.
- j. Actions to take and persons to contact in an emergency involving blood and potentially infectious materials.
- k. Procedures to follow if an exposure incident occurs, including incident reporting.
- l. Information on post-exposure follow-up evaluation and follow-up, including medical consultation, that Tracy Fire Department will provide.

2. TRAINING METHODS

The Tracy Fire Department will provide this training to their employees at not cost through classroom type settings, video tape programs, training manuals, employee handouts, employee review sessions and other training methods deemed appropriate by the training officer.

3. RECORD KEEPING

Training records will include dates, contents/summaries, names of qualified instructors, names and jobs of employees attending the training session. These training records are available for examination and copying to our employees and their representatives, as well as OSHA and its representative.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
Fire Ground/HazMat Accountability

Number:

Supersedes:

Applies to:
Fire Department Personnel

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: FIRE GROUND / HAZMAT ACCOUNTABILITY DESCRIPTION

PURPOSE: To ensure that all firefighters are accounted for at the scene of an emergency

POLICY

It shall be the policy of the Fire Department that all firefighters are accounted for at the scene of any emergency. The officer in charge is responsible for accountability until they assign that responsibility to an Accountability Officer and implement this guideline at all emergencies.

DEFINITIONS

The "Hot Zone" is defined as any place inside the structure or on top of the structure for ventilation or any other purpose or as defined by the OIC.

OPERATIONAL GUIDELINE

The accountability system begins immediately upon arrival of firefighters at the fire station; all personnel will adhere to the following operational guideline:

1. All firefighters shall be issued two (2) accountability tags that will be attached to the left sleeve of each turn-out coat.
2. The OIC shall give the initial assignment(s) to a crew, a crew will consist of three (3) firefighters a crew leader and two firefighters.
3. Crews assigned to enter the "Hot Zone" will check in with the designated accountability officer.
4. Crews leaving the "Hot Zone" will check out with the assigned accountability officer
5. All Crews not assigned a task will stand by at staging.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
October 1, 2012

Section:
Drug & Alcohol

Number:

Supersedes:

Applies to:
Fire Department Personnel

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: DRUG AND ALCOHOL GUIDELINE

PURPOSE: To ensure that all personnel are aware of the responsibility of responding to an emergency under the influence of drugs or alcohol.

POLICY

It shall be the policy of the Fire Department that if a firefighter has consumed drugs or alcoholic beverage shall not respond to medical or rescue assignments.

OPERATIONAL GUIDELINE:

1. During normal or scheduled work times or events (e.g. Monday training and fire prevention) the city employee policy will be followed.

EMERGENCY UN-SCHEDULED EVENTS:

1. The Fire Officer in Charge shall restrict the activities of any firefighter, as s/he deems appropriate if the Fire Officer in charge reasonably believes or suspects that the firefighter may be unable for any reason to safely and properly perform the duties of a firefighter.
2. In any case of a scheduled social event that may involve consumption of alcohol by a substantial percentage of the Fire Department members, the Fire Chief may arrange in advance for an emergency response crew or by following mutual aid agreements.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:
January 19, 2016

Section:
AED Operation

Number:

Supersedes:
October 1, 2012

Applies to:
Fire Department Personnel

Submitted by Asst. Chief's
Approved by D. Johnson III, Chief

Subject: Defibrillation with the AED

PURPOSE: To ensure that all firefighters are familiar with the proper operation and procedures to defibrillate a person having a heart attack using the Vivalink AED

POLICY

It shall be the policy of the Fire Department that all members will be trained and qualified to properly operate the Vivalink AED. All department members will have a minimum of an annual refresher with the policy and procedures of the Vivalink AED.

BASIC CONCEPTS:

1. An immediate evaluation of Airway, Breathing, and Circulation should be performed on all patients by the first firefighter who arrives on the scene. The Vivalink AED is to be applied **ONLY** to **UNCONSCIOUS** patients who have **NO PULSE**. Do not apply the Vivalink AED to any patient who is awake or has a pulse.
2. If on initial assessment, a pulse is present, assist ventilation if needed and administer oxygen. **DO NOT SHOCK PATIENTS WHO HAVE A PULSE!** Defibrillation would only be performed when the patient is unconscious, has no pulse, and the Vivalink AED advises a shock.
3. If on initial assessment the patient is found to be UNCONSCIOUS with NO PULSE, the first firefighter arriving at the scene should initiate CPR following current American Heart Association (AHA) guideline. The defibrillator pads should be applied to the patient.
4. As long as the cardiac monitor defibrillator determines that defibrillation should be performed, one shock of 200 joules should be delivered after each 2 minutes of CPR
5. For infants and children less than 8 years old and weighing less than 55 pounds, the pediatric defibrillation pads shall be used.

6. Continue to follow the instructions given by the Vivalink AED until the Ambulance staff assumes responsibility for the patient.

OPERATIONAL GUIDELINES:

1. The first firefighter arriving at the scene should immediately assess Airway, Breathing, and Circulation. If the patient is UNCONSCIOUS, open the airway; give two respirations, then check the pulse. If NO PULSE, the firefighter should immediately apply the Vivalink AED. While continuing to perform CPR for two (2) minutes
2. Turn on the Vivalink AED by lifting the lid and then follow the voice instructions given.
3. The two electrodes are interchangeable and are placed:
 - One on the right upper chest with the top edge along the collar bone
 - One on the left lower chest with the bottom edge along the lower rib cage
4. When the electrodes have been placed, and after two (2) minutes of CPR the Vivalink AED will automatically analyze the patient's heart rhythm and will electrically charge if a shock is advised. Do not touch the patient during the analyzing or charging process
5. If a shock is advised, you will hear: "Stand clear! Push flashing button to rescue!" Before pushing the button, ensure that everyone is away from the patient by saying the following
 - "One, I am Clear"
 - "Two, the Patient is clear"
 - "Three, Shock Now, Push the button"This procedure should be repeated each time a shock is given.
6. The Vivalink AED will immediately reanalyze the patient and advised if a shock is indicated. Follow the advice given by the Vivalink AED and do not touch the patient unless advised to check pulse.
7. As long as shocks are indicated, the Vivalink AED will automatically advise on 0 (1) shock after two (2) minutes of CPR, this sequence will be repeated. Two minutes CPR one shock! ect.
8. If the Vivalink AED detects a nonshockable rhythm, you will hear: "Check pulse! If no pulse, give CPR!" Immediately check a pulse and if no pulse is felt, begin CPR. If a pulse is present, assist ventilations if needed and administer oxygen. **DO NOT SHOCK PATIENTS WHO HAVE A PULSE!**
9. Continue to follow the directions given by the Vivalink AED until the ambulance staff arrives and assumes responsibility for the patient.

CITY OF TRACY
Department of Public Safety
Fire/Code Division

Effective Date:

October 1, 2012

Supersedes:

Section:

Background Information

Applies to:

All Firefighters

Number:

Submitted by Asst. Chief's

Approved by D. Johnson III, Chief

Subject: Background Investigations

PURPOSE: Minnesota State statute 299F.035 grants fire departments the authority to access criminal / driving history information on prospective job applicants.

POLICY:

Before hiring a prospective job applicant the Tracy Fire Department shall request a criminal / driving history background check. Any applicant refusing to consent to said background check may be removed from consideration.

OPERATIONAL GUIDELINE:

1. All prospective applicants shall read and return a signed fire department data practices advisory form to be placed into their personnel file.
2. All applicants shall provide a signed informed consent authorization and release form.
3. All applicants shall fill out completely and sign the criminal and driving history form
4. The Tracy Police Department will conduct the history checks through but not limited to NICIC / MINCIS and fingerprint checks on a state and national level.
5. The Fire Chief with the assistance of human resources will review and maintain all background information in a secured file.