



# Operations Manual

## Introduction

The Seeley Lake Rural Fire District has been determined to be a Political Subdivision of the State of Montana and is subject to the provisions of state and federal employment law. The documents contained herein apply to all members of the Seeley Lake Rural Fire District.

The purpose of this working manual is to:

- Provide fair and consistent human resource management practices at the Seeley Lake Rural Fire District,
- Provide sound guidance to district members based on sound management principles,
- Comply with State and Federal laws.

The word "**may**" shall be interpreted as permissive. The word "**shall**" will be interpreted as mandatory.

The word "**district**" means the Seeley Lake Rural Fire District. The district is the Governing Board where ever referenced in these documents. The word "**board**" means the Board of Trustees of the Seeley Lake Rural Fire District.

The district may periodically require members to review these policies and procedures and any updates and acknowledge in writing that they have read and understand them.

## **Mission Statement**

The Seeley Lake Rural Fire District mission is to provide a professional level of Emergency Fire/EMS services to the people of our communities using the best equipment and training possible.

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# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 05/01/2018

**Number:** Admin 2

**Title:**

**How to recommend changes to District Standard Operating Procedures and Guidelines.**

**Scope:**

This Standard Operating Procedure applies to all District Members

**Purpose:**

To provide a structure by which District Standard Operating Procedures and Guidelines may be amended to keep up with changes in technology, statutes, training protocols etc. Standard Operating Procedures and Guidelines cannot address every eventuality we may encounter, nor are they intended to do so. They are presented with the intent of providing a safe, efficient and standard structure for accomplishing various tasks. As the District grows and changes so must these Procedures and Guidelines. The growth and vitality of our District depends upon the good judgment and imagination of all of us. Standard Operating Procedures and Guidelines provide a basis for good judgment.

**Procedure:**

- Any District Member may propose and initiate a change in a Standard Operating Procedure or Guideline.
- The respective Officer must first review proposed changes initiated by a Volunteer Member.
- The Officer or his designated representative shall submit the proposed change to the District Fire Chief.
- The District Fire Chief will consider input from all persons affected by the proposed change.
- The District Fire Board will be informed of all proposed changes.
- All changes to Administrative Standard Operating Procedures must be presented to the District Board of Directors for approval
- The District Fire Chief may approve Standard Operating Procedures or Guidelines other than Administrative.

**Approvals:**

District Chief, \_\_\_\_\_

Date, \_\_\_\_\_

Fire Board, \_\_\_\_\_

Date, \_\_\_\_\_

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** Admin 1

**Title:**

**Standard Operating Procedures & Guidelines Effective Date**

**Scope:**

This Standard Operating Procedure applies to all Standard Operating Procedures and Guideline dated prior to 06/01/2018

**Purpose:**

Over recent years there have been numerous documents identified as Standard operating Procedures and Standard Operating Guidelines in several different formats. Additionally, there has been some confusion as to which are current and valid and which are not. A new set of updated Standard Operating Procedures and Guidelines has been developed and issued to all stations and all members. Some have been merely changed in format with the content remaining the same. Some have been omitted altogether and there are some new ones. The purpose of this Standard Operating Procedure is to define the effective date of the new set of Procedures and Guidelines

**Procedure:**

- Effective 6/01/2018 all previous written Seeley Lake Rural Fire District Standard Operating Procedures and Guidelines shall be considered obsolete and void as they are replaced by this manual.
- Discard and destroy all previous Standard Operating Procedures and Guidelines as they are replaced.
- Review the new Procedures and Guidelines.

**Approvals:**

District Chief,



Date,

6/28/18

Fire Board,



Date,

7/6/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** Admin 3

**Title:**

**Items for the District Board of Directors Meeting Agenda**

**Scope:**

This standard operating procedure applies to all persons desiring to submit items to be placed on the meeting agenda of the Fire District Board of Directors

**Purpose:**

To provide a means for any person to request an item be placed on the agenda of the Fire District board of Directors meeting and to provide the Board of Directors timely notification of agenda items.

**Procedure:**

- Agenda items may be submitted for consideration at any time to the District Fire Chief. This will be shared with the Chairman of the Board for total transparency.
- Agenda items may be submitted at the District Office during normal business hours. (8:00AM - 5:00PM Monday through Friday, holidays excepted)
- Agenda items must be submitted no less than 15 days prior to the meeting at which it is to be considered by the Board for the staff to properly prepare and place the item on the agenda.
- The District staff will prepare for the agenda item and attach supporting materials.
- The District staff will research the issue and, if appropriate, make a recommendation to the Board.
- The District staff will determine the fiscal impact of the issue and include it with the supporting materials.
- The District Fire Chief shall submit new agenda items to the Fire District Administrator no less than 7 days prior to the meeting at which the item is to be presented to the Board of Directors.

\* The Fire Chief may choose to address the requested item(s) without placing on the agenda for Board review. The Chairman of the Fire Board of Directors reserves the right for final decision of what items will be placed on the meeting agenda.

**Approvals:**

District Chief,  Date, 8/22/18

Fire Board,  Date, 8/23/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** Admin 4

**Title:**

**Fee Schedule for use of District Resources**

**Scope:**

This fee schedule applies to the use of all Fire District resources for which a fee may be charged or reimbursement be claimed.

**Purpose:**

This fee schedule defines the fees for the use of Fire District Apparatus, equipment and personnel. Many uses of District Resources may be subject to reimbursement, either through Montana Annotated Code, court mandated restitution or an advance fee charged for the use of a resource for a \*\*special event or situation. The fee schedule is a cost recovery mechanism intended to be equitable to both the user of the resource and to the taxpayers of the District. Rates established in negotiated mutual aid or automatic aid agreements shall prevail over fees scheduled below.

The District will provide standby medical and fire safety protection for incidents within the District at no cost, providing the requesting government agency is a public agency within the District. Fees shall be charged for all other requests for stand-by medical and fire safety protection unless waived by action of the District Board of Directors.

All standby requests for special events or situation standby's must be submitted to the District Office, in writing, no less than 15 days prior to the date of the event.

Payment is due within 30 days of invoice for services and may be subject to customary finance charges.

\*\*Special Events or Situation Standby's include, but are not limited to, parades, fairs, rodeo events, motor sport events, exhibitions, motion picture filming, bicycle events, foot races or walks.

\*\*\*All Standby events are subject to a \$200.00 minimum per event charge to cover scheduling and administrative fees as well as base equipment and labor charges. Late cancellations may be subject to the minimum event charge. Minimum event charge will be applied to the final event billing.

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## Standard Operating Procedure

### Fee Schedule

#### Equipment:

- Type I Engine (Structure) \$108/hr
- Type III Engine (Brush) \$88/hr
- Command/Support \$100/Day & .57/mile
- Patrol (Type VI) \$62/hr
- Ambulance \$75/hr
- Water Tender \$108/hr
- Squad/Rescue \$175/hr
- Interstate Structure Protection Trailer \$75/Day

#### Personnel:

- Firefighters, EMT's, Drivers \$40/hr
- Firefighter/Paramedic \$43/hr
- Captain \$45/hr
- Battalion Chief/Duty Officer \$60/hr

#### Special Event or Situation Stand By Rates

- Minimum Event Charge to cover administrative and scheduling fees as well as base equipment and labor charges \$125/hr
- Type I Engine \$110/hr
  - Includes 1 Captain, 1 Operator and 2 firefighters
- Type III Engine \$90/hr
  - Includes 1 Engine Boss and 2 Firefighters
- Ambulance: ALS \$75/hr
  - Includes 1 Paramedic and 1 EMT
- Water Tender \$110/hr
  - Includes 1 Firefighter/Operator

#### Replacement costs for equipment contaminated, consumed or damaged)

- Variable charges based on actual incurred replacement costs and/or labor required to repair, maintain, sanitize or replace

#### Other related references:

Agreement for Services Form

#### Approvals:

District Chief, [Signature] Date, 6/28/18

Fire Board, [Signature] Date, 7/6/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** Admin 5

**Title:** Confidential Personnel Files

**Scope:**

This Standard operating Procedure applies to all District members

**Purpose:**

The Fire District maintains an individual file on each member of the District. Typically, a personnel file contains information such as training records, letters of commendation, personal history, copies of licenses and certificates. A file may also contain information regarding discipline and/or any other information pertinent to the District member and the Fire District. Each member is entitled to know what is in his or her file and must be allowed reasonable access to it. This procedure provides all District members a means of access to their own personnel file in order that they may review and be knowledgeable regarding its contents.

**Procedure:**

- District personnel files are strictly confidential. These files are maintained in a locked file cabinet in the District Office.
- District personnel files and their contents are the property of the Seeley Lake Rural Fire District.
- Any District Member or their properly designated representative may have access to their personnel file.
- Access will be allowed by appointment only and only during normal business hours.
- Review of the contents of a personnel file by a District Member must be conducted in the presence of the District Fire Chief or the Office Supervisor.
- A District Member may request to place pertinent information into their own file. The request must be made through the District Fire Chief or the Office Supervisor.
- Information and materials may be removed from a personnel file only with approval of the District Fire Chief.

**Other related references:**

**Approvals:**

District Chief,  Date, 6/28/18

Fire Board,  Date, 7/6/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** Admin 6

**Title:**

**Use of District Credit Cards**

**Scope:**

This policy applies to all personnel using District credit cards.

**Purpose:**

To establish a standard procedure and strict accountability for the use of Fire District credit cards.

**Procedure:**

- The use of Fire District credit cards is limited to those persons approved by the District Fire Chief or his designee, or the District Board of Directors.
- Credit cards are issued only through the District Office.
- All persons receiving a District credit card will be personally responsible for all purchases made on that card during the period that the card is issued to them.
- Itemized receipts for all purchases must be submitted to the District Office as soon as practical following the purchase. Purchases made without an itemized receipt will become the personal responsibility of the person to which the card was issued.
- In some instances, a written explanation justifying a purchase may be required.
- Unauthorized purchases will be billed back to the person responsible for the card at that time.
- Under no circumstances shall a District credit card be used to purchase any of the following.
  - \* Alcoholic beverages
  - \* Prescribed medications
  - \* Items or services of a personal nature
  - \* Gasoline or diesel for a personal vehicle
  - \* Tobacco products
  - \* Personal phone calls
  - \* Hotel Video rentals
  - \* Room service

**Approvals:**

District Chief,  Date, 6/28/18

Fire Board,  Date, 7/6/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** Admin 7

**Title:** Background Checks

**Scope:**

Because the position of firefighter is one of public trust and is public safety sensitive, it is the policy of the Seeley Lake Rural Fire District to conduct background checks on all applicants and members in accordance with Montana Code Annotated (MCA) § 31-3-111.

**Purpose:**

Anyone wishing to participate in the volunteer program shall complete the same requirements outlined for paid employment.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant or member. Determinations of suitability based on criminal background checks will be made consistent with this policy and any applicable law or regulation.

**Procedure:**

### DATABASES CHECKED FOR CRIMINAL HISTORY

The background check may include searching the following databases for a criminal history:

- MBI fingerprint search
- FBI fingerprint search
- 50 State Criminal History Database
- National Sexual Offender Database
- National Orders of Protection Database
- National DMV Database

### ACCESS TO BACKGROUND CHECK INFORMATION

Access to the contents of a background check report is limited to the Fire Chief, District Administrator, Missoula County HR, and District Board of Directors.

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### MAINTENANCE OF BACKGROUND CHECK INFORMATION

The information collected in the criminal background check shall not be part of the members personnel file. The department shall maintain criminal background check reports in a separate file under lock and key or maintained electronically by the background check agency. The department shall maintain the criminal background check reports for the duration of employment plus three (3) years.

Members and applicants shall, upon request:

1. Provide past work history and personal references to be checked by the department.
2. Agree to the release of information and investigative records to the department, or to any agency that contracts with the department, as may be necessary for verifying whether the individual has been convicted of any criminal activity as well as verifying DMV violations records.
3. If requested, supply a fingerprint sample and submit to a criminal history records check to be conducted by the Montana Bureau of Investigation, the Federal Bureau of Investigation, other law enforcement agency, or any legally authorized entity.
4. Agree to the release of any information required for a criminal background investigation by a professional background screening organization or criminal background check service or registry.

If a background check reveals felony conviction of the following types, the applicant will not be eligible for membership:

- Violence
- Theft
- Sex offenses
- Arson

Any applicant who is required to register as a sex offender is not eligible for membership.

A felony drug conviction or DUI conviction within the previous five (5) years will exclude an applicant from consideration for membership.

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## Standard Operating Procedure

More than three (3) moving violations within the previous five (5) years will exclude an applicant from consideration for membership.

Other felony or misdemeanor conviction findings not specifically stated above will require a case by case review and consideration by the Fire Chief before a final offer of membership is made. Rehabilitation efforts, e.g., education/training;

The applicant will be given an opportunity to present evidence to the Fire Chief and the District Board and answer questions regarding the conviction if they so choose. Additionally, the Fire Chief and District Board retain the right to question the applicant regarding the findings of the background check if they so choose.

Any member convicted of any other felony offense will be immediately placed on administrative leave pending review by the Fire Chief and may be subject to immediate termination.

Any member convicted of any misdemeanor offense will be immediately placed on probation pending review. The employee or member may be placed on administrative leave at the discretion of the Fire Chief pending formal review.

Any member who receives multiple or repeated infraction citations may be subject to, at the discretion of the Fire Chief disciplinary action up to and including termination.

Any member who has been dismissed, terminated or given the option to resign and wishes to reapply for membership will be subject to review by the Fire Chief and must receive approval prior to receiving any offer of employment or membership.

\*The department shall pay for the cost of the background check.

\* In accordance with Montana Code Annotated (MCA) § 31-3-112, background checks will not include any criminal information that is more than seven (7) years old.

### Approvals:

District Chief,  Date, 6/28/18

Fire Board,  Date, 7/6/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** Admin 8

**Title:** Corrective Action

**Scope:** The procedure applies to all members of the Seeley Lake Rural Fire District

**Purpose:**

To establish a uniform procedure for handling discipline, suspension or dismissal of Seeley Lake Rural Fire District Members. This policy may or may not be progressive depending on the infraction(s).

**Procedure:**

The Fire Chief has discretion for the application of the corrective action plan or procedure

Any member may be placed into corrective action up to and including dismissal from the Seeley Lake Rural Fire District membership as determined by the Fire Chief. This decision will be made in consideration of actions and/or behaviors that are not within the best interest of, or that reflect a negative image for the Seeley Lake Rural Fire District. These actions or behaviors may or may not be associated with actual District Operations and may result from actions taken outside of the confines of an emergency scene.

All allegations or complaints shall be in a written and signed document before submitting to the Fire Chief by the investigating officer. If the complaint or allegation is from the public or involving the public it may be made directly to the Fire Chief.

This list for examples of allegations or complaints may be but is not all inclusive:

- Deviation from rules, regulations by any member of the Seeley Lake Rural Fire Department.
- Violation of the SLRFD Code of Conduct
- Inefficiency or incapacity for the performance of duty.
- Neglect of duty.
- Suspicion of reporting to station or emergency call while impaired.

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## Standard Operating Procedure

- Insubordination.
- Careless or reckless operation of any motor vehicle.
- Conduct prejudicial to good order or discipline such as: disorderly behavior, provoking or harmful mischievous conduct; quarreling, threatening, or fighting, meddling with SLRFD property or belongings of others; hazing or similar acts.
- Possible theft

Allegations or Complaints brought against members shall be made to a company officer in a written and signed document. If the allegation or complaint is against the Fire Chief, it shall be in a written and signed document given to the Chairman of the District Board of Trustees to be taken to the Board for deliberation and implementation of decision.

Any member accused of violating any District core behaviors such as the example infractions previously listed, shall have the right to answer to the complaint in writing during the investigation.

### **Types of Corrective Action:**

#### **Initial Reminder (Oral Reprimand)**

Shall consist of an oral statement of reprimand made to the member. A written record of this oral statement shall be made and kept in the member's personnel file for a period of one (1) year.

#### **Advanced Reminder (Written Reprimand)**

Shall consist of a written statement of reprimand delivered to the member, a copy of which shall be placed in the member's personnel file and shall become a permanent part of his/her records. The Chief may elect to use Advanced Reminder to document a repeat offense of a minor infraction, or a more serious single infraction for which dismissal or suspension is not appropriate. Advanced Reminders shall include in the Corrective Action Form:

- The date of preparation
- A description of the incident
- The rule or policy violation
- An explanation of what the member will do to correct this behavior, written by the member.
- The disposition of the document

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

- The signature of both the Chief and the member, as an indication that the member understands (not necessarily that he/she agrees with) the contents of the document and has received a copy.

A Corrective Action meeting that is reasonably convenient for the member will be scheduled to discuss the actions decided by the Fire Chief. If the member is not compliant with documented timelines, then dismissal from the membership may follow.

### Final Warning (Suspension)

Shall consist of a Corrective Action form providing written notice to the member that he/she is suspended from participating in any emergency calls and/or Seeley Lake Rural Fire District activities for a specified number of days for behaviors stated in the notice.

A Corrective Action meeting that is reasonably convenient for the member will be scheduled to discuss the actions decided by the Fire Chief. If the member is not compliant with documented timelines, then dismissal from the membership may follow.

### Dismissal

Shall consist of dismissing the member from the Fire District after written notice that is given to the member and shall state the grounds thereof. The following list of potential items which may result in termination is NOT all inclusive. The decision for dismissal is made by the Fire Chief.

- Documented repeated behaviors of the same or similar nature
- Insubordination
- Conduct which violates district policies, SOGs or Code of Ethics
- Persistent poor performance despite counseling or remedial training
- Lack of active involvement in Fire District activities as required and documented (i.e. Not taking call, not attending training, not responding to incidents).

Items resulting in automatic dismissal from the Seeley Lake Rural Fire District include:

- Reporting to station or emergency call suspected to be impaired.
- Conviction of a felony or is a registered sexual/violent offender while an active member
- Conviction of Theft while an active member
- Refusal of a drug or alcohol screening as directed by the Seeley Lake Rural Fire District

A Corrective Action meeting that is reasonably convenient for the member will be scheduled to discuss the actions decided by the Fire Chief. If the member is not compliant with documented timelines, then dismissal from the membership may follow.

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If the member to be dismissed refuses to appear at the request of the Chief for a meeting, notice may be provided via certified mail.

### Appeals:

Any person wishing to appeal a suspension or dismissal imposed by the Fire Chief may request for appeal in writing to the Seeley Lake Rural Fire District Board of Trustees and the Fire Chief within 10 business days after the effective date of suspension or dismissal. The appeal period may be extended to 30 days at the discretion of the District Board if the request for an extension is submitted in writing within 10 business days after the effective date of suspension or dismissal. The letter must detail the reason for the request.

An appeal may be made in person or in writing to the Board of Trustees and the Fire Chief on a date scheduled by the District Board to be within 10 business days of the date the appeal was received.

Once the appeal has been presented, all decisions by the District Board and Fire Chief regarding the members appeal will be final. Failure to appear will result in suspension or dismissal as previously imposed. Further appeals for this decision will not be considered.

**Return of District Property:** If dismissed, All SLRFD property issued to the member and any other District property the member possesses must be returned to the District no more than 5 business days after dismissal or appeal process has ended. Failure to return property in acceptable condition will be considered theft and may result in legal action.

### Other related references:

Corrective Action Form

### Approvals:

District Chief,  Date, 6/28/18

Fire Board,  Date, 7/6/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** ADMIN 9

**Title:** Physical Exams

**Scope:** This Standard Operating Procedure applies to all district members.

**Purpose:**

Because of workman's compensation regulations and/or OSHA requirements pertaining to the use of self-contained breathing apparatus, the Fire District is required to provide medical examinations to all district members except auxiliary members. This procedure establishes an orderly process to ensure that all District Members receive the benefit of a medical examination.

**Procedure:**

- District medical examinations will be due within a month following being accepted as a member and thereafter during the 2<sup>nd</sup> quarter of the fiscal year, as required.
- The District Office will prepare a medical examination package for members at the beginning of the 2<sup>nd</sup> quarter of the fiscal year.
- Exams will be completed at the Seeley Swan Medical Center,
- The physician will provide the District with a statement indicating whether the member is or is not physically capable to fulfill the duties of Attack Firefighter or Entry Level/Support Firefighter. All medical examination results are strictly confidential. Only pass/fail information will be provided to the District.
- A member not scheduling and completing a medical examination within the prescribed time will not be allowed to participate in emergency response, until the medical examination is completed, and results submitted to the District Office.

Emergency Responders -

- Basic physical examination & patient history
- Hearing Tested
- Chest X-Ray 2-view
- Pulmonary function test
- Respiratory compliance letter
- Resting EKG or Stress EKG upon physician request
- Blood chemistry panel
- Medical urine analysis
- TB test
- Optional Heptavac series

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### Attack Firefighter:

An attack firefighter may participate in all operational areas of structural firefighting, wildland firefighting, rescue, hazardous materials response and, if an EMT, emergency medical responses. The designation of attack firefighter requires completion of District required training and successfully completing the Attack Firefighter medical examination. Attack firefighters must be capable of performing arduous tasks in the performance of their duties.

### Entry Level/Support Firefighter

Support Firefighter may not participate in any activity requiring the use of self-contained breathing apparatus. A support firefighter is limited in his capacity to perform arduous tasks typically required of an attack firefighter. A support firefighter may respond to emergencies, however, they are not typically involved in any activity within the hazardous area of any fire/rescue emergency.

### Auxiliary Member

An auxiliary member does not participate in any emergency response or other physically stressful activities including physically demanding training. Non-emergency responses to incidents are allowed, however, only for duties not involving entry into any hazardous areas or that would involve any physically stressful activities. An auxiliary member is not considered a volunteer firefighter and is not required to have an annual medical examination.

### Other related references:

### Approvals:

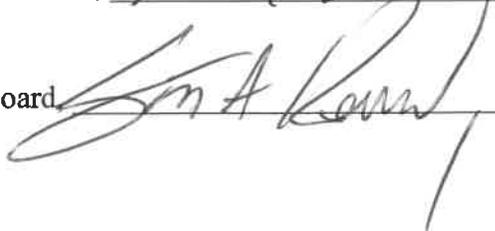
District Chief,



Date,

6/28/18

Fire Board



Date,

7/6/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** Admin 10

**Title:** Active Volunteer Member Defined

**Scope:** This Standard Operating Procedure applies to all Seeley Lake Rural Fire District volunteer members

**Purpose:**

This Standard Operating Procedure provides the definition of an active volunteer member

**Procedure:**

To be considered an "Active" volunteer member of the Seeley Lake Rural Fire District the volunteer member shall meet the following minimum criteria:

- The volunteer member shall have passed a physical examination according to Seeley Lake Rural Fire District policy within the required time
- The volunteer member shall respond to no less than 20%, or 24 incidents within a calendar year.
- The volunteer member shall have attended no less than 12 hours of Seeley Lake Rural Fire District approved training within the preceding year
- Member shall have completed all three OSHA mandated programs;  
1) respiratory protection, 2) Blood Borne Pathogen, 3) Hazcomm

Additionally, after 12 consecutive months in good standing an "Active" volunteer member shall be entitled to:

- Reimbursement for pre-approved classes, seminars and conferences (Within budget limitations and established district policy) Any active volunteer who has less than 12 months active service, but has successfully accomplished training and response requirements shall be afforded the opportunity to participate in pre-approved classes, seminars and conferences at the discretion of the District Fire Chief
- \$ 50 reimbursement toward the purchase of wildland firefighting boots for those active volunteer members who have become red-card certified for wildland firefighting.
- **Inactive Volunteers** The volunteer member will be sent a letter from the District Fire Chief advising them of not meeting the minimum criteria above. Volunteer member will be given 6 months from the mailed date of the letter to meet the minimum criteria of an "Active" volunteer member. Should a volunteer member

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fail to meet the minimum criteria after the six month period, they will be removed from the District roster and will be required to return all District owned PPE's, radios, pagers, identification cards, etc. per SOP # 11.

### Other related references:

### Approvals:

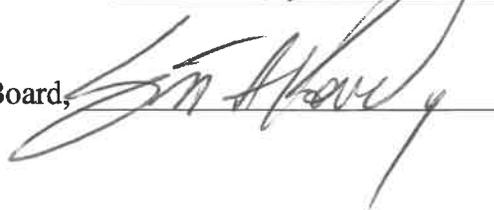
District Chief,



Date,



Fire Board,



Date,



# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** Admin 11

**Title:** Active Member Personal Protective Equipment (PPE)

**Scope:** This Standard Operating Procedure applies to all district members who respond to emergencies and are required to wear personal protective equipment, both structural and wild land.

**Purpose:**

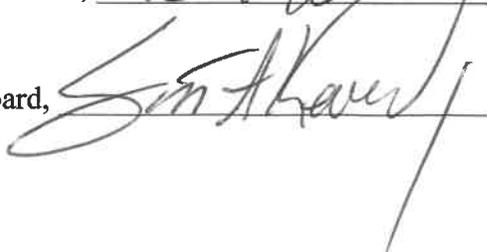
To ensure that district members are provided safe and functional personal protective clothing and to provide an expeditious means of issuing personal protective clothing to new members of the district.

**Procedure:**

- All personal protective equipment will be centrally warehoused at the Seeley Lake Rural Fire District Station Two. The district office will attempt to maintain a small inventory of personal protective clothing in common sizes.
- All requests for personal protective clothing shall be made by the member to the district office.
- Personal protective equipment will be issued only to persons on the department roster that is on file at the district office.
- Personal protective equipment will be issued first from the district inventory. (Previously used, reconditioned equipment may be issued)
- If the proper size etc. is not available in the district inventory it will be ordered and the volunteer will be contacted when it has arrived.
- Personal protective equipment needing repair shall be returned to the district office for repair or exchange.
- Upon separation from membership of the district, all personal protective equipment shall be returned to the district office for repair and reissue.
- All returned personal protective equipment will be laundered and examined for damage and wear. If necessary, the garments in question will be sent out for assessment and repair. Garments deemed unsuitable for emergency use will be taken out of service and destroyed.

**Approvals:**

District Chief,  Date, 6/28/18

Fire Board,  Date, 7/6/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 8/01/2018, Revised 4/01/2025

**Number:** ADMIN 12

**Title:** Cadet Program

**Scope:** This Standard Operating Procedure applies to all District Departments

**Purpose:**

To define and describe the District Fire Cadet Program

**Procedure:**

The Fire Cadet Program is designed to work with the youth of the District and create a highly visible program within the community. Also, to create a positive force within the community setting role models for all participating young people. The program will educate the cadets as well as the community about firefighting, emergency medical services and rescue and extrication activities of the District.

This program is a long-range recruitment program designed to “pre-train” as well as to retain young people as volunteer firefighters. The advantage of this program is that the District Cadet Program will have trained volunteer firefighters ready to go when they reach age 18.

The Cadet Program and Cadet members shall be under the jurisdiction of the Seeley Lake Fire Department as a body. Cadets may attend training meetings, meetings, fund raising events and other volunteer department events as required by the District or membership of the department. The District shall maintain a master roster of cadet members.

### **Cadets shall be governed as a group under a set of policies**

#### Cadet Advisory Group

The Cadet advisory Group shall consist of the Chief Advisor and the Cadet Advisors from the fire department. There will also be a Cadet Advisor, a community member.

#### Cadet Advisor

The Cadet Advisor shall be an adult volunteer member of the community experienced and knowledgeable in dealing with young adults 16 to 18-year-old. Fire service experience is not a prerequisite, however is highly desirable. The Cadet Advisor shall be selected by the District Chief and ratified by the Fire District Board. The Cadet Advisor shall provide coordination, guidance, training and support to the department Advisory Group. The Fire Chief shall be made aware of all disciplinary issues pertaining to any cadet(s) and make certain the cadets are treated fairly with respect and concern. The Cadet Advisor shall attend

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meetings of the Cadet Advisory Group. The Cadet Advisor shall keep the District Fire Chief apprised of the status of the Cadet Program and of any situations requiring cadet discipline outside of the fire department jurisdiction.

### Department Chief Cadet Advisor

The Seeley Lake Fire District Chief shall appoint a member to be a Chief Cadet Advisor who shall oversee the cadet program for that department. The Chief Cadet advisor shall conduct the cadet program within the fire department in a manner that the cadets are integrated into the department with a meaningful purpose and treated with respect. The Department Cadet advisor shall be responsible for maintaining discipline within the fire department's cadet membership.

### Cadet members

- Cadet members shall be residents of the Fire District between the ages of 16 and 18 years.
- Cadet Members must be working within an academic program geared toward a high school diploma.
- Cadet members shall have attained and shall maintain a 2.0 or better GPA within 6 weeks of becoming a cadet member. A Cadet shall not have a failing grade in any class in which they are enrolled.
- A grade check will be conducted every three weeks and submitted to the District Chief and Chief Cadet Advisor. Cadets who do not qualify academically will be excluded from all cadet activities until the disqualifying condition is remedied. Any cadet who becomes disqualified twice in one semester shall be excluded from all cadet activities until the following semester providing minimum academic standards are met at that time.
- A *Release, Waiver and Indemnification Agreement* signed by the prospective cadet's parent(s) or guardian must be on file in the District Office prior to any participation in fire department activities.
- Cadet members shall complete an application and apply for membership to the Seeley Lake Fire Department.
- The Fire Chief, Chief Cadet Advisor, and Cadet Advisor shall review all Cadet applications for membership.
- Cadet members shall conduct themselves according to the Cadet Rules of Conduct, and the Policies of the fire department.
- Cadet members shall conduct themselves in a manner that reflects honorably upon the Fire Department.

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### Cadet Rules of Conduct

- 1.1. General Rules of Conduct:
  - 1.1.1. Cadet members will maintain a calm, professional demeanor realizing they are in an adult environment subject to response at any time they are in the fire station or serving in their capacity as a member of the Department.
  - 1.1.2. Cadet members will treat all Fire Department apparatus and equipment with care and respect.
  - 1.1.3. Cadet members are not allowed to drive Fire Department owned vehicles. They shall not be sitting in the driver's position at any time the engine is running.
  - 1.1.4. Cadet members are not allowed in fire stations unless they are under the direct supervision of an adult member.
  - 1.1.5. Cadet members shall not attend any Fire Department activity after 10:00 PM on a school night.
  - 1.1.6. At the discretion of the Fire Chief, Cadet members may attend and participate in training meetings, business meetings, setting up or taking down for social events or fundraisers and response to incidents.
  - 1.1.7. Cadet members may be allowed to ride on fire apparatus. They must be seated in a manufacturer designed passenger seat or area, seat belt fastened and under the direct supervision of an adult member. Cadet members shall not manipulate any valves, levers, switches etc. on any apparatus or equipment unless under the direct supervision of an adult member.
  - 1.1.8. Any equipment issued to a Cadet member remains the property of the District and must be immediately returned to the fire station upon request of the Cadet Advisor, the Chief Advisor or the District Fire Chief.
  - 1.1.9. Cadet members, at the request of the incident commander, fire investigator or the District Chief may assist in the capacity of an aide or attaché.
  - 1.1.10. Cadet response is limited to incidents within the Fire District
- 1.2. Incident Response
  - 1.2.1. Cadet members responding on any emergency response must meet Cadet response performance standards and be equipped with appropriate personal protective equipment.
  - 1.2.2. Not under any circumstance will a cadet member be allowed into the "Hot Zone" of any incident.

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- 1.2.3. Cadet members must be under the direct supervision of an adult member at all incidents.

### 1.3. Fire Incidents

- 1.3.1. At the discretion of the Incident Commander, properly trained cadets may extend hose lines, supplies and equipment up to, however not into the "Hot Zone".
- 1.3.2. With permission of the Incident Commander, cadet members may assist with overhaul after an incident has been declared to be a warm or cold zone.
- 1.3.3. Member cadets may assist in returning apparatus and equipment back into a response status.

### 1.4. Wildland Fires

- 1.4.1. At the discretion of the Incident Commander properly trained cadet members may participate in support activities within the warm or cold zones only.
- 1.4.2. At the discretion of the Incident Commander properly trained cadet members may assist with overhaul within the warm zone only.
- 1.4.3. Member cadets may assist in returning apparatus and equipment back into response status.
- 1.4.4. Cadet members are not to participate in wild land firefighting activities between sunset and sunrise.

### 1.5. EMS Incidents

- 1.5.1. Member Cadets are not allowed to participate in EMS incidents or ride in an ambulance anytime a patient is on board
- 1.5.2. Member Cadets who are certified EMT's may "ride-along" on EMS incidents, however, they may not participate in patient treatment.
- 1.5.3. Member Cadets may assist at the scene of a "Stand-by" such as football game. They may ride in an ambulance anytime it is not occupied by a patient.

### 1.6. Non-Emergency Incidents

- 1.6.1. At the discretion of the Incident Commander, cadet members may be used to fill support functions that they are trained and competent to perform.

### 1.8. Discipline & Grievances

- 1.8.1. Cadet Members may be disciplined for cause. Disciplinary measures will be progressive and may include an Initial Reminder, Advanced Reminder, probation with conditions of performance, temporary suspension or termination as a cadet member.
- 1.8.2. All grievances and situations requiring discipline shall be documented in writing within 5 days of the occurrence. Copies of the disciplinary action or grievance shall be immediately forwarded to the Cadet, and the Cadet Advisor. The Cadet Advisor

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shall review the grievance with the cadet(s) involved, and if necessary the Chief Advisor, and the Fire Chief

- 1.8.3 Member cadets shall use the Fire Department Chief Advisor to settle disagreements and grievances within the Fire Department.
- 1.8.4 If a volunteer fire department Cadet Advisor cannot settle a disagreement or grievance he/she shall consult with the Chief Advisor for advice and support.
- 1.8.5 The Chief Advisor may call a meeting of the Cadet Advisory Group to assist in settling difficult grievances or disciplinary issues.
- 1.8.6 Cadet members may appeal a grievance or discipline decision of the Cadet Advisor to the Chief Advisor, and the decision of the Chief Advisor to the Cadet Advisory Group. The decision of the Cadet Advisory Group shall be final.

### 1.9 Definitions

- 1.9.1 Hot Zone – Fires: The immediate hazard area of the fire emergency scene where fire is still actively burning, and fire suppression activities are still in progress
- 1.9.2 Warm Zone – Fires that area of the fire emergency scene where fire suppression activities have ceased. Access to the warm zone may be restricted to personnel wearing appropriate personal protective clothing. Typically fire suppression apparatus are located within the warm zone. Salvage and overhaul activities may still be in progress in a warm zone.
- 1.9.3 Cold Zone – The area which presents no hazard to emergency response personnel and equipment, it is reserved for emergency services and support functions deemed necessary for the incident.

### Approvals:

District Chief,  Date, 3/19/25

Fire Board,  Date, 3-19-2025

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 9/01/2018

**Number:** ADMIN 13

**Title:** Requisition – Supplies & Equipment

**Scope:** This Standard Operating Procedure applies to all Members

**Purpose:**

This Standard Operating Procedure defines the procedure for ordering supplies and equipment.

**Procedure:**

To provide a reliable and consistent means of requesting supplies and equipment the procedure below shall be followed. Occasionally the staff may request explanations for a requisition. This may be required to better understand exactly what the requisition is or what the intended use of the request may be. All reasonable requests will be honored so much as possible within budget limitations.

- All requests will be submitted on a requisition form provided by the District Office.
- District Administration Staff will review the request. The member will be informed if the request was approved or denied. If denied, a written explanation will be provided.
- All requests must be signed by the Fire Chief or designee prior to purchase.
- The District Administration Staff will select the appropriate vendor depending upon cost, quality and availability.

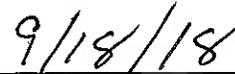
**Other related references:**

**Approvals:**

District Chief,



Date,



Fire Board,



Date,



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## Standard Operating Procedure

**Date:** 2/01/2019

**Number:** ADMIN 14

**Title:** Information Technology

**Scope:** This Standard Operating Procedure applies to all District Members

**Purpose:**

The County and District requires employees to use information technology (computer systems, telecommunication and other devices, and electronic information) responsibly.

**Procedure:**

Employees should not expect privacy with respect to any of their activities when using the County and District's computer and/or telecommunication property, systems or services. Use of passwords or account numbers does not create the expectation of privacy and confidentiality. The County and District reserves the right to review, retrieve, read and disclose any files, messages, or communications that are created, sent, received, or stored on the County and/or District's computer systems and/or equipment. This right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and inappropriate conduct, and creating as well as maintaining a productive work environment.

The computers, associated hardware and software, including electronic mail (e-mail) and access to on-line services (the Internet), as well as voice mail, pagers and faxes, are the County and District's property and as such, are to be used for business purposes. Very limited or incidental use for personal, non-business purposes is acceptable as long as it is:

1. Conducted on personal time (i.e. during breaks or meal periods)
2. Does not consume system resources or storage capacity; or
3. Does not involve any prohibited uses

Employees may use information technology, including the Internet, during work hours on job-related matters to: gather and disseminate information, maintain their currency in a field of knowledge, participate in professional associations, and communicate with colleagues in other organizations.

- Employees may not independently download any software programs on to district owned computers.

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- No software shall be installed without prior approval of the Chief or district retained IT consultant
- All software installations shall be performed by a district retained IT consultant, assigned by the District Chief

Use of the District and County's computer systems and telecommunication and other devices constitutes acceptance of this policy and its requirements.

### Other related references:

### Approvals:

District Chief,  Date, 1/17/19

Fire Board,  Date, 1/17/19

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 12/01/2018

**Number:** ADMIN 15

**Title:** Safe Haven

**Scope:** All District members who are accessible to the public.

**Purpose:**

To secure the safety and wellbeing of a newborn infant voluntarily brought to or delivered to any fire department facility either at a station or via an ambulance request. Any fire department personnel receiving or finding an infant who is, or appears to be, not more than 30 days old shall immediately follow the provisions of MCA 40-6-404 using the following guidelines.

**Procedure:**

1. Fire department will immediately take possession of the infant in the following circumstances:
  - a. When the infant is voluntarily delivered to an employee and the parent does not express intent to return for the infant
  - b. When the infant is found on fire department property.
  - c. When dispatched to do so by 911.
2. A parent who voluntarily surrenders or delivers an infant to the fire department will be deemed to have given his/her consent to all necessary emergency services and care for that infant.
3. The fire department will perform all services necessary to protect the physical life and safety of the infant.
4. Fire department personnel must not require a parent who voluntarily surrenders or delivers an infant to provide any background or medical information regarding the infant, but whenever possible, the parent shall be asked to volunteer the following information without any undo pressure to do so:
  - a. Identifying information for the infant or themselves.
  - b. Any medical information pertaining to the child.
5. Whenever possible, the parent will be informed that:
  - a. By allowing the fire department to take possession of the child, the parent is presumed to have abandoned the child.
  - b. By failing or refusing to provide an address where he/she can be located, the parent waives any notice of the protective custody hearing.
  - c. Unless the parent contacts Child Protective Services, action will be taken to terminate his/her parental rights regarding the child.

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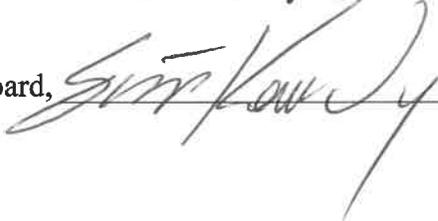
## Standard Operating Procedure

6. Unless there is a reasonable cause to believe that the infant has been abused or neglected, a parent who voluntarily surrenders or delivers an infant to the fire department must not be required to disclose any identifying information (but may voluntarily do so); must be allowed to leave at any time; and must not be followed. The fact that the parent has delivered the infant to the fire department will not be considered to be abuse or neglect.
  
7. As soon as reasonably possible, the fire department Duty Officer will be notified that a "Safe Haven" event has occurred. If emergency Transport is not required, the infant will be transported to the nearest Hospital for proper care and treatment using an appropriate means in a child safety seat. The hospital will be responsible for notifying Child Protective Services.

### Other related references:

### Approvals:

District Chief,  Date, 12-20-18

Fire Board,  Date, 12/20/18

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## Standard Operating Procedure

**Date:** 4/01/2019

**Number:** ADMIN 16

**Title:** Use of Social Media

**Scope:** To manage photographs and images taken by Seeley Lake Rural Fire District (SLRFD) Members during the normal course of business. Assuring professionalism by staff and to protect the privacy rights of Employees, members, patients, victims, and the public we serve. To regulate conduct both on and off-duty to the extent necessary to protect the legitimate business interests of SLRFD. Such business interests will include but are not limited to its good reputation in the community.

**Purpose:**

This guideline applies to all SLRFD staff which includes career staff, volunteer staff, and co-op participants. These personnel will be referred to as Employees. All Employees must be trained on and familiar with SLRFD Operating Procedures.

This policy is not intended to limit rights of free speech or expression; but as a public entity it has been put in place to protect the rights of the organization, its employees, and the public we are sworn to protect. Employees of public agencies have some First Amendment rights to speak about matters of "public concern" i.e. general safety issues that could affect the public. This right is limited by the government's right to maintain order, discipline, morale, its reputation and other business interests.

**Procedure:**

1. Use of personal cameras and/or video recorders (including cellular phones, PDA's), or any other digital imaging device at any incident will be strongly discouraged.
2. Cellular phones may be used on-duty if such use does not interfere with emergency or non-emergency duties. Phones should be kept in a "vibrate" alert mode or otherwise have a non-offensive, standard phone ringtone while on-duty. Offensive or obnoxious ringtones should not be used while on-duty, especially during the performance of firefighting, EMS, public relations, or any other details that may be done in the view of public.
3. Any and all scene imaging shall be captured strictly for clinical, documentation, or training purposes, conducted by or at the direction of SLRFD personnel in charge of the scene. Such imagery will be downloaded, catalogued, and secured as soon

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as possible following the incident on a secure database with controlled access. Following successful transfer, images on memory cards shall be erased.

4. Any imagery containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.
5. No images or recordings taken by an Employee in the course of their function may be used, printed, copied, scanned, emailed, posted, shared on social networking sites or distributed in any manner without the express, written approval of the Fire Chief or his designee. This prohibition includes posting photos, videos or audio files on personal or public websites or social networks such as YouTube, Facebook, Snapchat, Twitter, any online bulletin or message boards, on other public safety agency websites, or by email to friends, colleagues or others in the health care or public safety profession.
6. Consideration for posting will be given by the Fire Chief when images are provided in advance of any posting as described in this procedure.
7. Personal use of department cameras is prohibited.
8. SLRFD Employees shall not criticize or ridicule the District, its policies, its officers or other Employees by speech, writing or other expression, when such speech, writing or expression:
  - Is defamatory, obscene, slanderous or unlawful; and/or
  - Tends to interfere with the maintenance of proper discipline; and/or
  - Damages or impairs the reputation and/or efficiency of the District or Employee.
9. Any written, auditory, and/or visual messages communicated by an Employee that are relative to SLRFD in any capacity are the sole property of SLRFD. This includes, but is not limited to, any written, auditory, and/or visual messages communicated via District resources or via personal devices and/or social media. Online commentary, whether positive, negative, or neutral, about SLRFD, SLRFD incidents, SLRFD Employees, or any other aspect related to SLRFD is forbidden across social networking sites such as but not limited to YouTube, Facebook, Snapchat, Twitter, any online bulletin or message boards, or other public safety agency websites. A simple entry that an Employee works or volunteers for SLRFD on a website profile is acceptable as we hope that each Employee is proud of their association with SLRFD.
10. Negative comments about other emergency services agencies are also forbidden. This includes fire, EMS, and law enforcement, whether local or not.
11. To whatever extent possible, Employees should make a concerted effort to minimize, remove, or prevent any negative, questionable, or derogatory commentary from being posted on the Employee's personal profile.

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12. Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action up to and including termination

Other related references: Admin 14 – Information Technology

### Approvals:

District Chief,  Date, 3/21/19

Fire Board,  Date, 3/22/19

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 3/01/2019

**Number:** ADMIN 17

**Title:** Drug and Alcohol Free Workplace

**Scope:** This policy applies to all Seeley Lake Rural Fire District paid and volunteer members

**Purpose:**

To provide a safe and cohesive working environment while raising the bar for professionalism.

**Procedure:**

1. The Seeley Lake Rural Fire District is committed to:
  - maintaining a safe and healthy workplace for all employees, volunteer members, and the public;
  - assisting employees and volunteer members who recognize they have a problem with drugs or alcohol overcome related problems through appropriate treatment;
  - periodically providing employees and volunteer members with information about the dangers of workplace drug abuse; and
  - when appropriate, taking disciplinary action for failure to comply with this policy.
2. The Seeley Lake Rural Fire District recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills.
3. The use, sale, attempted sale, manufacture, attempted manufacture, purchase, attempted purchase, possession or cultivation, distribution, and/or dispensing by an employee or volunteer member of illegal drugs, at any time and in any amount, is strictly prohibited. This prohibition includes the use or possession of prescription medicines for which the individual does not have a valid prescription and the inappropriate use of prescribed medicines for which the employee or volunteer member has a valid prescription. In addition, the Seeley Lake Rural Fire District prohibits employees and volunteer members from possessing open containers of alcoholic beverages while on Seeley Lake Rural Fire District premises and/or while on duty and from working with a blood or breath alcohol level of .02 or more at any time.
4. The Seeley Lake Rural Fire District permits consumption of alcoholic beverages during certain events approved by the Board of Directors on District property.

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Employees and volunteer members may consume alcohol during such events without violating this policy provided that their participation in the event is not on Seeley Lake Rural Fire District time and not a part of their duties as a Seeley Lake Rural Fire District employee or volunteer member. Employees and volunteer members choosing to consume alcohol at these events must always conduct themselves properly and should ensure that they do not become impaired or intoxicated.

5. Alcohol, illegal drugs, and other substances which may impair the safety or welfare of employees, volunteer members, or the public may not be brought onto the premises controlled by the Seeley Lake Rural Fire District or placed in vehicles or equipment operated on behalf of the Seeley Lake Rural Fire District.
6. Any alleged violations of this policy should be reported immediately to the District Chief of the Seeley Lake Rural Fire District.
7. Drug testing procedures and alcohol testing procedures will comply with all applicable federal and state law provisions.
8. Employment with or volunteer service for the Seeley Lake Rural Fire District is contingent upon, among other things, compliance with this policy. This policy is not intended to create a contract, nor is it to be construed to constitute a contractual obligation of any kind or a contract of employment between the Seeley Lake Rural Fire District and any of its employees or volunteer members.
9. A positive test result for alcohol or drugs will be grounds for disciplinary action, up to and including termination.

### ***Employee and Volunteer Member Responsibilities***

1. Each employee and volunteer member is responsible for reviewing and complying with the Seeley Lake Rural Fire District's Drug and Alcohol Free Workplace policy.
2. Employees and volunteer members shall not report to work under the influence of alcohol, illegal drugs, or misused prescription or over-the-counter drugs.
3. Employees and volunteer members who suspect they may have a substance abuse problem are encouraged to seek counseling and rehabilitation from a substance abuse professional or other treatment provider.
4. It is the employee's or volunteer member's responsibility and obligation to determine, by consulting a physician, if necessary, whether a legal drug s/he is taking may or will affect his/her ability to safely and efficiently perform his/her job duties. An employee or volunteer member whose impairment may affect job performance must contact the District Chief and attempt to find an appropriate alternative assignment. If none is available, the employee may take sick leave or be placed on a medical leave of absence (if available and the employee otherwise qualifies) or take other steps consistent with the advice of a physician. Volunteer members may request to be temporarily removed from the roster of active volunteers. If an employee or volunteer

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member reports to work under the influence of prescription medication and, as a result, endangers self or others, the employee or volunteer member will be disciplined, up to and including termination.

5. Each employee or volunteer member must report the facts and circumstances of a conviction for violating any criminal drug or alcohol statute (including driving under the influence [DUI] convictions) to the District Chief no later than five (5) days after the conviction. The District Chief shall immediately forward the notification to the Seeley Lake Rural Fire District's attorney. A criminal conviction for violation of a drug or alcohol statute may lead to disciplinary action, up to and including termination if the employee's or volunteer member's action leading to the conviction violates the provisions of this policy or relates to an employee's or volunteer member's ability to satisfactorily perform his/her job.

### ***District Chief Responsibilities***

The District Chief or his/her designee is responsible for:

1. Identifying District safety-sensitive positions;
2. Authorizing the testing of employees or volunteer members;
3. Coordinating drug and/or alcohol testing;
4. Notifying employees or volunteer members of positive test results and their right to a retest of the same sample;
5. Implementing disciplinary action against employees or volunteer members who fail to comply with provisions outlined in this policy;
6. Ensuring notices relative to this policy and the list of positions designated as District safety-sensitive are prominently displayed at all departmental facilities housing employees and volunteer members;
7. Notifying the Seeley Lake Rural Fire District's attorney of an employee's or volunteer member's conviction of a federal or state criminal drug or alcohol statute violation; and
8. Ensuring that the drug and/or alcohol test forms and results are kept confidential, and only distributed to employees and volunteer members with a business need for the information.

### ***Supervisor Responsibilities***

Supervisors are responsible for:

1. Determining if reasonable suspicion exists to warrant drug and/or alcohol testing and detailing in writing the specific facts, symptoms, or observations which are the basis for the reasonable suspicion;

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2. Submitting the documentation to the District Chief or his/her designee; and
3. Enforcing the appropriate provision outlined in this policy that applies to supervisory personnel.

### ***Seeley Lake Rural Fire District Responsibilities***

1. Providing communication and training for employees and volunteer members on this policy to include a training program to assist supervisors to recognize the conduct and behavior that gives rise to a reasonable suspicion of drug and/or alcohol use by employees and volunteer members and how to effectively intervene;
2. Receiving and maintaining employee and volunteer member drug and alcohol testing records and files from all sources and assuring that they are kept confidential;
3. Making drug testing and notice forms available;
4. Ensuring the administration of all pre-employment and volunteer member pre-appointment drug testing;
5. Overseeing the administration of the Seeley Lake Rural Fire District's Drug and Alcohol Free Workplace policy.

### ***Education***

The Seeley Lake Rural Fire District maintains information relating to the hazards of and treatment for drug and alcohol related problems. Proactive training and information shall be sponsored by the Seeley Lake Rural Fire District periodically. Any Seeley Lake Rural Fire District employee or volunteer member may voluntarily seek advice, information, and assistance. Medical confidentiality will be maintained, consistent with this policy.

### ***Assistance and Voluntary Referral***

The Seeley Lake Rural Fire District strongly encourages employees and volunteer members who suspect they have substance abuse problems to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs or alcohol under this policy or prior to any other violation of this policy, including a criminal conviction of that individual for a drug or alcohol related offense. A decision to participate in a treatment program will not be a protection or defense from discipline.

Any employee or volunteer member who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. An employee or volunteer member who is being treated for substance abuse in a recognized rehabilitation program shall be entitled to reasonable accommodation so long as the employee or volunteer member is conforming to the requirements of the program and is abstaining from the use of controlled substances and/or alcohol. The employee or volunteer member must agree to release treatment

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attendance information to the Seeley Lake Rural Fire District as statutorily permissible, to assist in the monitoring of the employee's or volunteer member's ongoing compliance with the treatment recommendation. Employees and volunteer members requiring in-patient treatment are requested to notify the District Chief of the Seeley Lake Rural Fire District in advance of their treatment admission. After such accommodation, the discontinuation of any involvement with alcohol or drugs is an essential requisite for continued employment or membership. Upon completion of a substance abuse program, employees and volunteer members must take and pass a return-to-work test and sign a return-to-work agreement that will include a commitment to follow recommendations given by the treatment provider and other conditions as the Seeley Lake Rural Fire District deems appropriate.

The cost of the drug or alcohol rehabilitation or treatment program shall be borne by the employee and/or the employee's insurance provider or by the volunteer member. All information regarding an employee's or volunteer member's participation in treatment will be held in strict confidence. Only information that is necessary for the performance of normal business will be shared by the Seeley Lake Rural Fire District's administration.

### ***Reasonable Suspicion Testing***

When a supervisor has reasonable suspicion that an employee or volunteer member may be under the influence of alcohol or drugs, the employee or volunteer member in question will be asked by the supervisor to submit to drug and/or alcohol testing.

The District Chief or his/her designee shall be responsible to determine if reasonable suspicion exists to warrant drug and/or alcohol testing, and shall be required to document in writing the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the District Chief or his/her designee to authorize the drug and/or alcohol test of an employee or volunteer member.

The District Chief of the Seeley Lake Rural Fire District shall require an employee or volunteer member to undergo drug and/or alcohol testing if there is reasonable suspicion that the employee or volunteer member is in violation of this policy.

Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

1. Information Provided Either by Reliable and Credible Sources or Independently Corroborated.

The supervisor receives information from a reliable and credible source as determined by the District Chief that an employee or volunteer member is violating the Seeley Lake Rural Fire District's policy.

2. Direct Observation of Drug or Alcohol Use.

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The supervisor directly observes an employee or volunteer member using drugs or alcohol while an employee or volunteer member is on duty. Under these circumstances, a request for testing is mandatory.

3. Drug or alcohol paraphernalia possibly used in connection with illicit drugs or alcohol found on the employee's or volunteer member's person or at or near the employee's or volunteer member's work area may trigger a request for testing.
4. Evidence that the employee or volunteer member has tampered with a previous drug and/or alcohol test.

The following behaviors will also contribute toward reasonable suspicion and collectively or independently, on a case-by-case basis, may provide enough basis for requesting a drug and/or alcohol test:

1. A Pattern of Abnormal or Erratic Behavior.

This includes, but is not limited to, a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or volunteer member or grossly differing from acceptable behavior in the workplace.

2. Presence of Physical Symptoms of Drug and/or Alcohol Use.

The supervisor observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or volunteer member or generally associated with common ailments, such as colds, sinus problems, hay fever, and diabetes.

3. Violent or Threatening Behavior.

**First Incident:** If an employee or volunteer member engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, the supervisor may request that the employee or volunteer member submit to drug and/or alcohol testing.

**Second Incident:** Whether or not an employee or volunteer member has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar behavior/conduct, the District Chief will request that the employee or volunteer member undergo drug and/or alcohol testing.

4. Absenteeism and/or Tardiness.

If an employee or volunteer member has previously received disciplinary action for absenteeism and/or tardiness, a continued poor record that warrants a second or subsequent disciplinary action may, in combination with other relevant behaviors, result in drug and/or alcohol testing.

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If the test is positive, the specimen will undergo a confirmation using a more accurate test. The U.S. Department of Transportation's regulations for confirmation testing will be followed.

An employee or volunteer member who is required to submit to reasonable suspicion testing will be provided transportation by the Seeley Lake Rural Fire District to the location of the test. After the employee or volunteer member submits to the test, or if the employee or volunteer member refuses to be tested, the Seeley Lake Rural Fire District will provide transportation for the employee or volunteer member to his/her home.

### ***Post Vehicle Accident Testing***

Each employee or volunteer occupying a safety sensitive position involved in a vehicle accident which causes death or when a citation has been issued (see table below) will be requested to submit to a test for the detection of the presence of drugs and/or alcohol as soon as possible after the accident but after any necessary emergency medical attention has been provided. An employee or volunteer member may be suspended with or without pay pending the results of this test and any related investigation.

Type of Accident Involved	Has citation been issued to driver?	Must the employee be tested?
Human fatality	Yes	Yes
	No	Yes
Bodily injury with immediate medical treatment away from the scene.	Yes	Yes
	No	Yes
Disabling damage to any motor vehicle requiring tow away	Yes	Yes
	No	Yes

**All incidents shall be reported to the Fire Chief. Should the Fire Chief be involved, the incident shall be reported to the Fire Board Chair person.**

### ***District Safety-Sensitive Positions***

District safety-sensitive positions mean employment positions which may, in the normal course of business:

1. Require the employee or volunteer member to operate the Seeley Lake Rural Fire District's vehicles or heavy equipment; and/or
2. Involve job duties which, if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure, may result in mistakes that could present a real and/or imminent threat to the personal health and safety of the employee, volunteer member, co-worker, and/or the public.

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The Seeley Lake Rural Fire District shall maintain a list entitled "List of Positions Designated as District Safety-Sensitive." The list shall be a public record. Before a position is included on this list, the Seeley Lake Rural Fire District shall post a notice in a conspicuous location accessible to employees or volunteer members at the work site affected that a position is to be included as District safety-sensitive for purposes of pre-employment drug testing. The notice will afford an opportunity for comment within a twenty (20) calendar day period.

### ***Pre-Employment Testing***

All applicants being considered for employment or volunteer membership in District safety-sensitive positions will be required to submit to a urinalysis test for the detection of illegal drugs as part of a post-offer, pre-employment drug test. All such offers of employment or volunteer membership are conditioned upon the ability to pass this drug test. Applicants for positions that require testing will be given a copy of the policy and must complete the Seeley Lake Rural Fire District's applicant informed consent form in advance of the post-offer, pre-employment drug test. An applicant refusing to complete any part of the drug testing will not be considered a valid candidate for employment with the Seeley Lake Rural Fire District and such refusal will be considered a withdrawal of the individual's application for employment. An applicant who refuses to test or tests positive will not be permitted to reapply for employment with the Seeley Lake Rural Fire District for at least twelve (12) months.

When an employee applies for a regular position that has been identified as being District safety-sensitive, the employee will be subject to drug testing in accordance with the procedures contained in this policy before the employee will be considered a valid candidate for that job opening. An employee who tests positive for illegal drugs will no longer be considered an applicant for that position. Such employee will also be subject to discipline under this policy, up to and including termination. An employee may withdraw the application for the position up until s/he is scheduled for pre-employment testing. Once an employee is scheduled for pre-employment testing, if that employee refuses to submit to the test, s/he will be disqualified for consideration for the position and subject to discipline, up to and including termination. Under no circumstances will this employee be considered as a candidate for any future openings in a District safety-sensitive position until the employee has signed a release for drug testing at the time of submitting the application for the position in connection with the job posting. Employees testing positive for legal prescription drugs will be given the opportunity to discuss such drug use in confidence with a medical review officer, who will verify the prescription. Information provided to the medical review officer will be kept confidential except in limited circumstances in which the medical review officer determines the Seeley Lake Rural Fire District should obtain a doctor's statement from the employee regarding any work-related restrictions associated with the medication use.

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### ***Return to Duty Testing / Follow-up Testing***

An employee or volunteer member who violates this policy and has been given the opportunity to undergo rehabilitation for drugs or alcohol will, as a condition of returning to duty, be required to agree to a reasonable follow-up testing established by the Seeley Lake Rural Fire District's Chief. The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's or volunteer member's position and the nature and extent of the employee's or volunteer member's substance abuse problem. The Seeley Lake Rural Fire District Chief will review the conditions of continued employment with the employee or volunteer member prior to the employee's or volunteer member's returning to work. Any such condition for continued employment shall be given to the employee or volunteer member in writing. The Seeley Lake Rural Fire District Chief may consult with the employee's or volunteer member's rehabilitation program in determining an appropriate follow-up testing program, including the frequency of any substance screening contained in a follow-up testing program.

Any employee or volunteer member subject to return-to-duty testing that has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.

### ***Consequence of Refusal to Submit to Testing / Adulterated Specimen***

An employee or volunteer member who refuses to submit to testing for alcohol and/or drugs will be subject to disciplinary action, up to and including termination. An employee or volunteer member who consents to a drug or alcohol test but fails to appear timely at the collection site or who fails to give their urine sample after reasonable opportunity to do so will be treated as a refusal to submit to an alcohol or drug test. Submission of an altered or adulterated specimen, or substitution of a specimen by a specimen donor will be considered a refusal to comply with this policy and subject the employee or volunteer member to disciplinary action, up to and including termination.

### ***Testing Guidelines***

The Seeley Lake Rural Fire District will test for the following types of substances:

- Marijuana
- Cocaine, including crack
- Opiates, including heroin and codeine
- Amphetamines, including methamphetamines
- Phencyclidine (PCP)
- Alcohol

Other drugs may be added to this list at the Seeley Lake Rural Fire District's discretion. Where applicable, the Seeley Lake Rural Fire District will follow federal testing procedures set forth in 49 CFR Part 40, which are the rules adopted by the Department of Transportation for testing employees in the transportation industry. These rules may be amended from time to time.

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The supervisor or his/her designee will provide transportation and accompany the employee or volunteer member to a designated medical facility whenever a post-accident or reasonable suspicion alcohol and drug test is required per the Seeley Lake Rural Fire District's policy. The Seeley Lake Rural Fire District will bear the cost of all testing it requires of any employee, volunteer member, or job applicant.

### ***Option to Retest***

No later than seventy-two (72) hours after receipt of a positive drug test, an employee or volunteer member who tests positive may request a confirmatory retest of the same sample at his/her expense at a certified laboratory of his/her choice. Upon request, the medical review officer will authorize the laboratory holding the employee's or volunteer member's sample to release to a laboratory approved by the Department of Health and Human Services enough quantity of the sample to allow a second laboratory to conduct a drug testing analysis. Because some chemical elements deteriorate or are lost during freezing and/or storage, quantitative analysis of a retest is not subject to a specific cutoff requirement but looks for data enough to confirm the presence of the detected drug or its metabolite. The employee or volunteer member will be required to authorize the laboratory to provide the Seeley Lake Rural Fire District with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis.

### ***Searches***

The Seeley Lake Rural Fire District retains the right of access and control over all property belonging to the District including but not limited to vehicles, lockers, desks and equipment. Such items of property and their contents are subject to search at any time and for any reason. Employees and volunteers should not place items of personal property which they do not want searched in or on District owned property.

Searches will be conducted by the District Chief or his designee and may or may not be conducted in the presence of the person to whom the district property has been assigned. Any suspected contraband will be confiscated and may be turned over to law enforcement authorities. Any person whose property is confiscated will be given a receipt for that property by the representative of the Seeley Lake Rural Fire District who seizes the contraband.

### ***Disciplinary Action***

1. Employees or volunteer members in violation of the provisions of this policy will be subject to disciplinary action, up to and including termination.
2. An employee or volunteer member may be found to have violated this policy based on any appropriate evidence including, but not limited to:

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- a. Direct observation of illegal use of drugs, prohibited use of alcohol, or possession of illegal drugs or alcohol or related contraband;
  - b. Evidence obtained from a motor vehicle citation or a criminal conviction for use or possession of illegal drugs, or for alcohol on the job;
  - c. A verified positive test result; or
  - d. An employee's or volunteer member's voluntary admission.
3. Prior to determining its course of action, the Seeley Lake Rural Fire District may, but is not required to, direct an employee or volunteer member who has tested positive to submit to an evaluation by a substance abuse professional. The evaluation will attempt to determine the extent of the employee's or volunteer member's use of or dependence on the abused substance(s) and, if necessary, recommend an appropriate program of treatment.
  4. If an evaluation is conducted which results in a recommendation for treatment, continued employment may, but is not required to, be allowed if the recommended treatment is immediately started and successfully completed. The treatment program may include, but is not limited to, rehabilitation, counseling, and after-care to prevent future substance use/abuse problems. The treatment program will not be at the Seeley Lake Rural Fire District expense; however, employees may use benefits provided by applicable insurance coverage. Failure by the employee or volunteer member to enroll in the recommended treatment program, to consistently comply with the program requirement, to complete it successfully, and/or to complete any continuing care program shall be grounds for immediate termination from employment or membership as a volunteer member.
  5. When an employee or volunteer member is required to undergo treatment under the policy, the employee or volunteer member may be required to comply with the following as a condition of continued employment or membership as a volunteer member:
    - a. Monitoring of the treatment program and the employee's or volunteer member's participation by the Seeley Lake Rural Fire District;
    - b. Submission to return-to-duty testing as required under this policy and continuing follow-up testing as provided in the Return to Duty Testing/Follow-up Testing section; and
    - c. Any other reasonable condition that the Seeley Lake Rural Fire District deems necessary to maintain a safe and healthy workplace for all employees and volunteers.

Failure by the employee or volunteer member to enroll in a required treatment program, to consistently comply with the program requirements, to successfully complete the program, and/or to complete any continuing care or testing program will be grounds for immediate termination of employment or membership as a volunteer.

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6. Disciplinary action will also be taken for any job performance or behavior that would otherwise be cause for disciplinary action.

### ***Confidentiality***

All medical and rehabilitation records are confidential medical records and may not be disclosed without the prior written consent of the patient, authorizing court order, or otherwise as permitted by state and federal law. Test results will also be disclosed to members of management on a need-to-know basis. Positive illegal drug and alcohol test results may also be disclosed to the applicant, employee or volunteer member; the appropriate medical and substance abuse treatment providers; the Seeley Lake Rural Fire District's attorney; Seeley Lake Rural Fire District representatives necessary to respond to an alleged violation of this policy; and a court of law or administrative tribunal in any relevant adverse personnel action.

### ***Definitions***

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Use: The consumption of any beverage, mixture, or preparation including any medication containing alcohol.

Applicant: A person, including a current Seeley Lake Rural Fire District employee, applying for any position with the Seeley Lake Rural Fire District.

Seeley Lake Rural Fire District Premises: All Seeley Lake Rural Fire District property and facilities, their surrounding grounds and parking lots, leased space, Seeley Lake Rural Fire District motor-driven equipment/vehicles, offices, desks, cabinets, closets, etc.

Contraband: Any item such as illegal drugs, drug paraphernalia, or other related items whose possession is prohibited by this policy.

Conviction: A finding of guilt, including a plea of no contest, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug or alcohol statutes.

Drug Test: A urinalysis (urine) test that includes specimen collection and testing by a Department of Health and Human Services (DHHS) certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

Employee: A person employed in a budgeted position on a full- or part-time basis, who has completed an initial probationary period.

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**Illegal Drugs:** Any controlled substance or drug, the sale, possession, cultivation, transfer, use, purchase, or distribution of which is illegal. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination or quantity prescribed, or by the individual for whom prescribed.

**Legal Drugs:** Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

**Positive Drug or Alcohol Test:** Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's blood or urine. With respect to alcohol, a blood alcohol concentration of 0.02 constitutes a positive test.

**Substance Abuse Professional (SAP):** A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with the knowledge of, and clinical experience in, the diagnosis and treatment of drug and alcohol-related disorders.

**Supervisor:** A Seeley Lake Rural Fire District employee or volunteer member who has been authorized to schedule and review the work of other employees and/or volunteer members and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees or volunteer members. In the Seeley Lake Rural Fire District this person may also serve as the District Fire Chief, or Officer in Charge.

**Volunteer Member:** A person who provides services for civic, charitable, or humanitarian reasons with no expectation for compensation other than reimbursement for expenses, reasonable benefits, or nominal fees. Services provided are done freely, without coercion, direct or implied, from the Seeley Lake Rural Fire District.

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## Standard Operating Procedure LIST OF SAFETY SENSITIVE POSITIONS

Fire Chief  
Deputy Chief  
Battalion Chief  
Fire Captain  
Fire Lieutenant  
EMS Coordinator  
Firefighter-Paramedic  
Firefighter-Advanced EMT  
Firefighter- EMT  
Firefighter-EMR  
Paramedic  
Advanced EMT  
EMT  
EMR  
Firefighter-Mechanic  
Firefighter  
Seasonal Firefighter  
Reserve Firefighter  
Paid-per-Call Firefighter  
Fire Prevention Specialist  
Inspector  
Public Education Specialist  
Administrative Assistant  
Office Manager  
Secretary  
Administrative Clerk

The above positions apply to all members of the Fire District holding these positions, regardless of volunteer or paid status.

### Approvals:

District Chief,  Date, 3/21/19

Fire Board,  Date, 3/22/19

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 6/01/2019

**Number:** ADMIN 18

**Title:** Confidential Personnel Files

**Scope:** This Standard operating Procedure applies to all District members

**Purpose:**

The Fire District maintains an individual file on each member of the District. Typically, a personnel file contains information such as training records, letters of commendation, personal history, copies of licenses and certificates. A file may also contain information regarding discipline and/or any other information pertinent to the District member and the Fire District. Each member is entitled to know what is in his or her file and must be allowed reasonable access to it. This procedure provides all District members a means of access to their own personnel file in order that they may review and be knowledgeable regarding its contents.

**Procedure:**

- District personnel files are strictly confidential. These files are maintained in a locked file cabinet in the District Office.
- District personnel files and their contents are the property of the Seeley Lake Rural Fire District.
- Any District Member or their properly designated representative may have access to their personnel file.
- Access will be allowed by appointment only and only during normal business hours.
- Review of the contents of a personnel file by a District Member must be conducted in the presence of the District Fire Chief or the District Administrator.
- A District Member may request to place pertinent information into their own file. The request must be made through the District Fire Chief or the District Administrator.
- Information and materials may be removed from a personnel file only with approval of the District Fire Chief.

**Approvals:**

District Chief,  Date, 6/5/19

Fire Board,  Date, 6-5-19

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2019

**Number:** ADMIN 17

**Title:** Ambulance Charge Write-Offs

**Scope:** This standard operating procedure applies to all accounts for ambulance service provided by the District.

**Purpose:**

The purpose of writing off outstanding accounts, a standard bookkeeping practice, is to accurately reflect the District's revenue versus bad debt. Accounts written off are those deemed uncollectible after all avenues of collection have been exhausted by the billing agency.

**Procedure:**

- Every year in November, the District will present the Board of Directors a report of all accounts to be approved and written off
- To provide adequate time for the billing agency to prepare a report, the Fire District will request the write off list from the billing agency one month prior to November.
- Once approved, the billing agency will be notified of the approved write-offs so they can complete their process.

**Other related references:** None

**Approvals:**

District Chief,  Date, 6/5/19

Fire Board,  Date, 6-5-19

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 11/01/2019 rev; 03/2024

**Number:** ADMIN 20

**Title:** Payroll

**Scope:** All District Employees

**Purpose:**

To ensure that all employees are compensated properly for District work performed.

**Procedure:**

**Time Reported:** Time recorded for payroll shall be calculated in fifteen (15) minute increments. The times in between these increments will be rounded up to the next 15-minute period.

**Pay Day:** Seeley Lake Rural Fire District work time periods are figured weekly from Sunday through Saturday. Paydays are every other Wednesday occurring 26 times per fiscal year. Each paycheck will include compensation for the two previous time periods of employment minus deductions per State and Federal Laws. Completed time sheets shall be submitted to the District Office no later than the Monday preceding payday.

**Over Time:** Overtime will be paid at 1.5 times the employees' base hourly wage at the time worked. Overtime will be paid for hours worked exceeding 40 hours per week on the paycheck compensating the time periods worked.

**Time Off Requests:** All time off requests shall be submitted in writing using the Leave Request form approved by SLRFD. Requests must be made at least two weeks prior to leave date(s).

**Sick Call:** Sick call notification should be made as soon as possible, and no later than two hours after shift begins. Notification shall be made to a District office staff member.

**Final Paycheck upon termination of employment:** Missoula County Policy will be followed.

**Approvals:**

District Chief,  Date, 3/20/24

Fire Board, Rita Rossi Date, 3-20-2024

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 12/01/2019

**Number:** ADMIN 21

**Title:** Requests for Incident Reports

**Scope:** District Staff Personnel

**Purpose:**

To ensure that requests for reports are processed efficiently and in a timely manner.

**Procedure:**

### **REQUESTS FOR FIRE REPORTS**

All requests for Fire Reports should be processed through the Administrative Office.

- Requests should be in writing and should include the required fee for reports
- Receipt payment and attach a copy of the receipt to the written request
- It is the responsibility of the Investigator to provide all the necessary documentation when reporting

### **REQUESTS FOR EMS REPORTS**

EMS Reports are not public documents and are confidential to the patient. The district shall be compliant with all federal HIPAA regulations about disclosing patient information

Medical Reports are only distributed as follows:

- Directly to the patient or patient's guardian, next of kin, requests from Attorneys that include a release signed by patient, guardian, etc., (be sure to check ID on patient; obtain written documentation such as a power of attorney for guardians, next of kin, etc.)
- hospitals requesting charts of patients they received from SLRFD

Charts will be issued after verifying patient's written release.

Requests for medical billing information should be forwarded to the District Billing agency for processing. They will provide medical records and all billing information.

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## Standard Operating Procedure

Other related references: ADMIN 22 – Administrative Fees

### Approvals:

District Chief, *Dep Lee* Date, *11/22/19*

Fire Board, *Rita Rossi* Date, *11-22-19*

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 12/01/2019

**Number:** ADMIN 22

**Title:** Administrative Fees

**Scope:** This Standard Operating Procedure applies to administrative staff providing copies of documents and other administrative functions to the general public

**Purpose:**

To establish a fixed rate to recover the costs of providing reports and administrative services to the public

**Procedure:**

In order to help recover the cost of providing copies, reports and documentation to the general public, the following rates shall be applied:

Reports

- EMS Reports no charge – conditions apply see SOP Admin 24
- Fire Reports \$35.00 per report, .50 per page

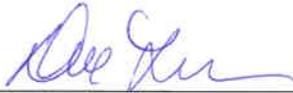
Photocopies

- Personnel records .50 per page
- Training records no charge
- Miscellaneous photocopying .50 per page

Faxing .50 per page

**Other related references:** Admin 18 - Confidential Personnel Files  
Admin 24 - Release of Medical Information

**Approvals:**

District Chief,  Date, 11/22/19

Fire Board,  Date, 11-22-19

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 6/01/2019, updated 12/01/2024

**Number:** ADMIN 23

**Title:** Paid Call On-Call

**Scope:** This standard operating procedure applies to all members responding to medical emergencies.

**Purpose:**

To compensate members for emergency medical response and ambulance transports to the hospital.

**Procedure:**

1. A run report must be generated for every medical response i.e. chest pain, motor vehicle accident, public assist, standby, etc. even if cancelled enroute.
2. All run reports must be received in the District Office within 72 hours of the response. Volunteers will not receive their stipend for that month if run reports are received late. It is the responsibility of the attendant of the EMS response/transport to assure paperwork is in on time. The District personnel will not “chase down” paperwork. Paid Call On-Call (PCOC) documentation must be submitted monthly, failure to do so will result in no stipend payment for the month. Payroll will be prepared on the first business day of each month.
3. Full-Time District staff will not be considered “payable” volunteers when responding to emergencies. It is the responsibility of the crew members preparing the report to ensure that the correct names are placed on the Officer’s Report and/or EMS Run Report.
4. The stipend for service will be as follows:
  - \$15 for EMS response A maximum of four volunteers plus Officer in Charge (OIC) will be paid for each EMS response.
  - \$60 for Ambulance transport to the hospital. Three volunteers maximum per Ambulance transport.

The District is aware of what constitutes “reasonable times” on emergency responses. All run reports will be reviewed. Excessive times on scene or at the hospital must be documented and justified on the District run reports. The object is to get the ambulance back in the area and in service as efficiently and expediently as possible.

5. Ambulances shall be placed back in to serviceable condition (cleaned, re-stocked as fully as possible, gurney made, etc.) after each response. The ambulance should be ready to respond when it returns to the District.

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## Standard Operating Procedure

6. Should an individual dispute any payment made, it will be up to that individual to provide further information or documentation needed to validate the reported discrepancy. Disputes will be reviewed by District Administration following presentation of this proof.
7. Requests for review must be made within 30 days of payment issuance. If no requests are made within that 30-day period, the payroll for that period shall be considered paid in full, and undisputed.
8. All PCOC checks will be valid for 90 days from date of issuance after which time will be considered void. Voided PCOC checks will not be re-issued.

**Other related references:** None

### Approvals:

District Chief,  Date, 12-2-24

Fire Board,  Date, 12-2-2024

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 12/01/2019

**Number:** ADMIN 24

**Title:** Release of Medical Information

**Scope:** This Standard Operating Procedure applies to anyone requesting patient information

**Purpose:**

To ensure that the Fire District is compliant with federal HIPAA regulations and that the Fire District maintains patient confidentiality

**Procedure:**

District Administrator handles all requests for medical information. Because of HIPAA regulations, we cannot release medical information to anyone except the patient, with the exceptions as listed below. Following are the circumstances and procedures for releasing medical information:

Release to the patient

We will release a copy of the run report to the patient with proof of identification. They must come into the office, show identification and pick up a copy of the report. If a patient is deceased, we will release a copy to power of attorney, (see below).

Minor Patient

We will release a copy of the run report to parent or guardian with proof of identification. They must come into the office, show identification and pick up a copy of the report.

Power of Attorney

We will release a copy of the run report to the power of attorney, with evidence of power of attorney, and proper identification. They must come into the office, show identification and pick up a copy of the report.

To Attorney Offices or private investigations

We will release a copy of the run report to any attorney or private investigator requesting a copy. They must provide written, notarized documentation signed by the patient that authorizes release of information. Note: we cannot provide copies of medical invoices; forward requests for bills to our billing agency.

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## Standard Operating Procedure

Police, Coroner, Hospitals, Subpoenas

We will provide a copy of a run report to police, coroner or hospital. We will also provide copy of a run report when a subpoena is served. We do not need pre-authorization from patient.

Other related references: None

### Approvals:

District Chief,  Date, 11/22/19

Fire Board,  Date, 11-22-19

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 02/01/2020

**Number:** ADMIN 25

**Title:** Travel Requests

**Scope:** This Standard Operating Procedure applies to all District Members.

**Purpose:**

In order to conduct the business of the District or to attend meetings, classes, conferences, seminars, etc. it is often necessary for District Members to travel outside the local area. Additionally, it may be necessary for a District Member to remain overnight for the same reasons within the local area. For insurance and accountability purposes all District overnight and out of the area travel must be pre-approved.

**Procedure:**

- Local area includes Missoula County, Ovando.
- All travel requests outside the local area must be approved in advance by the District Fire Chief.
- All overnight travel requests within the local area must be approved in advance by the District Fire Chief.
- The District Office must be advised of any travel out of the District in a Fire District vehicle
- Requests for travel requiring pre-approval must be submitted to the District Office 14 days in advance.

**Other related references:**

SOP ADMIN 26- Reimbursement for Meal & Travel Expenses

SOP ADMIN 27- Reimbursement for Fire, Rescue and EMS Training Classes

**Approvals:**

District Chief  Date, 1/24/20

Fire Board  Date, 1-24-2020

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 02/01/2020

**Number:** ADMIN 26

**Title:** Reimbursement for meal and travel expenses

**Scope:** This Standard Operating Procedure applies to all District Members.

**Purpose:**

To establish reimbursement rates and procedure for expenses incurred in connection with Fire District authorized travel. Also, to ensure that the most economical and efficient means of travel is utilized.

**Procedure:**

- All reimbursable travel must be approved prior to incurring any reimbursable expenses.
- All reimbursable travel outside the local area must be approved by the Fire Chief.
- Local area travel must be approved by the District Fire Chief and includes Missoula County, Ovando.
- Reimbursable expenses may include the following:
  - Meals
  - Lodging
  - Transportation expenses
  - Tuitions and/or registration fees
  - Expenses incurred directly related to district business, as approved by District Fire Chief
- Transportation must be by the most economical means considering total cost, time spent in transit.
- Reimbursement rates shall be at the most current approved rate for state employees. Mileage will be reimbursed based on fuel receipts turned in and/or a predetermined stipend set by the Fire Chief based on trip destination, mileage and current price of fuel
- Breakfast Reimbursement requirements. In order to be eligible for breakfast reimbursement, the District Member must leave his principal place of business at least 1.5 hours prior to his normal work start time.
- Lunch Reimbursement Requirements. In order to be eligible for lunch reimbursement, the District member must leave his principal place of work at least 1 hour before his normal lunch period or return at least one hour after his normal lunch period.

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- Dinner Reimbursement Requirements. In order to be eligible for dinner reimbursement, the District Member must return to his principal place of work at least 1.5 hours after the end of his normal work period.
- Detailed receipts for all reimbursable expenses must be submitted with a request for reimbursement. In some cases, a written explanation justifying certain expenses will be required.
- Car-pooling and use of District vehicles is encouraged when traveling within the local area.
- Expenses exceeding allowed room rate must be pre-approved by District Fire Chief

### **Other related references:**

SOP Admin 25- Travel Requests

SOP Admin 27- Reimbursement for Fire, Rescue and EMS Training  
Classes

### **Approvals:**

District Chief  Date, 1/24/20

Fire Board  Date, 1-24-2020

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## Standard Operating Procedure

**Date:** 02/01/2020

**Number:** ADMIN 27

**Title:** Reimbursement for Fire, Rescue and EMS Training Classes

**Scope:** This Standard Operating Procedure applies to all District Members.

**Purpose:**

To provide a standard procedure for reimbursing District Members for expenses incurred in connection with fire and EMS training.

**Procedure:**

Many training courses available to District Members require enrollment or registration fees or the purchase of textbooks, manuals or supplies. It is the intention of the District to keep all out of pocket training expense to our members to a minimum. At the same time the District must be assured that the training is pertinent and necessary and that the expense prudent and within District budget limitations. Accordingly, the following procedures must be followed in order to obtain District reimbursement for District Member's attendance to Fire or EMS training classes or seminars.

- Requests for training prepayment or reimbursement by active members must be submitted by and pre-approved by the Fire Chief or designee.
- Requests for prepayment of training classes etc. must be submitted 14 days or more prior to the deadline for submitting fees etc.
- Entitlement to reimbursement will be contingent on the member receiving a grade of C or better in graded classes.
- Evidence of successful completion of the class must be submitted to the District Office immediately following completion of the class.
- District Members attending a prepaid class who do not complete the class or do not receive a grade of C or better will be responsible for reimbursing the District for the costs of the class or session.

**Other related references:**

SOP ADMIN 26- Reimbursement for Meal & Travel Expenses

SOP ADMIN 25- Admin Travel Requests

**Approvals:**

District Chief  Date, 1/24/20

Fire Board  Date, 1-24-2020

# Seeley Lake Rural Fire District

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## **Standard Operating Procedure**

**Date:** 03/01/2020

**Number:** ADMIN 28

**Title:** Harassment

**Scope:** This Standard Operating Procedure applies to all District Members.

**Purpose:**

In order to conduct the business of the District in a safe non discriminant manner.

**Procedure:**

- A. Statement of Intent
  - 1. Harassment of an applicant or member by a supervisor, management, or any member of the District based on race, color, religion, sexual orientation, national origin, ancestry, age, medical condition, disability, veteran status, or marital status will not be tolerated.
  - 2. Disciplinary action up to and including termination may be instituted for behavior falling within the following definitions of harassment.
- B. Definitions of Harassment include but are not limited to:
  - 1. Verbal Harassment includes epithets, derogatory comments or slurs based on race, color, religion, sexual orientation, national origin, ancestry, age, medical condition, disability, veteran status, or marital status. Verbal harassment also includes verbal sexual advances, repeated offensive sexual flirtations or propositions, and requests for sexual favors. Additionally, continued or repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, digital communications, or invitations also constitute verbal harassment.
  - 2. Physical Harassment. Includes conduct such as unwanted touching, offensive or abusive conduct, battery, impeding or blocking movement, and other similar conduct.
  - 3. Visual Forms of Harassment. Includes derogatory posters, notices, bulletins, cartoons or drawings based on race, color, religion, sexual orientation, national origin, ancestry, age, medical condition, disability, veteran status, or marital status. Leering, making sexual

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gestures, and displaying sexually suggestive objects or pictures also constitute harassment.

The types of actions described above, although illustrative and not all-inclusive constitute harassment when:

- a) Submission to the conduct is an explicit or implicit term or condition of a member's employment or membership.
- b) The submission to or rejection of the conduct by an individual is the basis for an employment or membership decision affecting the individual; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creates an intimidating, hostile, or offensive working environment.

### C. Complaint Procedure

1. Initiating a complaint. A member who alleges he/she has been the subject to harassment or discrimination related to their employment or membership should immediately inform the Chief and submit a written statement containing the following:
  - a) The nature of the discrimination or harassment accusation (i.e. verbal, visual, and or verbal).
  - b) The name(s) of the member(s) accused of engaging in the harassment or discrimination.
  - c) Specific date(s) of harassment or discrimination along with a description of the events surrounding the alleged harassment or discrimination. The name(s) of witnesses.
  - d) The written statement must be filed within thirty (30) days of the latest incident by the member making the complaint.

Note; Alleged incident(s) of harassment or discrimination committed by the Chief shall be reported to the SLRFD Board Chairperson who will cause an investigation of the matter in accordance with the provisions of this policy.

2. Investigation. Upon receipt of a timely complaint, the Chief or his designee shall immediately investigate to decide if the complaint is substantiated and if so, initiate the appropriate corrective action. In conducting the investigation, the Chief or designee shall interview the member(s) making the complaint, the accused and any witness(s). The Chief or designee shall also review written documentation and records relating to the specific incident(s) and where appropriate, interview or take statements from supervisors. If the Chief's investigation

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concludes that harassment or discrimination has occurred the District will take appropriate action up to and including termination.

3. Confidentiality. The letter of complaint, investigation process, and disposition of the complaint shall be confidential to the extent permitted by law.
4. Retaliation. Any member reporting an incident or harassment or assisting in an investigation of a reported harassment or discrimination will not be adversely affected in the terms of the conditions of employment or membership or discriminated against or discharged because of the report or the assistance. A person that believes that he/she has been the victim of retaliation should promptly report the retaliation to the Chief, or if the Chief is the retaliating party, to the Fire District Board. Retaliation is strictly prohibited and will promptly be investigated and treated appropriately.

Other related references: None

### Approvals:

District Chief  Date, 2/20/20

Fire Board Rita Rossi Date, 2-19-2020

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## Standard Operating Procedure

**Date:** 8/01/2020

**Number:** Admin 29

**Title:** Administration of Oaths

**Scope:** This policy applies to all District members.

**Purpose:**

To set a standard for administering an oath of appointment for newly appointed full-time members

**Procedure:**

The attached Oath of Appointment for new member(s) shall be administered at an official board meeting by the Fire Chief or his designee, to all newly appointed members upon completion of his/her probationary period.

**Related Articles:** None

**Approvals:**

District Chief,  Date, 7/14/20

Fire Board,  Date, 7/14/20

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 01/01/2021, Revised 10/01/2021

**Number:** Admin 30

**Title:** Leave Request

**Scope:** This policy applies to all District staff.

**Purpose:**

To establish a standard procedure and accountability for the use of District leave.

**Procedure:**

**Vacation leave**

shall be taken in increments of not less than one (1) hour, and submitted a minimum of 10 business days in advance. Requests for annual leave will be considered in the order they are received and approved based on the District's business needs at the convenience of the District.

**Sick leave**

shall be defined as the absence from duty by a paid member for the following reasons:

1. Quarantine because of exposure to a contagious disease, or when incapacitated and unable to perform duties because of personal illness or injury, or for optical, medical, or dental examination and/or treatment.
2. Attendance upon a member of the paid member's immediate family because of illness or injury where the attendance of the paid member is required to care for or transport such family member.

Paid members who call in sick prior to their work shift, must notify their immediate supervisor as soon as possible prior to the beginning of the shift or within one hour after the shift begins. Requests for sick leave usage shall be presented in advance for medical, optical, or dental appointments. In all cases, requests must state the reason for the sick leave.

When a paid member is absent due to illness or injury for more than three (3) days he/she will be required to provide a doctor's note documenting their illness or injury. Documentation must clearly state the nature of the paid member's illness.

Following an absence for serious illness, injury or exposure to a contagious disease, the Chief may require a statement by a physician indicating the paid member is fit to return to work.

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No paid member shall be entitled to sick leave while absent for any of the following reasons:

- Disability arising from any sickness or injury purposely self-inflicted or caused by willful misconduct.
- Sickness or disability while absent from duty when such absence was not authorized.

### **Family and Medical Leave Act (FMLA)**

All public employers are to comply regardless of the number of employees they have. Therefore, the District must comply with certain requirements under FMLA, which includes posting the availability of FMLA. However, employees of public agencies must also meet all the FMLA eligibility requirements. To qualify for FMLA leave, an employee is considered "eligible" if s/he:

1. Has been employed by the District for at least twelve (12) months.
2. Has been employed for at least 1,250 hours of service during the twelve (12)-month period immediately preceding the commencement of the leave; and
3. Is employed at a worksite where fifty (50) or more employees are employed by the same employer within seventy-five (75) miles of that worksite. Therefore, **employees are not eligible for FMLA leave if the District does not employ 50 or more individuals.**

### **Military Leave**

A military leave of absence will be authorized in accordance with state and federal law. To comply with this policy, recognized military service shall mean full-time service by a person in the armed services during a national emergency or state militia emergency. A military leave of absence is normally granted without pay, however, a paid member may exhaust an accrued annual leave balance as appropriate prior to commencing leave without pay. To be eligible, paid members must submit written verification from the appropriate military authority. Whenever possible, the paid member shall notify the Chief of such leave request at least ten (10) working days in advance of the beginning date of such leave.

- There shall be no loss of seniority, sick leave or annual leave rights during such leave.
- While in a non-pay status on military leave, the paid member shall not accrue annual leave, sick leave, holidays, or any other benefits during the leave.
- Insurance benefits, such as, but not limited to, health, dental, life and disability insurance for the paid member and his dependents will not be maintained by the District during the leave while in a non-pay status. The paid member may elect to pay the entire premiums and maintain the insurance during the leave. The premiums must be paid in advance to the District.

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- The District will reinstate paid members returning from military leave to their same position or one of comparable seniority, status and pay if they:
  1. Have a certificate of satisfactory completion of service
  2. Apply within ninety (90) days after release from active duty or within such extended period, if any, as their rights are protected by law
  3. Are qualified or are, with reasonable accommodation, able to re-qualify to fill their former position

Exceptions to this policy shall be made whenever necessary to comply with applicable state and federal laws. Any officer or paid member who is an active member of the United States Army Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, United States Air Force Reserve, or the Montana National Guard shall be relieved from his duties, upon request, to serve under orders and shall receive his regular pay, less any normal deductions, not to exceed fifteen (15) working days in any one (1) calendar year, while on such leave. For fifty-six (56) hour employees, District covered military leave will be 192 hours. For forty (40) hour employees, District covered military leave will be 138 hours. Military leave will be taken in a minimum of eight (8) hour blocks. Military leave under this subsection shall not be treated as annual leave.

### **Jury Duty**

Paid member shall be allowed a leave of absence with pay when summoned for jury duty. All fees received for jury duty, not including reimbursement for expenses, will be turned over to the District. A paid member shall notify his supervisor immediately upon receiving notice to appear for jury duty. Jury duty shall not be charged against annual leave.

### **Leave of Absence without Pay**

A. The Chief may grant a temporary leave of absence without pay for a period not to exceed thirty (30) working shifts. Paid members on leave of absence without pay shall not accrue sick leave or annual leave during the period of absence. The District will make no contributions to retirement, medical or other benefits during that period. These benefits may be continued by payment of the total premiums or fees by the paid members. Accrued annual leave and sick leave on record shall not be lost, by virtue of leave of absence without pay.

B. A leave of absence without pay does not guarantee a return to employment. The District reserves the right to replace a paid member based on business needs.

### **Approvals:**

District Chief,  Date, 9/23/21

Fire Board,  Date, 9/23/21

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## Standard Operating Procedure

**Date:** 12/16/2020

**Number:** Admin 31

**Title:** Procurement & Conflict of Interest

**Scope:** This policy applies to all District staff.

**Purpose:**

This policy seeks to establish fair, open and competitive procedures for selecting vendors of goods and services at various spending thresholds.

**Procedure:**

**AUTHORITY:** The authority to enter contracts for services on behalf of the district is exercised by the Board of Trustees. The Fire Chief may execute invoice-based contracts as defined in this policy.

**ADMINISTRATION:**

- A. The Fire Chief is responsible for the implementation of this policy and for establishing procedures to demonstrate compliance.
- B. The public has the right to inspect and copy all purchasing and contract documents except for sealed bids and legitimate trade secrets as defined in MCA 30-14-4.

**DEFINITIONS:**

**BID:** a competitive price offer made by an intended bidder, usually in response to an invitation to bid

**BIDDER:** Any seller submitting a competitive bid in response to an invitation to bid

**COMPETITION:** The process by which two or more vendors vie to secure the business of a purchaser by submitting the most favorable bid or offer for the requested supplies or services.

**CONTRACT:** A legally enforceable written or verbal agreement between the district and any other governmental, public, or private entity for the procurement of goods or services of any type.

**CONTRACTOR:** Any individual or business having a contract with the district.

**EMERGENCY PURCHASE:** A purchase made without following normal purchasing procedures due to a sudden and unexpected happening or unforeseen occurrence or condition that requires immediate action.

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## **Standard Operating Procedure**

**GOODS:** Supplies, equipment, materials, commodities, specialty manufactured products, etc. acquired to conduct the routine activities of the district.

**INVITATION FOR BIDS:** A method for establishing a price on desired goods using a written description of the specifications or attributes of the items sought that include published notice and formal, sealed bids.

**INVOICE:** An itemized statement furnished to a purchaser by a seller, usually specifying the price of goods or services and the terms of sale. Although an invoice is a type of contract, it is frequently used in combination with a formal contract; in certain circumstances, an invoice may be used on a standalone basis and can serve as the least formal form of a contract. Invoices can be used as a sole contract if the total amount of the purchase is less than \$10,000 for goods or less than \$5,000 for purchases other than goods.

**LIMITED SOLICITATION:** A process for establishing a price on desired goods or qualifications for performing desired services that does not require sealed bids or proposals but does require documented competition. This solicitation is issued in writing and requires a written response.

**PROFESSIONAL SERVICES:** Labor, time, or effort furnished by a person licensed, registered, or certified to provide such labor.

**PROCUREMENT:** The acquisition, with or without cost, buying, purchasing, renting, leasing, or otherwise obtaining goods or services. The term includes all functions that pertain to acquiring the goods or services, including the description of requirements, the search for and selection of sources, preparation and award of contract, and contract administration and monitoring. It does not include the acquiring of supplies or services by gift.

**QUOTE:** A method of establishing a price on desired goods, usually issued and obtained verbally, though may be requested in writing.

**PROCEDURES FOR VENDOR SELECTION:** The procedures used for vendor selection depend on the type and amount of the expenditure.

**QUOTE:** For purchase of goods or services more than \$2,000 but less than \$10,000, a quote process is used.

A minimum of three vendors must be contacted to obtain a price on the desired item or service. Although price usually determines the vendor selected, other factors may be considered, such as: quality and/or availability of the articles or equipment desired, responsiveness to the specifications desired for the work to be performed or the goods to be supplied, and/or experience with the vendor. Quotes may be obtained verbally or through e-mail, fax, or website posting.

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- The district shall maintain a record of the items sought, the vendors contacted, the prices quoted, and the vendor selected. Any quote obtained from a related party (person who has a special relationship including personal, familial, or financial with a district employee) must be documented and disclosed. If three vendors are not available, an explanation must be provided.

**LIMITED SOLICITATION:** A limited solicitation process is used for the procurement of goods and services greater than \$10,000 but less than \$50,000. The dollar range for use of a limited solicitation applies to the initial contract term and any possible renewal periods.

1. The district develops a written opportunity for a minimum of three vendors to offer a price on the desired item or service according to the specifications established for the purchase. Vendors should also be provided with all relevant information and criteria, including but not limited to: need for compatibility with existing equipment, delivery dates, duration of the need for service, etc. Vendor is selected using the criteria stated in the limited solicitation.

2. The district shall document the solicitation process by maintaining a file including: the written solicitation, a summary listing of the vendor responses, and a complete copy of the vendor response selected. If three vendors are not available, an explanation must be provided. Any solicitation received from a related party (person who has a special relationship including personal, familial, or financial with a district employee) must be documented and disclosed.

**INVITATION FOR BIDS (IFB):** For procurement of goods, services and equipment greater than \$50,000 where the vendor selection is determined exclusively on price, an invitation for bid process is used. An IFB is also used for multiple purchases of the same item when it is reasonably expected that the annual amount of such purchases will be greater than \$50,000.

1. The district shall develop an IFB package. The package includes all pertinent information and specifications about the products or services sought.

2. IFB must be published for a minimum of two consecutive weeks in a local newspaper that provides legal advertising. The final published notice must appear at least three days prior to the bid opening. The published notice shall contain: a brief statement about the procurement for which bids are sought, where complete specifications may be obtained if not provided in the publication, the contact information for the district employee responsible for answering questions about the bid, specific bid requirements for contract or performance, the initial contract term and any renewal periods, the address where bids are to be mailed, the due date and time for receipt of bids, and the location of bid opening.

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3. IFB bids must be opened publicly at the time and place designated in the IFB. A record must be maintained of the amount of each bid, and other relevant information, and the name of each bidder. After the bid has been awarded, all bids and bid documents must be open to public inspection.
4. The bid is awarded to the lowest responsible bidder. If there are not out of state bidders, MCA 7-5-2309 allows an optional bidding preference to a local resident whose bid is no more than \$500 or 3% higher, whichever is less, than the bid of the lowest responsible bidder who is not a local resident.
5. Any bid from and awarded to a related party (person who has a special relationship including personal, familial, or financial with a district employee) must be documented and disclosed.
6. Complete documentation shall be maintained including the process, text of the IFB, all responses received, proof of publication of the public notice, and a copy of the awarded contract.

**REQUEST FOR PROPOSALS (RFP)** An RFP is used for procurement of goods and services greater than \$50,000 when it is desirable to incorporate factors other than cost into the selection criteria.

- The district shall use the most current and established Missoula County policy for issuance of an RFP. Although the County established amounts for an RFP may differ, the process as detailed in the most current County Purchasing and Contracts Policy shall be followed.

**REQUEST FOR QUALIFICATION:** An RFQ is used to acquire professional services greater than \$50,000. A provider of professional services is selected based on demonstrated competence and qualification for the type of services desired at a fair and reasonable price.

- The district shall use the most current and established Missoula County policy for issuance of an RFQ. Although the County established amounts for an RFQ may differ, the process as detailed in the most current County Purchasing and Contracts Policy shall be followed.

**EXCEPTIONS:** The following exceptions preempt the provisions of this policy

- 1) **DIRECT NEGOTIATION:** When no bids or proposals are received in response to an IFB or RFP or if none of the ones received are from responsible and responsive bidders or offerors, the district may choose to:
  - a) Cancel and reissue the IFB or RFP.

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## **Standard Operating Procedure**

- b) Negotiate directly with a vendor if a determination is made that subsequent IFB of RFP would be unsuccessful.
  - c) All circumstances that lead to direct negotiation must be documented.
- 2) **EMERGENCIES:** Under very limited circumstances, the district may need the flexibility to make an emergency purchase. Such purchases are typically made outside of the normal purchasing procedures due to the sudden and unexpected situation that requires immediate action.
- 3) **SOLE SOURCE PURCHASING:** Under some limited circumstances, the district may need to consider making a sole source purchase for a supply or service available from only one known vendor or for other justified reasons. Because this purchase occurs without benefit of competition, the district exercises great reluctance to use this procurement method. The following governs the use of sole source purchasing:
- a) The required supply or service is available only from a single supplier or it is determined that a single supplier is otherwise most advantageous for the district. Circumstances which could necessitate a sole source purchase are:
    - (i) The compatibility of current services or equipment, accessories, or replacement parts,
    - (ii) There is no existent equivalent product,
    - (iii) Only one source is acceptable or suitable for the supply or service item,
    - (iv) Grant terms specify the equipment to be purchased,
    - (v) Those items per Montana Administrative rule (MAR) 2.5.301 2.5.604 that are listed as exempt from competitive procurement, or
    - (vi) In the case of used vehicles, apparatus, or equipment, which are of a nature and type that typically would not be retained by the seller for the period it would take to comply with policies.
  - b) Sole source purchases over \$2,000 but less than \$5,000: Fire Chief or designee shall compile a sole source justification report prior to purchase. Report shall be filed with purchase records.
    - (i) Sole source purchases for \$5,000 or more (except for used items under (vi) above): The Fire Chief or designee shall compile a sole source justification report prior to purchase and submit it to the

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

Seeley Lake Rural Fire District Board for approval. The district shall maintain a record of all sole source purchases over \$2,000.

(ii) Sole source purchases of used vehicles, apparatus, or equipment over \$5,000: Board retains the authority for final approval of any purchases over \$5,000. Fire Chief is authorized to submit reasonable offers, including down payment not to exceed 10% of offer, if the following conditions are met:

- 1) offer does not constitute final purchase contract, and
- 2) down payment, if any, is a minimum of 75% refundable if purchase is not finalized, regardless of reason. Fire Chief will notify Chairman or Vice Chairman as soon as possible before or after any offer is made, and, depending on timing of next regular board meeting, work to schedule special board meeting for discussion and final approval.
- 3) Sole source procedures do not apply if the Total Contract Value is \$2,000 or less.

### Approvals:

District Chief,  Date, 12/16/2020

Fire Board,  Date, 12-16-2020

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## Standard Operating Procedure

**Date:** 04/01/2021

**Number:** ADMIN 32

**Title:** FLSA Compliance

**Scope:** This Standard Operating Procedure applies to all non-exempt District staff.

**Purpose:** To comply with FLSA wage requirements

**Procedure:**

1. The District FLSA cycle will be calculated on a fourteen (14) day cycle.
2. Per 29 CFR § 553.230 overtime compensation is required for all hours worked in excess of the maximum hours standards for a fourteen (14) day work period of one-hundred and six (106) hours. This applies to members who are assigned to the twenty-four (24) hour shift schedule and meet the statutory definition of "employees in fire protection activities" contained in 29 CFR §203(y) and can engage in their duties are 29 CFR § 207(k) exempt Members.
3. Members who engage in firefighting duties who are assigned to work the Forty (40) hours per week schedule shall be exempt of the one-hundred and six (106) hour threshold within the fourteen (14) day FLSA work period and shall receive overtime after ten (10) hours in a workday or forty (40) hours in a seven (7) day work cycle.
4. Members who are not engage in firefighting duties who are assigned to work the Forty (40) hours per week schedule shall not be exempt of the one-hundred and six (106) hour threshold within the fourteen (14) day FLSA work period and shall receive overtime after eight (8) hours in a workday or forty (40) hours in a seven (7) day work cycle.
5. The following leaves shall be counted as time worked in regard to FLSA hours:
  - a. Annual Leave
  - b. Sick Leave
  - c. Military Leave
  - d. Administrative Leave with Pay
  - e. Compensated Family Medical Leave
  - f. Compensated Bereavement Leave

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- g. Worker's compensation leave
- h. Compensated Jury Duty

### Other related references:

### Approvals:

District Chief  Date, 3/22/21

Fire Board  Date, 3/22/21

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## Standard Operating Procedure

**Date:** 04/01/2021

**Number:** ADMIN 33

**Title:** Wage Increases

**Scope:** This Standard Operating Procedure applies to all non-exempt District staff.

**Purpose:** To provide a standard and planned merit-based wage increases.

**Procedure:**

1. All non-exempt employees are eligible for a merit-based wage increase annually after completing a six-month probationary period.
2. The District annual review for wage increase shall be completed in June and be effective July 1st of the next fiscal year. The wage increase shall adhere to the attached step-and grade scale. The scale is based on a 2.5% increase per step. Each increase may not exceed two steps or 5% annually.
3. The annual review shall be performed by the employee's supervisor to be approved by the District Fire Chief. Once a review has been evaluated, the Fire Chief will determine the step(s) increase if applicable.
4. The wages of all employees are to be included in each Fire Board Trustee packet for monthly review.

**Other related references:** Wage Scale Attachment

**Approvals:**

District Chief



Date,

3/22/21

Fire Board



Date,

3/22/21



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## Standard Operating Procedure

**Date:** 05/01/2021

**Number:** ADMIN 34

**Title:** Public Information Requests

**Scope:** This Standard Operating Procedure applies to all District staff.

**Purpose:** It is the policy of the Seeley Lake Rural Fire District to operate in accordance with Montana law regarding public information, public record requests, and the public's right to know. The Seeley Lake Rural Fire District acknowledges that the constitutional right to privacy requires balancing of the public's right to know with the right to privacy, and that such balancing is an integral and necessary part of responding to requests for public records and public information.

**Procedure:**

### Definitions

- a. "Public information" means information prepared, owned, used, or retained by any department of Missoula County relating to the transaction of official business, regardless of form, except for confidential information that must be protected against public disclosure under applicable law.
- b. "Public record" means public information that is:
  - i. fixed in any medium and is retrievable in usable form for future reference; and
  - ii. designated for retention by state records committee, judicial branch, legislative branch or the local government records committee.
- c. "Confidential information" means information that is accorded confidential status or is prohibited from disclosure as provided by applicable law. The term includes information that is:
  - i. constitutionally protected from disclosure because an individual privacy interest clearly exceeds the merits of public disclosure
  - ii. related to judicial deliberations in adversarial proceedings
  - iii. necessary to maintain the security and integrity of secure facilities or information systems owned by or serving the state; and
  - iv. designated as confidential by statute or through judicial decisions, findings, or orders.

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## **Standard Operating Procedure**

1. Designation of Individual Responsible for Coordinating Responses to Public Information Requests

The Seeley Lake Rural Fire District Board of Trustees designates the Fire Chief as the District's public information request liaison ("Designated Individual"). Public information requests may be directed to this individual at [SLFDChief@Blackfoot.net](mailto:SLFDChief@Blackfoot.net) or (406)677-2400.

Upon receipt of a request for public information, the Designated Individual shall respond in a timely manner to the requesting person by:

- (a) making the public information maintained by the Seeley Lake Rural Fire District available for inspection and copying by the requesting person; or
- (b) providing the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered and any fees that may be charged for fulfilling a public information request.

the Seeley Lake Rural Fire District is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person.

2. Confidential Information and Information relating to individual or public safety

Pursuant to Mont. Code Ann. 2-6-1002 and 2-6-1003, the Seeley Lake Rural Fire District reserves the right to withhold from public scrutiny confidential information and information relating to individual or public safety or the security of county facilities if release of the information jeopardizes the safety of facility or personnel. The Seeley Lake Rural Fire District may not withhold from public scrutiny any more information than is required to protect individual or public safety or the security of public facilities.

3. Fee

The Seeley Lake Rural Fire District may charge a fee for fulfilling a public information request. Except where otherwise provided for in law, the fee may not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented. The fee may include the time required to gather public information. The Seeley Lake Rural Fire District may require the requesting person to pay the estimated fee prior to identifying and gathering the requested public information.

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

### 4. Legal Review

Upon receipt of a request for public information, the Designated Individual shall gather and review the information requested. If an initial review suggests the following is included in the information requested, the Designated Individual shall provide it to the county attorney's office for legal review:

- Employee information other than position, length of employment and salary
- Disciplinary actions taken or considered against employees
- Grievances filed by or against employees
- Correspondence involving attorneys that may be privileged attorney-client communications
- Documents created by attorneys that may be privileged work product
- Information relating to physical security of county property or technology systems
- Information relating to judicial deliberations in adversarial proceedings

### 5. Time

The Seeley Lake Rural Fire District shall make every reasonable effort to respond to public information requests within five business days. For large or complicated requests, the initial response should occur within 10 business days, and may provide an update as to the steps taken to date regarding the request, and the estimated fee for processing the request, if known at that time.

### 6. Reason for withholding

If the Seeley Lake Rural Fire District denies a request for public information or records, the Seeley Lake Rural Fire District shall provide a written explanation for the denial.

**Other related references:** Missoula County Policy 2018-1, SLRFD Admin 22, Montana Code Annotated (MAC) 2-6-1006

### Approvals:

District Chief  Date, 4/23/2021

Fire Board Rita Rossi Date, 4-23-2021

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 7/01/2022

**Number:** Admin 35

**Title:** Uniform Allowance

**Scope:** This policy applies to all District uniformed staff.

**Purpose:** To identify District employees that are required to wear the District Uniform and the method by which the District uniform allowance is distributed.

**Procedure:**

- All full-time paid personnel, shall be entitled to \$650 annual uniform allowance
- Newly hired employees will be issued a uniform allowance as soon as possible following appointment as a District Employee, at the discretion of the District Chief
- Uniform allowance will be made available on a fiscal year basis
- Employees will make uniform purchases via purchase request form. The cost of their uniform purchase shall be credited to their \$650 annual allowance.
- Any balance in the employee's uniform allowance at the end of the fiscal year shall be rolled into the beginning balance for the next fiscal year
- An employee who separates from the district shall forfeit any unused portion of their uniform allowance
- All uniforms will be the property of the District (Badge not included)
- All uniformed employees shall maintain their own uniforms
- The District will provide up to 6 District T-Shirts annually to each full time paid employee required to wear a uniform
- The District will provide the following insignia initially and in the event of a change of status/rank at no cost to the employee's uniform allowance:
  - One Badge
  - One cap
  - One metal name plate for Uniform Shirt
  - Velcro Name tag for jacket
  - Collar insignia

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- o Additional or replacement insignia will be the financial responsibility of the employee

### Other Related References:

SOG ADMIN 1 - Use of District Uniforms and Attire of Paid Staff

### Approvals:

District Chief:  Date: 6/28/22

Board of Directors:  Date: 6/28/22

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 7/01/2022

**Number:** Admin 36

**Title:** Wage Increases

**Scope:** This Standard Operating Procedure applies to all non-exempt District staff.

**Purpose:** To provide a standard and planned merit-based wage increases.

**Procedure:**

1. All non-exempt employees are eligible for a merit-based wage increase annually after completing a one-year probationary period.
2. The District annual review for wage increase shall be completed in June and be effective July 1st of the next fiscal year. The wage increase shall adhere to the attached step-and grade scale. The scale is based on a 2.5% increase per step. Each increase may not exceed two steps or 5% annually.
3. The annual review shall be performed by the employee's supervisor to be approved by the District Fire Chief. Once a review has been evaluated, the Fire Chief will determine the step(s) increase if applicable.
4. The wages of all employees are to be included in each Fire Board Trustee packet for monthly review.

**Other related references:** Wage Scale Attachment

**Approvals:**

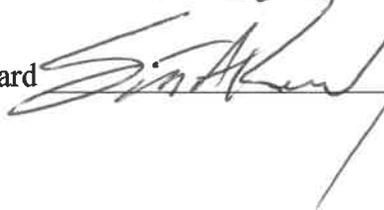
District Chief



Date,

6/28/22

Fire Board



Date,

6/28/22

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 5/01/2025

**Number:** Admin 37

**Title:** Annexation Into Fire District Process

**Scope:** This Standard Operating Procedure applies to all that wish to annex property into the Seeley Lake Rural Fire District (SLRFD).

**Purpose:**

To ensure all SLRFD property owners requesting annexation into the District are approved by the Fire Board, recorded and tracked appropriately.

**Guideline:**

- For a property identified as being within the Seeley Lake Rural Fire District (SLRFD) jurisdiction boundaries and is currently not annexed or paying taxes to SLRFD, a signed Petition for Annexation form completed with information found on the Missoula County GIS website and shall be submitted to the SLRFD business office.
  - When the signed petition is returned to SLRFD, a copy shall be maintained at the administrative office. The property will be inspected to complete the Annexation Criteria Form.
  - After the inspection, the Fire Chief will sign and submit the Annexation Criteria form and a letter of recommendation to the Board of Trustees for review.
1. After approval of annexation by Board of Trustees the packet will be processed. If annexation is denied, the SLRFD shall be notified and compose a Denial letter to the homeowner stating the reason for denial.
  2. The Board of Trustees will agendize a Public Hearing" with the annexation file for the property. When the Board of Trustees makes a decision on the annexation, an approval or denial letter with the reason for the decision will be mailed to the applicant(s).
  3. If approved, the completed packet signed by the Fire District Board Chair, Fire Chief, and applicant will be sent to the Missoula County recorder for processing.

**Approvals:**

District Chief *Kyle Lu* Date *5/27/2025*

Fire Board *Rita Rossi* Date *5-27-2025*

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** EMS 1

**Title:** Controlled Substance Policy

**Scope:**

All EMS Personnel

**Purpose:**

To assure proper accountability and documentation of all controlled substances by Seeley Lake Rural Fire District members in accordance with Federal Controlled Substances Act, section 812, Division of Control Amendments of 1984, Registrant Protection Act of 1984, Health and Safety Code Section 11122 and the Montana Board of Pharmacy.

**Procedure:**

### **INITIAL RECEIPT OF CONTROLLED SUBSTANCE STOCK**

1. The Emergency Medical Services (EMS) Medical Director or his/her designee may order Controlled Substances for initial stock and restock.
2. Controlled Substances shall initially be transported by District Designated Personnel and only to the SLRFD Office located at station 1, Seeley Lake Montana. "Designated Personnel" are defined as one of the following:
  - Fire Chief
  - District Administrator
  - District Board Chairman
  - District EMS Medical Director
3. Upon the SLRFD Office's receipt of any Controlled Substance(s), **two** of the designated personnel shall count and record the Controlled Substance(s) on the SLRFD Controlled Substance Central Supply Log. A copy of the Log is attached to this Policy as Attachment "A." All entries in this Log shall be co-signed by each of the Designated Personnel conducting the initial inventory.

### **STORAGE OF CONTROLLED SUBSTANCES**

Upon receipt and inventory, all Controlled Substances shall be placed in the Central Supply locked safe, which is located in the SLRFD Station 1 Office. This safe must be a double lock safe with no one person having both keys at

# Seeley Lake Rural Fire District

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## **Standard Operating Procedure**

any time. Access to the safe shall be strictly limited to the Designated Personnel, as set forth in paragraph A-2 of this Policy.

### **WEEKLY INVENTORY OF CONTROLLED SUBSTANCES STOCK**

Two of the Designated Personnel must conduct an inventory check of all Controlled Substances stored in the Central Supply safe on no less than a weekly basis. The inventory check must be documented on a SLRFD Controlled Substance Central Supply Log. Both Designated Personnel must verify that no quantity discrepancies exist prior to any disbursement of Controlled Substances to Advanced Life Support Units.

### **AGENCY REQUIREMENT FOR CONTROLLED SUBSTANCES STOCK; DISTRICT STOCK LEVELS**

District ALS units shall contain the following quantities of Controlled Substances. (Similar or equivalent stock may be substituted at the discretion of EMS Medical Director designated personnel based on ordering and stock availability):

- ALS Apparatus
  - Three (3) 10mg/1ml Morphine Sulfate
  - Three (3) 100mcg/2ml Fentanyl
  - Four (4) 2mg/2ml Midazolam
  - Four (4) 2mg/1ml Ativan
  - Two (2) 50mg/10ml Diazepam

### **STORAGE OF CONTROLLED SUBSTANCES**

#### **Restock Inventory**

The central Controlled Substances inventory will be located in a secured area in the SLRFD station 1 Office and stored in a locked safe.

#### **Apparatus Inventory**

Controlled Substances disbursed to field personnel will be stored in a container which will be secured with a numbered seal. This container will then be stored in a locked, Controlled Substance storage compartment in an ambulance or designated response vehicle. The container must be locked in the Controlled Substance storage compartment at all times except when it is in the immediate possession of an ALS level provider in the performance of his or her duties.

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### **DISBURSEMENT OF CONTROLLED SUBSTANCES FROM CENTRAL SUPPLY SAFE**

Each pre-load in a plastic tube or vial of a Controlled Substance to be disbursed from the Central Supply safe will be prepared in the following manner:

Pre-loads are in plastic tubes which shall be inspected for integrity prior to disbursement. A label displaying the product type, expiration date, shall be visible within each plastic tube. Vials shall be inspected for integrity of the cap as well as expiration date prior to disbursement.

Each pre-load or vial of Controlled Substance disbursed from the Central Inventory safe will be logged in the SLRFD Controlled Substance Central Supply Log as well as in the SLRFD Controlled Substances Mobile Supply Log. Each Supply Disbursement Log entry shall contain the name of the medication being dispensed, the signature of individual distributing the Controlled Substance, the signature of the individual receiving the Controlled Substance, and the reason or CFS # for restock.

### **DAILY INVENTORY OF ALS APPARATUS CONTROLLED SUBSTANCES STOCK**

1. Once during each business day shift, **two** individuals, one of which shall be an ALS level provider or a Designee of the SLRFD EMS Medical Director, shall inspect all controlled substance containers for an intact numbered seal or appropriate contents as laid out in paragraph D, "AGENCY REQUIREMENT FOR CONTROLLED SUBSTANCES STOCK; DISTRICT STOCK LEVELS".
2. If the Controlled Substance container contains less than the full inventory as set forth above, the ALS provider who administered the controlled substance must make every effort to restock and reseal the container following the procedures set forth in Section J of this Policy prior to handing off to an oncoming ALS provider. If access to the Controlled Substance Stock is not possible at that time, the ALS provider receiving the container must see that the container is restocked as soon as possible, following the procedures set forth in Section J of this Policy.
3. If an irregularity or discrepancy is apparent in a Controlled Substance container, the Fire Chief or other SLRFD EMS Medical Director Designee as defined in section A2 must be notified immediately. Follow all steps as listed in Section L of this Policy.

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4. Upon completion of the steps set forth in Sections G-1, G-2, and G-3, inclusive, of this Policy, both the ALS Provider and/or SLRFD EMS Medical Director Designee as defined in section A2 and one other individual must complete and sign the SLRFD Controlled Substances Mobile Supply Log. A copy of this Log is attached to this Policy as Attachment "B"
5. ALS Providers or SLRFD EMS Medical Director designees must also check the expiration dates of the Controlled Substances for currency not less than monthly.

**Interns, recruits or other persons not members of the Seeley Lake Rural Fire District are not authorized to inspect, count, or sign for Controlled Substances.**

6. In the event there is a complete crew change, or the apparatus is reassigned to another crew, the ALS provider receiving the apparatus shall complete steps set forth in Sections G-1, G-2, G-3, and G-4, inclusive, of this Policy. If no ALS Provider is part of the oncoming crew, the ALS Provider handing off the apparatus shall perform a count in accordance with G-1, G-2 and G-3 above and secure all controlled substances containers with a numbered seal, in the apparatus lock box.

## **ADMINISTRATION OF CONTROLLED SUBSTANCES**

1. The administration and use of Controlled Substances shall be limited to the following scope and application. ALS Providers are not authorized to administer Controlled Substances unless the following requirements are met:
  - a. The ALS Provider has received a base order, if needed, for the specific Controlled Substance.
  - b. The ALS Provider is administering the Controlled Substance under a specific standing order.
  - c. Specific route of administration of the Controlled Substance has been established.
2. When the above requirements have been met, a ALS Provider is authorized to remove the Controlled Substance from the Controlled Substance lock box and container. The ALS Provider must then inspect the Controlled Substance and see that it possesses all of the following qualities:

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- a. Appropriate labeling for the type, amount, and concentration to be used.
- b. An intact pre-load sleeve or vial cap
- c. Inspection of the pre-load or vial, after removal from the sealed plastic tube, reveals no discoloration, cloudiness, or particulate matter.
- d. The Controlled Substance's expiration date has not been exceeded.

\*If any irregularity is noted, the Controlled Substance **may not be used**. The Fire Chief or SLFD EMS Medical Director Designee must be informed of any and all noted discrepancies immediately upon completion of a response or medical call.

3. When it has been determined that the Controlled Substance has not been compromised as indicated in Section H-2, inclusive, of this Policy, Controlled Substance may be opened. The medication can then be administered to the patient as ordered or as specified in the standing order. When an apparatus other than ambulance ALS Provider initiates the administration using the apparatus Controlled Substance inventory, that medication may be transferred to the transporting ALS Provider.
4. After each use of a Controlled Substance, a Controlled Substance Administration Card must be completed. Restocking of a Controlled Substance cannot occur without a completed Controlled Substance Administration Form. A copy of the Controlled Substance Administration Form is attached to this Policy as Attachment "C"

## **DISCARDING (WASTING) THE UNUSED PORTION OF A CONTROLLED SUBSTANCE**

1. Any remnants of Controlled Substances contained in pre-load syringes or vials that were not administered to a patient must be discarded in the following manner:
2. The ALS Provider who initially opens the Controlled Substance remains responsible for the Controlled Substance until any portion that may be remaining is discarded, except when the medication, the associated Controlled Substance Administration Card, and the responsibility have been transferred to the transporting ALS Provider. The responsible ALS Provider must discard the Controlled Substance in the presence of Seeley Lake Rural Fire District crew member.

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3. All of the remaining Controlled Substance must be discarded. The unused portion may be discarded in a sink.
4. The names of all personnel involved in the disposal process must be thoroughly documented on the Controlled Substance Administration Card that corresponds with the control number on the package.
5. In the event a second Seeley Lake Rural Fire District crew member is not available to witness the discarding of any remaining Controlled Substances, a physician or nurse may also act as a witness. As with District employees/members, the name of the nurse or physician must be documented on the Controlled Substance Administration Card.

\*Note: Interns or recruits are not authorized to sign for or witness the discarding of a Controlled Substance.

## **RESTOCKING CONTROLLED SUBSTANCES**

1. Advanced Life Support Units must contact the Fire Chief or other SLRFD EMS Medical Director whenever restock of a Controlled Substance is necessary. If none of the listed individuals are immediately available, a partially stocked container may be transferred to an on-coming crew and only as specified in Section G-2 of this document, and under Advanced Life Support Unit Inventory Control.
2. Controlled Substance containers must be restocked immediately under the following circumstances:
  - a. The quantity of the Controlled Substances falls below the minimum in-service requirement.
  - b. Any of the Controlled Substances are expired, plastic tubes broken, vial caps are dislodged, damaged or removed or otherwise unfit for administration, as specified in H-2 of this document.
3. Expired Controlled Substances must be delivered to the SLRFD Office for replacement.
4. Advanced Life Support Unit crews taking possession of a partially stocked Controlled Substance container from an off-going crew must contact the Fire Chief or SLRFD EMS Medical Director Designee as defined in section A2 as soon as possible to restock the container.

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5. The following steps must be taken to restock a Controlled Substances container:
  - a. A completed Controlled Substance Administration Card must account for all used plastic tubes of Controlled Substances.
  - b. Contact the Fire Chief or SLRFD EMS Medical Director Designee as defined in section A2 to arrange for restock.
  - c. An ALS Provider must present the completed Controlled Substance Administration Card to the Fire Chief or SLRFD EMS Medical Director designee.
  - d. Each pre-load of Controlled Substances must be intact and properly packaged in a plastic tube and vials must be properly labeled with intact caps. Plastic tubes cannot be repackaged or resealed.
  - e. Controlled Substances will be issued to replace any used, damaged, or expired Controlled Substances. The ALS Provider, as well as the Fire Chief or SLRFD EMS Medical Director designee, shall then sign both the SLRFD Controlled Substance Central Supply Log as well as in the SLRFD Controlled Substances Mobile Supply Log.
  - f. The distribution of individual plastic tubes of Controlled Substances shall be recorded in the Central Supply Disbursement Log, utilizing the information recorded on the completed Controlled Substance Administration Card.
  - g. The SLRFD District Office will file completed Controlled Substance Administration Cards.

## **DOCUMENTATION**

1. Controlled Substance Logs – Information, Purpose, and Use
  - a. Federal law requires that possession of Controlled Substances be tracked from the manufacturer to the patient receiving the medication. Accurate record keeping is essential, as every milligram of a Controlled Substance must be traceable and accounted for. Therefore, the chain of responsibility must be recorded by signature at each step of use and/or transfer of Controlled Substances.
  - b. A District employee or member, by his or her acceptance of the possession of a Controlled Substance, thereby accepts complete responsibility for the security, handling, and use of the

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Controlled Substance. Discrepancies and/or failure to follow procedures for handling, possession, use or disposal of Controlled Substances, as outlined in this Policy, shall require the immediate notification of the Fire Chief or SLRFD EMS Medical Director Designee.

- c. Random audits shall be performed for quality control purposes. All logs and any or all Controlled Substance materials shall be presented to the Fire Chief or SLRFD EMS Medical Director Designee as defined in section A2 upon request.
  - d. Blank log sheets and forms shall be made available at the SLRFD District office.
2. Patient Care Reports (PCRs) must be complete in order to thoroughly document the use of a Controlled Substance, and should be clear regarding the following:
- a. The patient assessment must justify the administration of a Controlled Substance according to Montana EMS Protocols and guidelines.
  - b. The base hospital's order must be clearly stated (if applicable).
  - c. The amount of Controlled Substance actually administered to the patient and time(s) of administration must be clearly documented.
  - d. The patient's vital signs before and after administration of the Controlled Substance must be clearly documented.
  - e. The patient's condition and vital signs must be clearly documented upon the patient's arrival at the receiving facility.
  - f. The name and signature of the ALS Provider administering the Controlled Substance must be documented.
3. The corresponding Controlled Substance Administration Card must contain the following documentation:
- a. The patient's full name.
  - b. The date, response number, and unit identification.
  - c. The amount of Controlled Substance administered to the patient.
  - d. The amount of Controlled Substance discarded.
  - e. The name, signature and employee ID number of the ALS Provider administering the Controlled Substance.

## **CONTROLLED SUBSTANCE DISCREPANCIES**

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The strict adherence to the Controlled Substance policy will prevent discrepancies. Any discrepancy involving Controlled Substances shall result in the immediate, mandatory notification of the Captain, Fire Chief or Medical Director Designee. Should a discrepancy occur, it shall be classified as either a Minor Discrepancy or a Serious Discrepancy. These discrepancies are defined as follows:

1. Minor Discrepancies are defined as incomplete or omitted documentation on a Patient Care Report, Controlled Substance Administration Card, Advanced Life Support Unit Controlled Substance Daily Verification Log, or other Controlled Substance written documentation or a witnessed accidental breakage of a tube or vial containing a Controlled Substance. The Chief shall determine the appropriate action to resolve minor discrepancies. All discrepancies shall be noted and the SLRFD EMS Medical Director will be notified.
2. Serious Discrepancies are defined as accidental loss of a Controlled Substance, an error in the administration of a Controlled Substance, theft thereof or tampering (open packaging, broken seals, broken locks). In the event of an occurrence of a serious discrepancy, the following procedure shall take place:
  - a. The employee(s) discovering any discrepancy shall immediately notify the Fire Chief or SLRFD EMS Medical Director Designee as defined in section A2.
  - b. Under no circumstances may any employee responsible for Controlled Substances involved in a discrepancy be released from duty until the Fire Chief or SLRFD EMS Medical Director Designee approves such release.
  - c. All evidence must be retained for the Fire Chief's and or EMS Medical Directors inspection.
  - d. The employee(s) involved must complete a Controlled Substance Discrepancy Report. A copy of the Controlled Substance Discrepancy Report is attached to this Policy as Attachment D." On duty and/or off-going personnel must submit all Patient Care Reports and SLRFD Controlled Substances Mobile Supply Log(s) for the entire shift prior to the discovery of the discrepancy.
  - e. A complete report of the discrepancy including its resolution must be completed and submitted to the Fire Chief or SLRFD EMS Medical Director Designee as defined in section A2 for review.

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- f. The Fire Chief or SLRFD EMS Medical Director Designee will report all serious discrepancies to the SLRFD EMS M.

### QUALITY ASSURANCE

**The following procedures shall be performed to maintain Quality Assurance for the Controlled Substance Program:**

- All SLRFD Controlled Substances Mobile Supply Log(s) shall be provided to the District Administrator and shall be maintained and securely kept in the SLRFD Office.
- In cases of serious discrepancies, the Fire Chief or SLRFD EMS Medical Director Designee shall review all documentation pertaining to discrepancies and notify SLRFD Medical Director as appropriate.
- A Monthly Summary Report shall be submitted to the SLRFD EMS Medical Director. The report shall include beginning and ending system inventory counts, monthly use and discrepancy information.

### Related Articles:

SLRFD Controlled Substance Central Supply Log

SLRFD Controlled Substance Central Supply Log

### Approvals:

District Chief,



Date,

6/28/18

Fire Board,



Date,

7/6/18

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 8/01/2018

**Number:** EMS 2

**Title:** Requests for Non-emergency hospice transports

**Scope:** This Standard Operating Procedure applies to all EMS personnel attending patients

**Purpose:**

To provide a comfortable, uneventful transport for patient while maintaining adequate coverage in the fire district

**Procedure:**

Patient will provide copy of physicians request for transport. (This allows us to seek reimbursement)

- Obtain all insurance information from patient or guardian before the transport
- Notify Duty Officer of the request, to ensure adequate staffing
- Contact receiving facility to ensure that delivery of patient is authorized
- Set a predetermined time to pick up the patient
- Obtain an incident number from Dispatch and complete a PCR

If the patient has been issued an official DNR (Do Not Resuscitate) Order, it must be presented to the crew providing care/transport

**Other related references:**

**Approvals:**

District Chief,  Date, 8/22/18

Fire Board,  Date, 8/23/18

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 10/01/2018

**Number:** EMS 3

**Title:** EMS 1 – Treat at scene - Defined

**Scope:** All EMS personnel who treat patients

**Purpose:**

To be familiar with the definition of a “treat at scene” call and what is deemed a billable call; to know when it is appropriate to obtain EMS billing information in the field

**Procedure:**

Any EMS response where an intervention procedure is performed at the scene and the patient ultimately is not transported by SLRFD (i.e. Lifeflight, transport refused after treatment) is considered a “treat at Scene” billable ambulance call.

An intervention is defined as any of the following treatments provided by EMS personnel:

- Bandaging (not “band-aids”)
- Splinting
- Spinal precautions
- IV administration
- Any medication administration

The following are not considered a treat at scene situation and are not deemed to be billable response:

- Assessment only with a subsequent AMA signed by the individual
- Assessment with the application of a “band-aid” only, with no other interventions and subsequent AMA signed by the individual.

It is the responsibility of the EMS personnel administering treatment, to obtain billing information, if any, from the patient. In the event of a motor vehicle incident, it is the responsibility of the EMS personnel on scene to obtain motor vehicle insurance information as part of your patient care report.

**Approvals:**

District Chief,  Date, 11/20/18

Fire Board,  Date, 11/26/18

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 10/01/2018

**Number:** EMS 4

**Title:** Billing "Treat at Scene" medical calls

**Scope:** This Standard Operating Procedure applies to all personnel and agents associated with District ambulance billing

**Purpose:**

To ensure fair and accurate billing of calls

**Procedure:**

This policy is for patients being treated at scene and transported via helicopter or other method of transportation that is not one of our own units.

Any patient who is only assessed with no transport shall not be charged for any services. This will be documented on ImageTrend as "Patient refused care" in the run disposition section of the program.

If a patient's treatment on scene includes an IV, spinal precautions or administration of any medicines or any other procedures outlined in the District approved list of charges before care is transferred, the patient shall incur the "treat at scene/no transport base fee of \$150. Additionally, they shall be charged for items used that are listed on our current ambulance fee schedule. These calls shall be documented as "treated, transferred care" in the run disposition section of the ImageTrend program.

If patient is transported to another location, to be placed on a helicopter or medical unit other than a district unit, they shall incur the district approved transport charges from the scene to the rendezvous location.

**Other related references:** EMS 3

**Approvals:**

District Chief,  Date, 11/20/18

Fire Board,  Date, 11/20/18

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

**Date:** 10/01/2018

**Number:** EMS 5

**Title:** EMS Ride Along Program

**Scope:** This Standard Operating Policy applies to all District Members and non-members participating in the EMS Ride Along Program

**Purpose:**

Allowing non-EMS personnel to accompany the duty EMT(s) on medical responses allows them to gain experience and to practice EMS skill within the scope of their training. The purpose of this SOP is to provide an equitable means of access to the EMS Ride Along Program and to assure appropriate supervision of participating non-EMS personnel.

**Procedure:**

- Non-District requests for scheduling ride along time shall be submitted in writing to the District office no less than 48 hours in advance.
- EMS ride along participants must be at least 18 years old.
- The District Administration shall confer with the duty EMT(s) for the date(s) requested approve or deny the request
- Only one ride along at a time is allowed.
- All ride along participants shall dress appropriately, they shall be in a clean uniform representing the agency of which they are a member. If not from a uniformed service they shall wear clean dark slacks, clean pressed light-colored collared shirt with a name tag or photo ID.
- Ride along participants shall be physically clean, especially their hands and finger nails.
- Ride along participants shall always maintain a professional demeanor.
- Ride along participants shall maintain patient confidentiality and not discuss the details of any response outside of the EMS environment.
- All ride along participants shall obey the directions of the duty EMT without delay.
- Ride along participants may perform those emergency medical procedures for which they are properly trained or directed to perform by the duty EMT.
- ELFF certified ride along participants may bring their PPE's and with permission of the incident commander, participate in other emergency response events for which they are properly trained.
- The duty EMT may terminate a ride along at any time. Termination of a ride along must be followed up with a written justification to the District Fire Chief within 48 hours.

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

- Non-District Ride Along applicants shall have a release of liability form on file at the District Office prior to participating in the ride along program
- The duty EMT shall document ride along name, date, times, responses etc.

### Other related references:

### Approvals:

District Chief, *[Signature]* Date, 11/20/18

Fire Board, *[Signature]* Date, 11/20/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 10/01/2018

**Number:** EMS 6

**Title:** Infection Control

**Scope:** This policy applies to all members of the Seeley Lake Rural Fire District (SLRFD) who provide or assist with rescue or emergency medical services.

**Purpose:**

Emergency Medical Responders that perform their duties in unpredictable situations are at an increased potential for exposure to infectious disease. It is the purpose of this procedure to reduce the risk of exposure for the Emergency Medical Responder (EMR) and/or the patient.

**Procedure:**

**Exposure Risk Reduction:** Anticipation of exposure, proper cleaning of equipment, and appropriate use of Personal Protective Equipment (PPE) are the most important measures to decrease the risk of exposure. It is recommended that each EMR maintain current vaccinations for preventable diseases.

**Personal Protective Equipment:** EMRs are provided the following PPE;

- Non-latex gloves,
- Safety goggles
- Disposable sleeves or gowns,
- N-95 respirators.

**Post Exposure Procedure:**

1. Wash potentially exposed area(s) with soap and water. If mucous membranes are exposed, flush with water immediately.
2. Remove contaminated clothing, package and tag as "BIOHAZARD". Dispose of properly at the receiving hospital. Report incidents involving exposure immediately to the Emergency Room staff and SLRFD Administration.
3. Complete the Hospital provided exposure form. Provide a copy of the completed form to the SLRFD Administration.

**Decontamination of Ambulance equipment:**

- Non-Latex gloves shall be worn throughout the cleaning process.
- Ambulance shall be cleaned/decontaminated after each patient transport or use.

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- Infectious waste bag (Bio-Hazard) should be properly disposed of in the receiving hospitals' Bio-Hazard container.
- Disposable equipment is for single patient use and shall be properly disposed of after use.
- Gurney shall be cleaned with soap and water or a commercial cleaner formulated for Bio-Hazard cleanup. Sheets, blankets, and pillowcase shall be changed after each use.
- Disposable suction equipment shall be properly disposed of and replaced after each use.
- Patient transport/transfer equipment that includes the KED, scoop and other devices shall be washed with a 10:1 water/bleach solution or cleaned with a recommended commercial Bio Hazard cleaning solution after each use.
- Patient care "Response Bags" potentially contaminated or soiled shall be emptied and cleaned with soap and water as instructed by the manufacturer. Let bag air dry before returning equipment to designated compartments. Dispose of any supplies that have exceeded their expiration date or usefulness.

### **Disposal of contaminated equipment/supplies:**

- Contaminated equipment, clothing and supplies shall be double-bagged in a Bio-Hazard bag and placed in the receiving hospital Bio-Hazard container.
- All general supplies used in cleaning the ambulance or equipment that has not been exposed to blood or air contamination may be placed in the trash container or poured into the drainage system.
- Contact the SLRFD Duty Office with any EMR exposure related issues or disposal of contaminated product issues.

### **Other related references: SLRFD Infection Control Plan**

### **Approvals:**

District Chief,



Date,

12-20-18

Fire Board,



Date,

12/20/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2019

**Number:** EMS 7

**Title:** Safe Administration of Oxygen

**Scope:** This Standard Operating Procedure applies to all EMS personnel

**Purpose:**

To assure safe administration of Oxygen. Avoiding explosions, tank ruptures and fires from oxygen regulators

**Procedure:**

- Each oxygen regulator must have brass internal parts.
- Always “crack” cylinder valves (open just enough to allow gas to escape for a very short time) before attaching regulators in order to expel foreign matter from the outlet port of the valve.
- Always follow the regulator manufacturer’s instructions for attaching the regulator to an oxygen cylinder.
- Always use the sealing gasket specified by the regulator manufacturer.
- Always inspect the regulator and the CGA 870 (typical medical post valve) seal before attaching it to the valve to ensure that the regulator is equipped with only one clean, sealing type washer (reusable metal-bound rubber seal) **or a new** crush type-gasket (single use, not reusable, typically Nylon) that is in good condition.
- Always be certain the valve, regulator and gasket are free from oil or grease. Oil or grease contamination is widely known to contribute to ignition in oxygen systems.
- Tighten the T-handle firmly by hand, do not use wrenches or other hand tools that may over-torque the handle.
- Open the post valve slowly. If gas escapes at the juncture of the regulator and valve, quickly close the valve. Verify the regulator is properly attached and the gasket is properly placed and in good condition.

**Other related references:** None

**Approvals:**

District Chief,  Date, 6/5/19

Fire Board,  Date, 6-5-19

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** OPS Training 1

**Title:** Use of Personal Protective Equipment, (PPE) for incident response

**Scope:**

This Standard Operating Procedure applies to all District Members

**Purpose:**

The safety of Seeley Lake Rural Fire Protection District members is primary in all situations, both emergency and non-emergency. Fire District policy dictates that all members responding to any incident shall wear and use the proper personal protective equipment at all incidents.

**Procedure:**

The Seeley Lake Rural Fire Protection District will issue approved Personal Protective Equipment, (PPE), to all firefighters, EMS responders and other members who have completed minimum training requirements for each type of emergency they choose to respond to. The District Fire Chief or designated Safety Officer must approve the use of personally owned PPE. PPE issued by the District remains the property of the Fire District and may be recalled by the District at any time. District personnel responding to incidents without proper PPE will be required to leave the scene of the incident.

All members are to be equipped and to wear and use the following Personal Protective Equipment at all times they are engaged in the following types of incidents:

Structural firefighting operations, vehicle & equipment firefighting operations, hazardous materials incidents, rescue, extrication and disentanglement operations

- Firefighter structural helmet
- Nomex/PBX protective hood
- Firefighter structural firefighting pants
- Firefighter structural firefighting coat
- Structural firefighting gloves
- Structural firefighting boots
- PAS Device

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

### Use of Personal Protective Equipment for Incident Response (cont.)

#### Wildland firefighting operations

- Wildland firefighting helmet with protective neck shroud
- Wildland firefighting pants
- Wildland firefighting coat
- Wildland firefighting gloves
- Leather wildland firefighting boots
- Web belt with 1qt canteen and fire shelter
- Helmet light (for night operations only)

#### Emergency Medical Response Only (Patient care only)

- Medical response pants with District issued shirt
- Closed Toe Shoes
- Appropriate Body Substance Isolation PPE

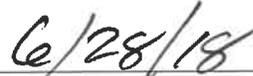
#### Other related references:

#### Approvals:

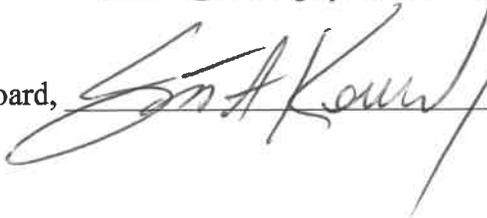
District Chief,



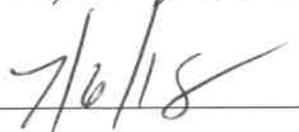
Date,



Fire Board,



Date,



# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

Date: 6/01/2018

Number: OPS Training 2

Title: Private Vehicle response

Scope:

All members driving personal vehicles to a scene or to the station to pick up apparatus for an emergency response to a scene.

Purpose:

To establish policy for the operation of emergency lights on privately owned vehicle when responding to emergency calls.

Procedure:

As permitted by Montana Code: 61-9-227. **Blinker-type or revolving red light on certain private vehicles -- use -- identification card.**

- (1) Firefighters, when authorized by the chiefs of their respective departments and volunteer emergency medical personnel when authorized by the county sheriff may use a blinker-type or revolving red light or both on the front or the top of their privately-owned motor vehicles. This light must be used on emergency duty only while responding to but not upon returning from a fire or other emergency.
  - (2) A firefighter or volunteer emergency medical personnel displaying the emergency red light on a privately-owned motor vehicle shall also carry on the vehicle an identification card showing the name of the owner of the vehicle and the organization to which the firefighter or volunteer emergency medical personnel belongs, and bearing the signature of the person authorizing the emergency use of the light. The Fire Chief must provide written authorization to each member PRIOR to installing any lights or sirens on privately owned vehicles.
- All personnel installing red flashing or rotating lights must complete an Emergency Vehicle Operations Course prior to installing emergency devices.
  - The Seeley Lake Rural Fire Department requires all members to maintain and provide the Department with proof of automobile insurance for their POV twice per year.
  - The use of red lights on a privately-owned vehicle lights are a "courtesy," and as such does not authorize the driver to violate any state or local laws or regulations when responding to an alarm.

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

- Due regard to the State of Montana traffic laws and ordinances must be adhered to always when operating a private vehicle.

### Approvals:

District Chief, [Signature] Date, 6/28/18

Fire Board, [Signature] Date, 7/6/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** OPS Training 3

**Title:** Code 3 Driving

**Scope:**

This Standard Operating Procedure applies to all District Members

**Purpose:**

To define "Code - 3" Response criteria and procedures

**Procedure:**

Montana Code 61-8-107 allows response to emergencies with certain exemptions regarding compliance with speed limits, stop lights and other traffic directional signs or signals. The Statute clearly states that the provisions for 61-8-107 do not relieve the driver from the duty to drive with due regard for the safety of all persons and do not protect the driver from the consequences of reckless disregard for the safety of others.

For purposes of District response;

Code 3	Respond with urgency including red lights with or without siren.
Non emergent	Respond without delay, no red lights or siren, complying with all traffic laws and courtesies of the road.

The following procedures shall be followed by all District Members driving District vehicles "Code - 3"

- The driver shall be properly licensed and trained for the vehicle being driven
- When driving Code 3 red lights and siren shall be operating. Emergency lights may be used without siren operation when appropriate as allowed by Montana Code 61-8-107.
- Code three responses shall not exceed 15 mph over the posted speed limit except in a school zone when school is in session, 15 mph maximum speed. NO EXCEPTION.
- Proceed through stop signs, red lights, etc. when it is safe to do so (i.e. All other vehicles are stopped and a large predetermined escape route is available).
- Do not pass on the right unless it is absolutely safe (i.e. All other vehicles are stopped and a large predetermined escape route is available).
- Drive defensibly not aggressively.

# Seeley Lake Rural Fire District

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## Standard Operating Procedure

- Be patient, allow time for traffic ahead of you clear
- Never assume you have the right of way
- Reduce to a non emergency response as soon as possible and immediately upon being advised to do so.
- Use caution & good judgment. Not all incidents require a Code 3 response.

### Other related references:

### Approvals:

District Chief,



Date,

6/28/18

Fire Board,



Date,

7/4/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

Date: 6/01/2018

Number: OPS Training 4

Title: Instructor Incentive Pay

Scope: This Standard Operating Procedure applies to all qualified Instructors teaching District sanctioned classes

Purpose:

To provide incentive and reward for assisting the district in attaining its training objectives and goals

Procedure:

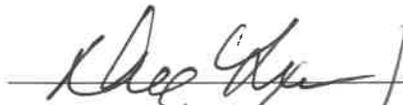
- The lead instructor of a class is selected and pre-approved by the Fire District. Lead instructor shall be compensated at a rate of \$15.00 per session
- Assistant instructors are selected by the District or at the discretion of the lead instructor. Compensation for assistant instructors shall be at a rate of \$7.50 per session.
- Lead and assistant instructors shall be scheduled by the course coordinator.
- Upon completion of the class, each instructor shall complete a session completion form outlining sessions taught.
- Helpers, aides or "drop-ins" are helping on their own accord. They are not pre-arranged to teach and as such there is no compensation for these types of assistants.

Other related articles:

Instructor Training Record Form

Approvals:

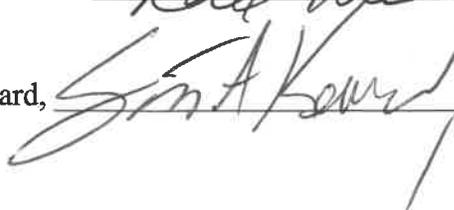
District Chief,



Date,



Fire Board,



Date,



# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** OPS Training 5

**Title:** Red Card Training Standard

**Scope:**

This Standard Operating Procedure applies to any volunteer or reserve member

**Purpose:**

To provide a nationally recognized standard for knowledge, skills and abilities for the given job descriptions of Emergency Firefighter and Engine Boss

**Procedure:**

- Must complete Seeley Lake Rural Fire Protection District approved/provided red card training
- Completion of annual District standard medical physical examination
- Current with all OSHA required training
- Must be an active Seeley Lake Rural Fire Protection District member

**Approvals:**

District Chief, *K. Lee* / Date, 6/28/18  
Fire Board, *Jim A. Kowal* / Date, 7/6/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** OPS Training 6

**Title:** Vehicle Backing

**Scope:**

This applies to all district personnel who operate District vehicles for routine and emergency purposes

**Purpose:**

To provide for the safe operation of response apparatus when backing the vehicle.

**Procedure:**

- Whenever possible, position vehicle so backing will not be required.
- When available, a "spotter" shall be used to assist the driver in a backing maneuver.
- When traffic may be affected emergency lights shall be turned on prior to backing.
- A 360 degree visual inspection of all areas around the vehicle prior to backing.
  - Inspection of the vehicle shall include ensuring all doors and compartments are secured prior to backing.
- Hand signals will be used by the spotter to communicate with the driver. These hand signals must be understood by both driver and spotter. Examples include pointing to the right or left to indicate the driver must turn right or left; a closed fist to indicate stopping; both hands held parallel to each other swinging back and forth to indicate the driver to straighten the vehicle.
- When a "spotter" is not available the driver must back the vehicle using side mirrors and points of references clearly visible to driver to ensure proper and safe backing.
- Upon arrival on an emergency scene position the apparatus in a manner that backing will be minimized prior to departure. If necessary, using a spotter, backing should be performed as soon as possible to ensure a safe and expedient departure.

**Approvals:**

District Chief, \_\_\_\_\_

Date, \_\_\_\_\_

Fire Board, \_\_\_\_\_

Date, \_\_\_\_\_

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 6/01/2018

**Number:** OPS Training 7

**Title:** Standardized Clear Text Communications

**Scope:**

Applies to all Emergency Responders

**Purpose:**

To improve emergency communications and reduce the amount of radio traffic on emergency incidents.

**Procedure:**

<b><u>Clear Text</u></b>	<b><u>Use</u></b>
Responding	Emergency Response (any dispatched incident)
Enroute	Non-emergency travel or assignment
In Service	The responding unit is in service and waiting to respond. Replaces "gearing up" and/or "Manning up."
Copy the Page	Person has acknowledged the page but no units are responding or in service yet
Out of Service	Unavailable to respond
Cancelled in Quarters	Replaces "Standing down"
Cancelled Returning (to)	Quarters, assignment, inspections, etc. used after responding to incident through arriving on scene.
On Scene	Arriving to a dispatched call
Available	Ready status could be in district, on scene, on detail, etc.
Clear(ed)	No longer needed at incident. Clear returning to quarters, detail, assignment, etc.
Copy	Acknowledged communications. Replaces 10-4, Roger, etc.

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

Code 1

Request for law enforcement in a life and death situation

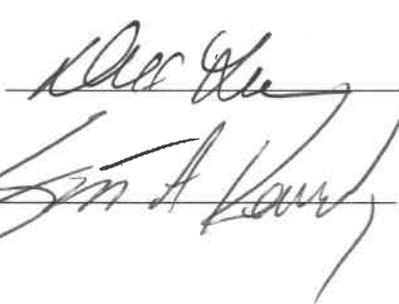
### **Guidelines for effective two way radio communication.**

- Use *Cleartext*. Say exactly what you want to say. Keep it simple. Do not use codes.
- Familiarize yourself with the radio you will be transmitting on.
- Know what you are going to say before transmitting.
- Take the time and make certain you are on the correct frequency.
- Speak directly into the microphone
- Push the "Push to talk" button, pause and then speak. Pause and then release the button.
- Speak slowly, everyone will understand and you will not have to repeat messages.
- Be courteous, monitor the frequency, wait for your turn to speak, and make certain you are not cutting someone off or interrupting another transmission.
- Limit radio transmissions to essential communications only.
- Often a cellular phone will be a more effective communications tool.

### **Other related references:**

### **Approvals:**

District Chief,



Date,

6/28/18

Fire Board,



Date,

7/6/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

Date: 6/01/2018

Number: OPS Training 8

Title: Non-Discrimination in Training

Scope:

This Standard Operating Procedure applies to all District members and representatives

Purpose:

The Seeley Lake Rural Fire District will not discriminate against any person involved with Training or Education programs on the basis of race, color, national origin, gender, religion, age, disability or any other class protected by Federal Law/Regulation

Procedure:

- Training/Education includes but is not limited to Fire training, Community Education Programs, Health Fairs, CPR/First Aid training, EMS training.
- District members, staff, Contract staff and other affiliated people are assigned to teach classes/courses without regard to race, color, national origin, gender, religion, age, disability or any other class protected by Federal Law/Regulation.
- District members, staff, Contract staff and other affiliated people who are assigned to teach classes/courses will not make inquiry regarding race, color, national origin, gender, religion, age or disability of a participant prior to deciding to admit the participant into a class, program or health fair.

Approvals:

District Chief, \_\_\_\_\_

Date, \_\_\_\_\_

Fire Board, \_\_\_\_\_

Date, \_\_\_\_\_

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 8/01/2018

**Number:** OPS TRNG 9

**Title:** Firefighter Accountability (Passport System)

**Scope:** This Standard Operating Procedure applies to all District Members.

**Purpose:**

To account for all firefighters at any given time within a small geographic area of an the incident. This would include entering a structure reported to be on fire, operating near the structure during exterior operations, conducting confined space or trench rescues, etc. The use of the system will provide the Incident Command organizational staff an improved means to track and safely account for all personnel working on the Incident.

**Procedure: :**

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

- Command will include accountability as a major element in strategy and action planning. Command will be responsible to implement the passport system at any given incident.
- The Safety Officer is responsible to ensure that the Passport system has been implemented during the incident.
- The Company Officer will be responsible for ensuring that the passport always reflects only currently assign personnel.
- The Firefighter is responsible for staying with his/her assigned crew always and ensuring that his/her PASS tag is on the passport at all times.
- In the event of a Personal Accountability Report (PAR), Company Officers/Division Group Supervisor will immediately conduct a survey of personnel assigned to them and report findings to Command.
- In the event you are assigned to Firefighter Rehab, which is a major component under the Incident Command System. You will need to function and report to the Accountability Officer or Command.
- The accountability officer may be of any rank and is assigned by the Incident Commander or, if the incident is of a small nature, can be the Incident Commander himself/herself. Unless otherwise directed, the apparatus operator of the first arriving engine will perform the role of Accountability Officer.
- At the beginning of each shift or on initial response, it is the responsibility of the company officer of the responding apparatus to ensure that all

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

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personnel assigned to that apparatus have their name tag on the passport. The company officer will be responsible to ensure that any personnel change that occurred throughout the shift is reflected on the passport.

- The first arriving apparatus will announce its accountability location in a follow-up report after the on-scene report and assumption of command. This report should include the accountability unit identification and its geographic location (A, B, C, D or north, south, etc.). All involved personnel will bring their passports to the accountability officer.
- The old accountability (yellow) tag will be located in your right hand pocket of your structure jacket. There is essential information located on the yellow tag in case of an emergency.
- Name tag colors:

White:            *Officers*  
Yellow:          *Attack Firefighters*  
Orange:         *Support Firefighters*  
Blue:            *EMS*

### Personnel Accountability Report:

A PAR will be performed in the following situations:

- Report of a missing or trapped firefighter.
- Any change from offensive to defensive attack.
- Any sudden hazardous event at the incident, such as flashover, back draft, collapse, etc.
- At every 30 minutes of elapsed time.
- Any time Command feels it is necessary.

### Terminating the Passport System:

Passport accountability will be maintained throughout the entire incident. Accountability can be terminated following a report of "fire under control", at which time a PAR (Personnel Accountability Report) for all crews must be obtained. Based on risk management assessment of the scene, Command will determine whether to continue or terminate the passport system

### Other related references:

#### Approvals:

District Chief, *[Signature]* Date, 8/22/18

Fire Board, *[Signature]* Date, 8/23/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 8/01/2018

**Number:** OPS TRNG 10

**Title:** Designated Air Cylinders for Pneumatic Tools, Tire Filling and Air Bags.

**Scope:** This Standard Operating Procedure applies to all District Members.

**Purpose:**

To identify Air Cylinders to only be used with pneumatic tools, tire filling regulator and rescue air bags.

**Procedure:**

- SCBA cylinders marked with red and white striped tape will only be used with pneumatic tools, tire filling regulator and rescue air bags.
- To prevent cross contamination the cylinder marked with striping will not be used with any Self Contained Breathing Apparatus or other breathing device.

**Other related references:**

**Approvals:**

District Chief,  Date, 8/22/18

Fire Board,  Date, 8/23/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 01/01/2018

**Number:** OPS Training 11

**Title:** Gym Membership

**Scope:** All active SLRFD members

**Purpose:** To provide incentive and support for the Seeley Lake Rural Fire District (SLRFD) active membership in our Wellness Program.

**Procedure:**

Active SLRFD members are eligible to participate in this benefit of membership to Optimal Fitness in Seeley Lake. The cost for the membership will be paid by the District if the member remains active as defined in Admin 10 and meets the active membership requirements for Optimal Fitness.

Steps to enroll include;

- SLRFD member request an approval of participation letter from the District office
- SLRFD member shall hand deliver the letter to the Optimal Fitness staff.
- Registration with Optimal Fitness.

Participation in this benefit will terminate when the members' status becomes inactive with the SLRFD, or as determined by Optimal Fitness staff. Possible re-enrollment will be determined through the appeal process.

**Other related references:** Admin 10, Admin 8

**Approvals:**

District Chief,  Date, 1/17/19

Fire Board,  Date, 1/17/19

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 11/01/2019

**Number:** OPS Training 12

**Title:** Use of Ballistic Protective Equipment

**Scope:** Applies to all Emergency Responders

**Purpose:**

The purpose of introducing Ballistic Protective Equipment (BPE) vests and helmets into our response procedures is to protect our members when responding to Active Shooter, Active Threat and various Violent Hostile Events that could pose a ballistic risk and when wearing this equipment would provide our members with a greater degree of protection. It is critical to understand that the intent and use of Ballistic Protective Equipment by our members is to enhance member safety while responding to these types of incidents. It is NOT intended for aggressive offensive advancement directly toward any violent suspect(s) nor for physically engaging with any violent suspect(s).

**Procedure:**

**A. Use**

1. Use of caution and scene safety remains our first line of defense in protecting ourselves.
2. Ballistic Protective Equipment (BPE) may be worn or used at ANY incident that personnel determine the use of BPE would be beneficial to personal safety and survival.
3. BPE is not intended to be worn for structural firefighting and is not thermally rated. However, due to the unpredictable dynamic needs of emergency incidents, the BPE will be used as needed and as directed to ensure member safety and survival.
4. BPE is intended to be worn at incidents where a credible source has given information that an active threat of violence or hostile event is present or potentially present.
5. Consideration of BPE use should be applied to the following incidents; but is not limited to shootings, stabbings, civil disturbances, explosive devices, any violent act and psychiatric instability.
6. When it is determined that BPE will be used, it is imperative that personnel stage in a safe area and ensure Law Enforcement arrival and instruction before making further entry into an unknown environment.
- 7 BPE will ideally be donned in the Staging Area during an Active Shooter/Threat/Hostile Event.
9. Use of SLRFD BPE by a Non-SLRFD person should be carefully considered. There is an extreme liability in both actions of either withholding BPE or issuing BPE to a Non-SLRFD person. Generally, a civilian who is under the supervision of a SLRFD member should be directed to a Cold Zone Area for their own safety and should not be

# Seeley Lake Rural Fire District

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expected to assist inside a potentially dangerous environment (EMS Interns, Physicians on EMS ride alongs, etc.).

### **B. Types of BPE**

There is one supplied type of BPE vests for SLRFD.

A set of two (2) BPE vests and helmets will be carried on the first out ambulance typically 719 and one (1) set on the Fire Chief's/Paramedic vehicle typically 710 BPE also includes hemorrhage control and basic airway supplies. BPE is "One Size Fits All."

### **C. Level of Protection**

1. Rifle Plate – NIJ Level III; protection against 7.62 NATO FMJ and below (up to six hits). Worn on the chest and back.
2. Waist Cummerbund – NIJ Level IIIA, protection against .357 SIG; 44 Magnum and below (up to six hits).
3. Delta Helmet – NIJ Level IIIA; protection against .357 SIG; 44 Magnum and below (up to six hits).
4. It is recognized that not all members are familiar with NIJ language, firearms and ammunition. In general, and in simplified form, the chest plate and back plate will stop most rifle rounds and handguns. The Delta Helmet and cummerbund will stop most handguns.

### **D. General Information:**

1. BPE will be checked at shift change and noted on the Daily Apparatus Inventory Checklist.
2. Each ballistic plate carrier is One Size Fits All and carries two (2) rifle plates. One rifle plate is on the chest, and one rifle plate is on the back.
3. BPE chest and back rifle plates are all sized 10" X 12".
4. BPE waist cummerbunds are "One Size Fits All" and are not individually sized at the waist.
5. If any BPE is unaccounted for or damaged, then the member's Supervisor will be immediately notified.
6. If any BPE becomes impacted by ballistics, violent acts or when its integrity becomes questionable, then the Supervisor will be notified as soon as the member's own safety permits. The Supervisor will ensure that the incident is documented and reported to the Fire Chief. The BPE will be placed out of service and given to the Fire Chief.

### **E. Care and Maintenance**

Cleaning the external ballistic plate carrier can be done by simply wiping down the material surface with any general but non-staining household cleaner or antiseptic. Only a light wipe down is appropriate. Do not allow any liquid to soak into the actual ballistic components. Should the external ballistic plate carrier become very dirty from grime, sweat, vomit, etc. and require a heavier cleaning; then the actual ballistic protective

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components should be removed from the external ballistic plate carrier. The external ballistic plate carrier can then be washed in the washing machine with regular laundry detergent and should then be hung up to drip dry. The surface of the actual ballistic protective components can be wiped down as described above and can air dry.

### **F. Storage**

1. BPE should be cared for and stored like most equipment by avoiding high temperatures, moisture, UV sources, contaminants, chemicals, etc.
2. BPE should be stored in the cabinet of the apparatus.
3. BPE should be stored flat if possible, to avoid creasing the soft ballistic armor at the waist.
4. If BPE is exposed to moisture or water, then the BPE should be hung up to air dry away from direct sunlight. If it is damp, it should not be stored inside an equipment bag.

### **Definitions**

1. Active Threat/Violent Hostile Event – Any incident that is dynamic or ongoing that could be considered to cause bodily injury by any acts of violence.
2. Ballistic Plate Carrier – The ballistic plates are inserted into the external soft-shelled material. The ballistic plate carrier alone has no protective qualities.
3. BPE – An abbreviation for Ballistic Protective Equipment. This BPE includes a ballistic helmet and hemorrhage control supplies attached to the vest.
4. NIJ – An abbreviation for National Institute of Justice. The NIJ sets industry standards for ballistic testing and ballistic protective performance standards for equipment.

### **Other related references:**

### **Approvals:**

District Chief,  Date, 10/18/19

Fire Board,  Date, 10-18-19

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 12/01/2024, Revised 4/01/2025

**Number:** OPS TRNG 13

**Title:** P.O.V. (Private Own Vehicle) Response

**Scope:** This Standard Operating Procedure applies to all personnel

**Purpose:** To assure proper personnel response

**Procedure:** Volunteer personnel shall not respond directly to an emergency. The exception is if the volunteer will drive past the scene to get the apparatus

**Other Related References:** None

### **Approvals:**

District Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chiefs Board: \_\_\_\_\_ Date: \_\_\_\_\_

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Procedure

**Date:** 8/24/2018, revised 4/1/2025

**Number:** OPS TRNG 15

**Title:** Apparatus checks and inventory

**Scope:** This Standard Operating Procedure applies to all District Members

**Purpose:**

To ensure apparatus is ready to respond to emergencies, and to track apparatus medication usage/inventory.

**Guideline:**

Apparatus Check Logs will be completed by District members, and filed by the SLRFD Facility Maintenance and Logistics Manager at the beginning of each month. They will include all of the following information:

- Month
- Apparatus number (ie. 711, 719, 710, etc.)
- Check marks in the appropriate boxes for items inspected
- Member identification number in the proper date box
- Beginning and ending mileage

Apparatus Non Controlled Medication Inventory Logs will be completed the first week of each month. They will be filed by the SLRFD Facility Maintenance and Logistics Manager by January 15 of each year. They will include the following information:

- Year
- Apparatus number (ie. 711, 719, etc.)
- Non Controlled Medication count
- Who did the inventory inspection

***Daily checks*** will be done on all apparatus assigned to station 1 and should be completed at all other stations if volunteer staff is available.

***Weekly checks*** will be done on all apparatus. Starting and operating all small engines will include generators, saws, and fans.

***Monthly checks*** will be done in the first week of each month

***Quarterly checks*** will be done in January, April, July, and October.

***Bi-annual checks*** will be done in April and October

**Approvals:**

District Chief \_\_\_\_\_ Date \_\_\_\_\_

Fire Board \_\_\_\_\_ Date \_\_\_\_\_

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guidelines

**Date:** 7/01/2022

**Number:** Admin 1

**Title:** District Badges

**Scope:** This Standard Operating Guideline applies to District members

**Purpose:** Badge Inventory maintenance

**Guideline:**

- Fire service employees are issued one badge upon hiring
- Employees have the option to purchase a second badge at cost price
- The cost of badges may be deducted from their uniform allowance account
- Only members in good standing will be given the option to keep badges upon resignation. Any member who resigns or is terminated who is not in good standing, shall be required to turn in all badges

**Related Articles:**

**Approvals:**

District Chief



Date

6/28/22

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guidelines

**Date:** 7/01/2022

**Number:** Admin 2

**Title:** The use of District Members uniform attire.

**Scope:**

This Guideline applies to all District staff.

**Purpose:**

The purpose of this guideline is to identify the standardization and the proper use of Seeley Lake Rural Fire District's uniform attire as applied to all District staff. This including Fire Suppression, Fire Prevention, EMS, and Chief Officers.

**Guideline:**

**Class A Uniform (dress uniform):**

Dress Coat- Martin's Uniforms. 14oz. 55% Polyester/ 45% Wool. Navy. Men's Double Breasted Style #28628. Women's Double Breasted Style #28678.

Dress Trousers- Martin's Uniforms. 14oz. 55% Polyester/ 45% Wool. Navy. Straight side pockets. Two back pockets. Seven belt loops. Men's Style #28738. Women's Style #28788.

Dress Shirt- Horace small. Sentry Plus 100% Dacron Polyester, tropical Weave. White. Shoulder epaulets. Scalloped pocket flaps. Men's long sleeve Style #HS1137. Women's long sleeve Style #27220.

Dress Cap- Martin's Uniforms. Bell top fireman cap. Navy blue Serge, With silver nylon vellum strap for firefighters. Style # 27928. White leatherette with gold vellum strap for Chief Officers. Style #27220.

Dress Tie-Traditional four-in-hand Navy blue tie.

Belt - Black basket weave polished leather  
1 ¾ inch wide with silver square buckle, gold buckle for chief officers.

Shoes- Black perma-shine high gloss finish or high shine boots.

Socks- Black cushioned dress socks.

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Accessories & Ornamentation

Dress Coat- Buttons: Firefighter's coat will have Silver "FD" buttons. Chief Officers will have gold "FD" buttons.

Patches- District patch will be centered on the top left shoulder seam 1" from the top.

The American flag will be centered 1" from the top right shoulder seam.

(Please note: American flag will be such that the blue field is the leading edge of the patch.)

Maltese Crosses- One cross will reflect five years of paid time in the fire service.

Firefighters will wear Silver crosses. Chief Officers will wear Gold crosses.

Crosses will be worn on the left sleeve centered ½" above rank striping.

(Note for continuity of color and style all firefighters will be issued six Maltese Crosses in addition to those placed on the uniform at the time of purchase.)

Rank Striping- ½" stripe will be sewn all the way around the sleeve beginning 1" above the highest button on the sleeve. Rank will be indicated as follows:

Captain:	Two Silver stripes (both sleeves)
Battalion Chief:	Two Gold stripes (both sleeves)
Division Chief:	Three Gold stripes (both sleeves)
Assistant Chief:	Four Gold stripes (both sleeves)
District Chief:	Five Gold stripes (both sleeves)

Rank Insignia- Collar pin rank will be indicated as follows:

Firefighter/EMT:	Silver firefighter's scrambled discs, both collars
FF/Paramedics:	Silver firefighter's Scrambled disc on the right collar and a medical caduceus on the left collar
Captain:	2 Silver bugles
Battalion Chief:	2 Crossed Gold bugles
Division Chief:	3 Crossed Gold bugles
Assistant Chief:	4 Crossed Gold bugles
District Chief:	5 Crossed Gold bugles

(Note: Bugles will be a disc on the coat and cut out on the shirt.)

Badge- All personnel will wear the District Issued badge on the left breast of the dress coat and white shirt if coat is removed.

Dress Cap- Entenmann Rovin Co. Hat piece #308-R

Cap Device- Appropriate rank indicated matching collar insignia.

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200 Firehouse Rd. Seeley Lake, MT 59868

## Class B Uniform (Daily Badged uniform):

Captain, Fire Prevention, Firefighter Paramedic, Firefighter EMT,

- Shirt Light Blue uniform shirt, short sleeve, 100% cotton or FR rated.  
Seeley Lake Rural Fire District Patch on left shoulder  
American flag patch on right shoulder, The American flag will be centered  
1" from the top right shoulder seam.  
(Please note: American flag will be such that the blue field is the leading  
edge of the patch.)  
District Badge on left breast above pocket  
Silver nametag on right breast above pocket with last name only.
- Tee- Dark navy blue, 100% cotton tee shirt  
Shirt District issued with district logo on left chest  
and Seeley Lake Rural Fire/EMS on backside
- Pant Dark navy blue  
Plain uniform style  
FR rated or equal
- Belt Black basket weave polished leather  
1 ¾ inch wide with silver square buckle
- Shoes Black polished leather firefighter boots  
(Optional) Black polished leather plain toe shoe for dress occasions
- Tie (Optional) Dark navy Blue

## Chief Officers

- Shirt White uniform shirt, short sleeve, 100% cotton or FR rated.  
Seeley Lake Rural Fire District Patch on left shoulder  
American flag patch on right shoulder, The American flag will be centered  
1" from the top right shoulder seam.  
(Please note: American flag will be such that the blue field is the leading  
edge of the patch.)  
Gold District badge on left breast above pocket  
Gold name tag on right breast above pocket with last name only
- Pant Dark navy blue  
Plain uniform style  
FR rated or equal
- Belt Black basket weave polished leather  
1 ¾ inch wide with gold square buckle
- Shoes Black polished leather firefighter boots or  
Black uniform style, plain toe, high top or standard shoe.  
(Optional) Black polished leather plain toe shoe for dress occasions.
- Tie (Optional) Dark Blue

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## Class C Uniform (Daily collared uniform):

- Polo Dark navy blue, 100% cotton, three button, collared polo shirt.  
District logo embroidered on left breast, 2.75" x 2.75" in size. First and Last name, over rank on right breast. Embroidery on right breast shall be all capital font .24" in size.
- Tee- Dark navy blue 100% cotton tee shirt  
Shirt District issued with district logo on left breast  
Seeley Lake Rural Fire/EMS on backside
- Pant Dark navy blue  
Plain uniform style  
FR rated or better
- Belt Black basket weave polished leather  
1 ¾ inch wide with silver square buckle, gold buckle for chief officers
- Shoes Black polished leather firefighter boots, preferably with safety toe, or  
Black polished leather wildland firefighting boot meeting NWCG compliance

## Class D Uniform (Basic Daily uniform):

- Tee- Dark navy blue, 100% cotton tee shirt  
Shirt District issued, screen print district logo on left breast  
and Seeley Lake Rural Fire/EMS on backside
- Pant Dark navy blue  
Plain uniform style  
FR rated or better
- Belt Black basket weave polished leather  
1 ¾ inch wide with silver square buckle, gold buckle for chief officers
- Shoes Black polished leather firefighter boots, preferably with safety toe, or  
Black polished leather wildland firefighting boot meeting NWCG compliance

## Long sleeved uniform

- Jacket District issued Jacket District logo embroidered, 2.75" x 2.75" in size on left breast.
- Job- Dark navy-blue cotton/poly ¼ zip collared job shirt with reinforced denim  
shirt or canvas. District logo embroidered on left breast, 2.75" x 2.75" in size.  
First and Last name, over rank on right breast. Embroidery on right breast shall be all capital font .24" in size.

## Station Wear

- Sweat Dark navy blue, cotton/poly hooded or crew cut sweat shirt  
Shirt district logo on left breast  
and Seeley Lake Rural Fire/EMS on backside

# Seeley Lake Rural Fire District

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Shorts Dark navy blue, 100% cotton gym short  
Screen print district logo on lower left leg  
Sweat Dark navy blue 100% cotton sweat pant  
pant Screen print district logo on upper left thigh  
Ball Dark navy blue, District issued adjustable ball cap or flex fit ball cap  
cap Embroidered district logo centered on front of hat

Non-uniformed staff personnel shall dress conservatively and appropriately for a professional office environment.

- All uniformed personnel, during their shift (0800-1700), shall wear a district uniform. They shall also be worn when on duty, attending after hours District meetings and training sessions. The appropriate daily uniform shall be designated at the Captain's discretion for the duty assignment.
- The designated district uniform shall be worn in its entirety when on duty in public.
- Uniforms shall be clean, pressed, well maintained and free from holes, tears, worn spots, stains etc.
- Boots or shoes shall be polished and in good repair.
- Station wear articles are to be worn only in the station while exercising, working on projects, performing station duties or used as sleep wear.
- Ball caps may be worn at the Captain's discretion for the duty assignment. Must not be worn with class A or B uniform or while attending a formal meeting or training.
- Wearing of District Uniform while off duty shall be pre-approved by the District Chief and must be used in appropriate manner. i.e.: weddings, funerals.... etc.

## Other related Articles:

SOP Admin 35 – Uniform Allowance

SOG Admin 1 - Badges

## **Approvals:**

District Chief, \_\_\_\_\_



Date, \_\_\_\_\_

6/28/22

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guideline

**Date:** 12/01/2018

**Number:** EMS 1

**Title:** Firefighter Rehab

**Scope:** This Standard Operating Guideline applies to all Seeley Lake Rural Fire District members participating in fireground and strenuous training evolutions.

**Purpose:**

To protect the overall health and wellbeing of firefighters on incidents or training exercises that involve strenuous work, extreme temperatures, hazardous environments (toxic gases etc.) and any other situation deemed appropriate by the Incident Commander or lead instructor. Our rehab goal is to follow the standard set forth by the NFPA 1584.

**NFPA 1584 Standard on the Rehab process for members during emergency operations and training exercises.**

“An intervention designed to mitigate against the physical, physiological, and emotional stress, of firefighting in order to sustain a member’s energy, improve performance, and decrease the likelihood of on-scene injury or death.”

**Guideline:**

When the Incident Commander or lead instructor rotates crews to rehab, crews will report to the rehab officer. The rehab officer will contact the Incident Commander and inform them of the location of rehab. The rehab officer will be assigned by Incident Commander or lead instructor.

As a crew enters the rehab area, the rehab officer will track the individual names and times of arrival. Once a crew or individual enters rehab, they are unavailable for duty for a minimum of 10 minutes - barring a catastrophic change in the incident.

At a minimum, the following will take place in rehab:

1. Crew will be removed from the environment and dangers (shade, back of ambulance, ETC)
2. Gear will be removed, rehab officer will facilitate rehabbing gear (SCBA etc.)
3. Crews will be given oral fluids for rehydration (water or sports drink)
4. Vitals taken at entry and before exit:
  - a. Heart rate
  - b. Blood pressure
  - c. Tympanic temperature

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- d. Oxygenation saturation
- e. Carbon monoxide saturation (when available)
- f. Simple mental status test

After 10 minutes of rehab, an additional 10 minutes of rehab will be required if:

1. Blood pressure above 150/90
2. Heart rate above 120
3. Tympanic temperature above 101.6
4. Carbon monoxide above 10% and below 20%
  - a. If initial carbon monoxide reading is above 10% and below 20% crew member will be placed on high flow oxygen until carbon monoxide reading is below 10%

**Mandatory transport of crew members meeting the following criteria:**

1. Chest pain
2. Shortness of breath not mitigated with rest
3. CO above 20%

**At a minimum all members at the scene of a structure fire or fire training scenario at the training tower or live burn exercise, before leaving the scene will have a vitals recorded. Vitals to be taken are:**

1. Blood pressure
2. Heart rate
3. Tympanic temperature
4. Oxygen saturation
5. Carbon Monoxide saturation
6. Mental status check.

**See Forms "Rehab" for Firefighter Rehab Sheet**

**Approvals:**

District Chief



Date

11/27/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guidelines

**Date:** 6/01/2019

**Number:** OPS TRG 1

**Title:** PPE Marking/Coloring for Identification

**Scope:** This Standard Operating Guideline applies to all District Members

**Purpose:**

To ensure that personnel are not accidentally placed into a position that they are unqualified or untrained to safely perform.

**Guideline:**

- Cadets
  - a. Orange structure helmets
  - b. Cadet Rocker on both sides of helmet
- Probationary Member
  - c. Yellow helmet
  - d. Suppression qualification helmet rocker on right side of helmet
- EMS
  - e. Blue structure helmets
  - f. EMS rocker on left side of helmet
  - g. Suppression qualification helmet rocker on right side of helmet
- Entry Level personnel
  - h. Orange structure helmet
  - i. Support helmet rocker on both sides of helmet
- Attack personnel
  - j. Black structure helmets
  - k. Suppression qualification helmet rocker on right side of helmet
  - l. Any EMS qualification will be displayed on the left side of helmet
- Additional Markings and Colors
  - m. Red and White helmets are reserved for suppression officers.
  - n. Green structure helmet is reserved for the department Chaplain
  - o. Qualification helmet rockers for Cadet, EMT, ELFF, Firefighter, Paramedic, Chaplain
  - p. Rank helmet rocker of Chief, Captain, Lieutenant

**Approvals:**

District Chief \_\_\_\_\_



Date \_\_\_\_\_

5/31/19

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guidelines

**Date:** 6/01/2018

**Number:** OPS TRNG 2

**Title:** PPE Issued by Qualification

**Scope:** This Standard Operating Guideline applies to all District Members

**Purpose:**

To ensure that all PPE and equipment is accounted for, inventoried, cleaned, maintained, and recovered.

**Guideline:**

- All Members issue (except Cadets & Entry Level/Support)
  - Structure boots
  - Structure pants
  - Structure suspenders
  - Structure coat
  - Structure gloves
  - Structure helmet (appropriate color as stated in SOP OPS TRNG 1)
  - Hood
  - Brush helmet
  - Goggles
  - Helmet shroud
  - Brush shirt
  - Brush pants
  - Head lamp
  - Brush gloves
  - Firepack
  - Canteen
  - Fire shelter
  - Fanny pack
  - Safety glasses
- Cadets issue
  - Orange structure helmet
  - Cadet Rockers on helmet
  - Structure boots
  - Structure pants
  - Structure suspenders
  - Structure coat
  - Structure gloves
- Communication Equipment
  - Hand held radio (District authorized personnel only)
  - Pager (District authorized personnel only)

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## PPE/equipment issue and documentation

1. All PPE/equipment will be issued by the District
2. All PPE/equipment will be issued to individuals only and will be accounted for at least annually during the District inspection.
3. All PPE/equipment will be cleaned by the member twice a year as per NFPA 1851, at the designated District location.
4. It is the responsibility of the member to return all issued PPE/equipment to the District within 5 working days of severing service with the District. If the District does not receive the equipment in this period, the District may request the assistance of the Missoula County Sheriff's Office to initiate a stolen property report.
5. The District will inspect all PPE at least annually.

## Approvals:

District Chief



Date

6/20/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guidelines

**Date:** 8/01/2018

**Number:** OPS TRNG 3

**Title:** Annual Hose Testing

**Scope:** This Standard Operating Guideline applies to all Firefighters

**Purpose:**

To ensure the safety and functional operation of firehose always. This is an annual hose test. Hose should be tested when purchased new according to the manufacturers recommendations and using this procedure. A history of each section of hose should be maintained from date of acquisition.

**Guideline:**

**Equipment needed:**

- Fire apparatus with adequate pump and outlets for testing hose.
- One or more hose test valves made from a gate valve for the size coupling of the hose to be tested. The valve(s) should have a ¼ inch hole drilled through the gate.
- Several 8 foot sections of rope or strap to secure the hose to the truck.
- One or more caps with bleeder or a nozzle with a non-twist shut off valve for each hose size to be tested.
- Large black permanent marker
- Record form to record information

**1. Visually inspect hose and divide into three categories:**

A. Hose to be tested B. Hose to be repaired C. Condemned Hose  
Hose that has been repaired is tested differently and should be separated (see below). Condemned hose should be destroyed.

**2. Hose should have an identification number of some type.**

Hose can be identified by a combination of numbers and letters to indicated diameter, etc. If the coupling is stamped, use the female end and do not damage the coupling. Stenciling on the hose jacket should be of a type that will not damage the jacket.

**A### = 1 ¾" B### = 2 ½" C### = 3"**

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## 3. Determine Pressure for Hose to be Tested:

- 1 1/2" and 2 1/2" single jacket hose should not be used for structural fire fighting and is not tested in this procedure.
- Hose made prior to July, 1987 should be tested to 250 psi for 5 minutes.
- Hose made after July 1987 will be stenciled on each length by the manufacturer "*Service Test to \_\_\_\_\_ psi per NFPA 1962*"
- Pumper supply (soft suction) 4" – 6" multiple jacket hose should be tested at 200 psi for 5 minutes.

\*Separate hose based on required test pressure. Connect hoses of the same pressure test in sections no longer than 300 feet in a straight line without kinks or twists.

## 4. Set up the hose.

1. Attach the test gate valve(s) to the apparatus at the appropriate discharge point. Attach the hose section(s) to the gate valve and attach the nozzle or cap to the end of the hose. Secure the hose closest to the test gate valve to the discharge with the strap or rope. Mark behind each coupling with the permanent marker completely around the hose as close as possible to the coupling to help determine slippage once the test is completed.
2. Open the test gate valve. Close the nozzle or bleeder cap on the end of the hose. Raise the pump pressure in the discharge to 45 psi. Raise the end of the hose above the level of the test gate valve and slowly open the nozzle or bleeder cap to allow all air to leave the line. Once all of the air is evacuated from the hose line, close the nozzle or bleeder valve, and then close the test gate valve at the pump discharge. Secure the nozzle end of the hose to prevent the hose from whipping should a rupture occur.
3. Check all couplings for leakage and tighten as necessary.

## 5. Pressurize the hose.

1. All personnel should be cleared from the area. Keep the test gate valve closed. The pressure should be brought up slowly on the sections of hose to be tested to the appropriate test pressure and held for 5 minutes. If there is a severe leak or hose rupture, stop the test, replace the defective hose and start over.
2. The hose should be inspected by walking down the left side of the hose (away from the pump towards the nozzle) approximately 15 feet away from hose while it is under test pressure. (The hose will roll to the right should a rupture occur). This will provide for additional

# Seeley Lake Rural Fire District

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safety. Never straddle the hose or move the hose once it is under test pressure.

3. Once the time is completed, slowly shut down the pump, close the pump discharge gates and open the nozzle or bleeder test cap. Allow the water to drain and inspect the hose couplings for any slippage. Any slippage (more than 1/2 inch) found should be identified and the hose taken out of service for repair.

## 6. Record the test results.

1. Record the test results on the attached form. The test should be conducted annually. Records should be maintained in a centralized location for all hose.

## 7. Repaired hose

1. Hose that has been repaired should be tested one length at a time.

### Related Articles:

### Approvals:

District Chief



Date

8/1/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guidelines

**Date:** 8/24/2018

**Number:** OPS TRNG 4

**Title:** Apparatus checks and inventory

**Scope:** This Standard Operating Guideline applies to all District Members

**Purpose:**

To ensure apparatus is ready to respond to emergencies, and to track apparatus usage, equipment/asset inventory.

**Guideline:**

Apparatus check sheets will be completed and filed by the SLRFD Facility Maintenance and Logistics Manager at the end of each month. They will include all of the following information:

- Month
- Apparatus number (ie. 711, 719, 710, etc.)
- Check marks in the appropriate boxes for items inspected
- Member identification number in the proper date box
- Beginning and ending mileage

Apparatus inventory sheets will be completed the first week of each month. They will be filed by the SLRFD Facility Maintenance and Logistics Manager by January 15 of each year. They will include the following information:

- Year
- Apparatus number (ie. 711, 719, etc.)
- Item, location, and fleet number.

***Daily checks*** will be done on all apparatus assigned to station 1 and should be completed at all other stations if volunteer staff is available.

***Weekly checks*** will be done on all apparatus. Starting and operating all small engines will include generators, saws, and fans.

***Monthly checks*** will be done in the first week of each month

***Quarterly checks*** will be done in January, April, July, and October.

***Bi-annual checks*** will be done in April and October

**Approvals:**

District Chief



Date

8/24/18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guideline

**Date:** January 1, 2019

**Number:** OPS TRNG 5

**Title:** Rapid Intervention Team

**Scope:** This Standard Operating Guideline applies to all District Members

**Purpose:** To consistently establish rapid intervention teams to assist lost, trapped, or missing firefighters.

**Guideline:**

Establishing a Rapid Intervention Team:

The IC will establish RIT when any of the following conditions occur:

- IDLH atmosphere as set by OSHA, unless exempted by OSHA
- Confined space or trench rescue
- Structure fire requiring entry
- Hazardous Material Team entry.

Components of the Rapid Intervention Team:

- Will consist of a minimum of two personnel at the attack level.
- Will prepare a equipment cash that will include but not be limited to:
  - Flash light
  - Forcible entry tool
  - Complete SCBA including a mask
- Will stage at a ready location that affords them a tactical view but keeps them from involvement in the incident.
- Will be ready in full turnouts and SCBA, but not on air.
- Will monitor the tactical channel and the RIT channel (TAC 2)
- Will report to the IC or SO only.

**Other related references:**

OPS 6 – Emergency Egress  
OPS 7 – Missing Firefighter Protocol  
OPS 8 – Firefighter Mayday

**Approvals:**

District Chief



Date

12-18-18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guideline

**Date:** January 1, 2019

**Number:** OPS TRNG 6

**Title:** Emergency Egress

**Scope:** This Standard Operating Guideline applies to all District Members

**Purpose:** To provide consistent direction to members for emergency egress and to establish safety zones.

### **Guideline:**

#### Components of Emergency Egress

- Signals
  - Rally Point
  - Accountability
  - Missing Firefighter Protocol (SOG OPS #8)
- Signal:
    - Radio address
    - 3-5 second blasts of the air horn with 3 seconds between blasts
  - Rally Point:
    - The front bumper of the first in engine or,
    - The area designated by the incident commander as the safe refuge area
  - Accountability:
    - PASS tag system used by SLRFD to ensure member safety
  - Missing Firefighter protocol (SOG OPS #7)
    - In the event the Incident Commander, or Safety Officer declare an emergency egress the following components will be completed in a logical manner determined by the factors of the incident.
    - Emergency notification to all units on scene to immediately leave the structure.
    - 3-5 second blasts of the air horn
    - Initiate PAR
  - Actions taken by Incident Command Positions
    - Incident Commander

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- Prepare for defensive operations
- Evaluate resource needs
- Safety Officer
  - Initiate PAR if no accountability officer has been established
- Accountability Officer
  - Initiate PAR

## Other Related references:

OPS #5	Rapid Intervention Team
OPS #7	Missing Firefighter Protocol
OPS #8	Firefighter Mayday

## Approvals:

District Chief



Date

12-18-18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guideline

**Date:** January 1, 2019

**Number:** OPS TRNG 7

**Title:** Missing Firefighter Protocol

**Scope:** This Standard Operating Guideline applies to all District Members

**Purpose:** To provide consistent direction to incident commanders and members to ensure swift initiation of rescue procedures

**Guideline:**

In the event of a missing Firefighter

- Identify crew member missing
- Notify command (through command chain)
- Attempt to contact missing member
- Collect the following information and forward it to Command
  - Current available air of safe crew members
  - Where was the crew working
  - What was the assignment of the crew
  - Name of the missing firefighter(s)
- Incident Commander or Safety Officer will:
  - Initiate RIT
  - Announce who is missing via assigned frequency
  - Order the next level of alarm assignment
  - Initiate PAR
  - Develop a rescue group
  - Develop a rescue plan

**Other related references:**

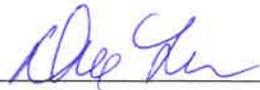
SOG - OPS 5 Rapid Intervention Team

SOG - OPS 6 Emergency Egress

SOG - OPS 8 Firefighter Mayday

**Approvals:**

District Chief



Date

12-18-18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guideline

**Date:** January 1, 2019

**Number:** OPS TRNG 8

**Title:** Firefighter Mayday

**Scope:** This Standard Operating Guideline applies to all District members

**Purpose:** To provide consistent direction to members in emergency situations to facilitate the rescue of firefighters, and to facilitate the self-rescue of firefighters.

### **Guideline:**

#### **Actions taken by a firefighter who is declaring a MAYDAY:**

- Declare MAYDAY by radio on the assigned channel and on the RIT channel (Tach 2)
- Give pertinent information
  - Name
  - Location
  - Air Level
  - Conditions
  - Number of members
  - Injury report
  - Destination if moving
- Activate PASS (only after radio traffic is complete)
- Move to an outside wall or corner.

#### **Actions taken by Incident Command Positions**

- Incident Commander
  - Initiate missing firefighter protocol
- Safety Officer
  - Determine feasibility of rescue
  - Deploy RIT
  - Notify IC
  - Establish additional RIT
- Rapid Intervention Team
  - Monitor RIT frequency (White Fire 3 – channel 16)
  - Assemble tools for building type
  - Stay in RIT staging area
  - Report to safety officer

#### **Other related references:**

SOG OPS #5 – Rapid Intervention Team

SOG OPS #6 – Emergency Egress

SOG OPS #7 – Missing Firefighter Protocol

#### **Approvals:**

District Chief \_\_\_\_\_



Date \_\_\_\_\_

12-18-18

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

## Standard Operating Guidelines

**Date:** 03/01/2020

**Number:** OPS TRNG 9

**Title:** Lock Out Tag Out

**Scope:** This Guide applies to all Fire District Personnel who may meet hazardous energy sources during emergency operations that require those sources to be temporarily restrained by mechanical means.

**Purpose:**

This Guideline is intended to minimize the potential of an accidental release of stored energy during Emergency Operations. These sources include, but are not limited to;

- Electrical
- Thermal
- Pneumatic
- Hydraulic
- Chemical
- Radioactive
- Electro-magnetic
- Kinetic

**Definitions:**

**A hazardous release of stored energy** is defined as the release of any material or substance, which by its action or interaction with another agent or the environment has the potential to harm personnel, property or the environment.

**Lockout device** - Any device that uses positive means such as a lock, either key or combination type, to hold an energy - isolating device in a safe position, thereby preventing the energizing of machinery or equipment. When properly installed, a blank flange or bolted slip blind are considered equivalent to lockout devices.

A device is considered capable of being locked out if it meets one of the following requirements:

- It is designed with a hasp to which a lock can be attached;
- It is designed with any other integral part through which a lock can be affixed;
- It has a locking mechanism built into it; or
- It can be locked without dismantling, rebuilding, or replacing the energy isolating device or permanently altering its energy control capability.

# Seeley Lake Rural Fire District

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This includes, but is not limited to electrical disconnects, electrical panels, valves, mobile equipment, hydraulic sources, pneumatic sources and chemical storage containers.

**Tagout device** - Any prominent warning device, such as a tag and a means of attachment, that can be securely fastened to an energy - isolating device in accordance with an established procedure. The tag indicates that the machine or equipment to which it is attached is not to be operated until the tagout device is removed in accordance with this guide.

When the energy-isolating device cannot be locked out, then a tagout should be utilized. When using tagouts, it is important to note the following limitations:

- Tags are essentially warning devices affixed to energy-isolating devices and do not provide the physical restraint of a lock.
- When a tag is attached to an isolating means, it is not to be removed except by the person who applied it, and it is never to be bypassed, ignored, or otherwise defeated.
- Tags must be legible and understandable by all employees.
- Tags and their means of attachment must be made of materials that will withstand the environmental conditions encountered in the workplace.
- Tags must be securely attached to the energy-isolating devices so that they cannot be detached accidentally during use.

**Requirements for Lockout/Tagout Devices** The lockout device provides protection by holding the energy-isolating device in the safe position, thus preventing the machine or equipment from becoming energized. The tagout device does so by identifying the energy-isolating device as a source of potential danger; it indicates that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed. Whichever devices are used, they must be singularly identified, must be the *only* devices used for controlling hazardous energy, and must meet the following requirements:

- **Durable** - *Lockout* and *tagout* devices must withstand the environment to which they are exposed for the maximum duration of the expected exposure. *Tagout* devices must be constructed and printed so that they do not deteriorate or become illegible, especially when used in corrosive (acid and alkali chemicals) or wet environments.
- **Substantial** - *Lockout* and *tagout* devices must be substantial enough to minimize early or accidental removal. *Locks* must be substantial to prevent

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

removal except by excessive force of special tools such as bolt cutters or other metal cutting tools. *Tag means of attachment* must be non-reusable, attachable by hand, self-locking and non-releasable, with a minimum unlocking strength of no less than 50 pounds.

The device for attaching the tag also must have the general design and basic characteristics equivalent to a one-piece nylon cable tie that will withstand all environments and conditions.

- **Identifiable** - *Locks* and *tags* must clearly identify the employee who applies them. *Tags* must also warn against hazardous conditions if the machine or equipment is energized and must include a legend such as the following: **DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE**

**Energy Isolating Devices** The following are examples of devices that can be used to isolate or control hazardous energy sources.

- Locks/Tags
- Plug Caps
- Chains (for OS&Y type valves)
- Valve Caps (for Ball/Lever/Wheel type valves)
- Blank Flanges/Bolted Slip Blinds (used on process lines or valves)
- Cribbing, Blocking, Shoring and Chocks

## Guideline:

When approaching the emergency scene, it is important that an assessment is performed by a Competent Person to identify possible hazardous energy sources. When possible, consult with on-site personnel and have them assist in identifying what source will need to be isolated and by what means. Once sources have been identified, take the following steps:

- Shut down the machine or equipment. If the circuit is under load or in excess of 480 volts, contact local service provider to operate the disconnect or utilize building emergency electrical shunt.
- Apply the lockout or tagout device. Once lock or device is applied, transfer the control of the Key to the Incident Commander.
- Render safe all stored or residual energy. Energy should be released if possible, i.e. pneumatic, hydraulic, thermal, tensioned loads or weights etc. Prior to releasing the stored energy, personnel need to know how to safely release it and what affects it will have on the surround personnel, property and environment.
- Verify the isolation and de-energization of the machine or equipment. **LOCK, TAG, TRY!!!!!!!** Make sure it's isolated.

# Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

**Removal of Locks and Tags** Before lockout or tagout devices are removed and energy is restored to the machine or equipment, the Competent Person designated must take the following actions or observe the following procedures:

- **Inspect** the work area to ensure that non-essential items have been removed and that machine or equipment components are intact and capable of operating properly.
- **Check** the area around the machine or equipment to ensure that all personnel have been safely positioned or removed.
- **Notify** affected employees immediately *after* removing locks or tags and before starting equipment or machines; and
- **Ensure** that locks or tags are removed only by those employees who attached them or by a Competent Person designated by the Incident Commander.

## Approvals:

District Chief



Date

2/18/20

## Seeley Lake Rural Fire District Wage Scale 2024-2025

Regular Employee Step and Grade at 2.5% per step

											Hourly	Bi-Weekley	Annual
16-1											\$11.09	\$887.57	\$23,077
16-2	17-1										\$11.37	\$909.75	\$23,654
16-3	17-2	18-1									\$11.66	\$912.50	\$24,245
16-4	17-3	18-2	19-1								\$11.95	\$955.81	\$24,851
16-5	17-4	18-3	19-2	20-1							\$12.25	\$979.71	\$25,472
16-6	17-5	18-4	19-3	20-2	21-1						\$12.55	\$1,004.20	\$26,109
16-7	17-6	18-5	19-4	20-3	21-2	22-1					\$12.87	\$1,029.30	\$26,762
16-8	17-7	18-6	19-5	20-4	21-3	22-2	23-1				\$13.19	\$1,053.04	\$27,431
16-9	17-8	18-7	19-6	20-5	21-4	22-3	23-2	24-1			\$13.52	\$1,081.41	\$28,117
16-10	17-9	18-8	19-7	20-6	21-5	22-4	23-3	24-2	25-1		\$13.86	\$1,108.43	\$28,820
16-11	17-10	18-9	19-8	20-7	21-6	22-5	23-4	24-3	25-2	26-1	\$14.20	\$1,136.16	\$29,540
27-1	17-11	18-10	19-9	20-8	21-7	22-6	23-5	24-4	25-3	26-2	\$14.56	\$1,164.56	\$30,279
27-2	28-1	18-11	19-10	20-9	21-8	22-7	23-6	24-5	25-4	26-3	\$14.92	\$1,193.68	\$31,036
27-3	28-2	29-1	19-11	20-10	21-9	22-8	23-7	24-6	25-5	26-4	\$15.29	\$1,223.52	\$31,811
27-4	28-3	29-2	30-1	20-11	21-10	22-9	23-8	24-7	25-6	26-5	\$15.68	\$1,254.11	\$32,607
27-5	28-4	29-3	30-2	31-1	21-11	22-10	23-9	24-8	25-7	26-6	\$16.07	\$1,285.46	\$33,422
27-6	28-5	29-4	30-3	31-2	32-1	22-11	23-10	24-9	25-8	26-7	\$16.47	\$1,317.60	\$34,257
27-7	28-6	29-5	30-4	31-3	32-2	33-1	23-11	24-10	25-9	26-8	\$16.88	\$1,350.54	\$35,114
27-8	28-7	29-6	30-5	31-4	32-3	33-2	34-1	24-11	25-10	26-9	\$17.30	\$1,384.30	\$35,992
27-9	28-8	29-7	30-6	31-5	32-4	33-3	34-2	35-1	25-11	26-10	\$17.74	\$1,418.91	\$36,892
27-10	28-9	29-8	30-7	31-6	32-5	33-4	34-3	35-2	36-1	26-11	\$18.18	\$1,454.38	\$37,814
27-11	28-10	29-9	30-8	31-7	32-6	33-5	34-4	35-3	36-2	37-1	\$18.63	\$1,490.74	\$38,759
38-1	28-11	29-10	30-9	31-8	32-7	33-6	34-5	35-4	36-3	37-2	\$19.10	\$1,528.01	\$39,728
38-2	39-1	29-11	30-10	31-9	32-8	33-7	34-6	35-5	36-4	37-3	\$19.58	\$1,566.21	\$40,721
38-3	39-2	40-1	30-11	31-10	32-9	33-8	34-7	35-6	36-5	37-4	\$20.07	\$1,605.36	\$41,739
38-4	39-3	40-2	41-1	31-11	32-10	33-9	34-8	35-7	36-6	37-5	\$20.57	\$1,645.50	\$42,783
38-5	39-4	40-3	41-2	42-1	32-11	33-10	34-9	35-8	36-7	37-6	\$21.08	\$1,686.63	\$43,852
38-6	39-5	40-4	41-3	42-2	43-1	33-11	34-10	35-9	36-8	37-7	\$21.61	\$1,728.80	\$44,949
38-7	39-6	40-5	41-4	42-3	43-2	44-1	34-11	35-10	36-9	37-8	\$22.15	\$1,772.02	\$46,073
38-8	39-7	40-6	41-5	42-4	43-3	44-2	45-1	35-11	36-10	37-9	\$22.70	\$1,816.32	\$47,224
38-9	39-8	40-7	41-6	42-5	43-4	44-3	45-2	46-1	36-11	37-10	\$23.27	\$1,861.73	\$48,405
38-10	39-9	40-8	41-7	42-6	43-5	44-4	45-3	46-2	47-1	37-11	\$23.85	\$1,908.27	\$49,615
38-11	39-10	40-9	41-8	42-7	43-6	44-5	45-4	46-3	47-2	48-1	\$24.45	\$1,955.98	\$50,855
49-1	39-11	40-10	41-9	42-8	43-7	44-6	45-5	46-4	47-3	48-2	\$25.06	\$2,004.88	\$52,127
49-2	50-1	40-11	41-10	42-9	43-8	44-7	45-6	46-5	47-4	48-3	\$25.69	\$2,055.00	\$53,430
49-3	50-2		41-11	42-10	43-9	44-8	45-7	46-6	47-5	48-4	\$26.33	\$2,106.37	\$54,766
49-4	50-3			42-11	43-10	44-9	45-8	46-7	47-6	48-5	\$26.99	\$2,159.03	\$56,135
49-5	50-4				43-11	44-10	45-9	46-8	47-7	48-6	\$27.66	\$2,213.01	\$57,538
49-6	50-5					44-11	45-10	46-9	47-8	48-7	\$28.35	\$2,268.33	\$58,977
49-7	50-6						45-11	46-10	47-9	48-8	\$29.06	\$2,325.04	\$60,451
49-8	50-7							46-11	47-10	48-9	\$29.79	\$2,383.17	\$61,962
49-9	50-8								47-11	48-10	\$30.53	\$2,442.75	\$63,511
49-10	50-9									48-11	\$31.30	\$2,503.82	\$65,099
49-11	50-10										\$32.08	\$2,566.41	\$66,727
	50-11										\$32.88	\$2,630.57	\$68,395

Administrative Assistant	29	FF1-EMT	33	FF2-EMT	36	FF1-Para	48	FF2-Para	49	FF Capt	50
Maintenance	19										

**Incentives; 4 % maximum accumulation**

- HazMat Operations/Technician 0.5%
- Fire Instructor 0.5%
- Lead EMS Instructor 0.5%
- Incident Safety Officer 0.5%
- STL/TFL 0.5%

- Rescue Technician 0.5%
- CPR Instructor 0.5%