

SOP 1-01: POLICY AND PROCEDURE SYSTEM

1.0 Purpose

This policy shall be used for the development, authorization, and implementation of standards, policy, procedures, tasks, guidelines and rules. No policy, procedures or other administrative tools described in this document shall circumvent or negate any law or code at the state and federal levels.

2.0 Definitions

Standards

A detailed description of the criterion of a specific subject area established by a consensus process, i.e. Firefighter Standards for Level I, and II.

Policy

A written document that describes a management decision guiding the activities of a governmental body and defines what should be done. Policy is approved and promulgated by the Board of Commissioners. Procedures are derived from policies and are the operational purview of the Chief.

Procedure(s)

A series of mandatory steps followed in a specified order defining who does what when. The Chief shall be responsible for establishing, implementing, training, and documenting all operational procedures associated with Board-approved policies. The Chief shall ensure department compliance with Board-approved administrative policies

Guideline

Describes operational procedures and tasks for various emergency service calls, safety, special operations, training and maintenance. Standard Operating Guidelines (SOG) are just that, guidelines that may be deviated from depending on the situation, staffing level or other emergency variables. Individuals deviating from an SOG may be required at the discretion of the Officer in charge to submit an explanation for such deviation.

Rules

An authoritative direction for conduct and personal behavior.

Member

A member is a volunteer or paid person on the department staff.

3.0 Policy Authorization

The Board of Commissioners shall approve policies for the administration of Mason County Fire District #6. The Chief or designee shall propose policy to the Board and administer the policy system.

4.0 Emergency Interim Policy

The Board of Commissioners authorizes the Fire Chief to develop and implement emergency interim policies during emergency conditions. Emergency conditions are defined as actions necessary to fulfill a safety requirement, contractual obligation or enacted legislation. The Chief shall notify the Chair of the Commission in a timely manner. The interim policy shall have a 60 day expiration date. In addition, Department Officers may depart from any guideline, or procedure at the scene of emergency in order to protect or save lives. Such deviation shall be reported in writing to the Chief or Assistant Chief following termination of the emergency.

5.0 Policy and Procedure Development Process

The policy development process shall include input by department members and officers. Proposed policy shall be reviewed with the members and Department Officers at a department drill or training prior to submittal to the Board for approval.

6.0 Policy and Procedure Manual

The department shall issue a policy and procedure manual electronically to all members and be part of the member handbook. Any changes to the manual, once approved by the Board, shall be issued electronically. Each department member shall sign for or otherwise acknowledge receipt and understanding of the manual and subsequent changes to the Chief or his/her designee.

7.0 Knowledge of Policies

Department personnel are responsible for reviewing policy on regular basis to maintain a working knowledge of Fire Department requirements. All new or updated policies shall be reviewed with department members. All questions regarding policies shall be address through an Officer to the Chief or his/her designee for clarification or resolution.

SOP 1-02: ADMINISTRATIVE PROCEDURES

1.0 Conflict of Interest

1.1 Department members shall not directly or indirectly engage in any outside employment or financial interest which may in the department's opinion conflict with the best interests of the department operations or otherwise interfere with the member's ability to perform fire department duties. Members shall report to the Chief any of the following to avoid a conflict of interest:

- 1.1.1** Any financial or beneficial interest the member may have with a business that the department uses.
- 1.1.2** Any remuneration a member receives from such a business.
- 1.1.3** Any cash or gifts or other considerations received on behalf of the department or as a member of the department unless otherwise provided by law.

2.0 Use of Department Vehicles

2.1 Department vehicles are designated as for official use only. This use includes traveling to and from authorized trainings, meetings, conferences, or other official functions in which the department is to be represented, as determined by the Chief or Assistant Chief. The Chief or Assistant Chief may assign vehicles as take-home vehicles based on the needs of the department and may make rules governing the use of these vehicles consistent with this Section. Such vehicles shall be locked when not in operation at the member's residence.

2.2 Use of vehicles is restricted to tone-out response, training in or out of the district, attendance at meetings in or out of district by on-duty staff, and to provide transportation for on-duty staff to fitness training within the district. Chief Officers issued vehicles under contract shall abide by terms of contract.

2.3 When in travel status outside the local Mason County area, drivers may stop for meal, gas, or rest breaks for a reasonable time frame. Such breaks shall not be taken at locations such as bars, taverns, or nightclubs, but may be taken at restaurants that serve alcohol. At no time shall a driving period exceed an 8 hour period.

SOP 1-03: GENERAL MANAGEMENT

1.0 Purpose

This procedure is established to provide direction and identify the philosophy for managing the affairs of Mason County Fire District #6. The District shall provide for the protection of life and property to the citizens of the District in an efficient and cost effective manner.

2.0 Policy and Procedures

The Department shall provide a policy and procedure system that outlines personnel standards for decision making, defines standards of conduct or performance, and/or implements state or federal law.

3.0 Members to Adhere to Department Requirements and Law

Members shall comply with all approved policies and procedures. Members shall comply with local, state, and federal laws related to their position of trust within the community and department. Members are expected to conduct themselves at all times in a manner consistent with behavior acceptable for public servants.

4.0 Personal Acceptance of Gifts and or Remunerations

4.1 Offers of gifts, remuneration, or contributions to Department members will be referred to the Fire Chief who may refer the donor to the Union Firefighters Association, a non-profit organization not affiliated with the department. Members are prohibited from receiving any personal reward or remuneration of any kind for services rendered in the discharge of duties.

4.2 No member shall directly or indirectly give or receive any compensation, gift, reward, or gratuity based on their status as a member of this department except as provided by law.

5.0 Use of Department Equipment

All department equipment and facilities are for official use only.

5.1 Personal use of cell phones issued to members is authorized provided any overage minutes or charges are reimbursed to the department monthly.

5.2 Department computers shall be used for official department business and shall not be used to view pornography or questionable web sites. On duty staff may check personal emails on a limited basis but may not download any programs or software add-ons to the department computers that have not been authorized by the Chief or his/her designee.

6.0 District Assets

All department equipment/ physical goods that hold a value of \$500 or more shall be considered a department asset.

6.1 The Fire Chief or his/her designee shall log all qualifying assets in the department's asset log.

6.2 The Fire Chief or his/her designee shall mark the asset with a department approved asset tag identifying the asset with a number that will be used for inventory accountability.

6.3 The inventory log will be made available as an approved public record.

6.4 The Fire Chief is the authority as to the determination of asset value.

SOP 1-04: DISCIPLINE

7.0 Purpose

The purpose of this policy is to provide general guidance to chief officers who may impose discipline on members. The District shall adopt a policy of progressive discipline wherever possible. The purpose of discipline in the department is to ensure safe, professional, and consistent behavior by

department members. Discipline shall be imposed as a means to modify behavior rather than as punishment.

8.0 Members Subject to Discipline

Any member of the District shall be subject to discipline (up to and including dismissal from the District) for any violation of, dereliction of, or indifference to the District's policies and rules, for actions which jeopardize the safety and well being of any other member. Generally, discipline should be imposed according to the nature and aggravation of the offense, but other factors such as the frequency and severity of prior violations should be considered. Using the principle of chain of command, the Assistant Chief and department officers may impose discipline on all firefighters; the Chief may impose discipline on all department members and the Board of Commissioners may impose discipline on the Chief.

9.0 Officers Responsible to Enforce Discipline

Officers will endeavor to be prompt, fair, impartial, and consistent in their dealing with subordinates and shall see that order and discipline are maintained among the members. When an officer determines discipline is warranted, the officer shall notify the firefighter and Assistant Chief of any planned discipline in writing, allowing the firefighter an opportunity to make an oral or verbal presentation to the officer. The officer shall consider all written and oral presentations by the firefighter prior to reaching a final decision to impose discipline. The firefighter may appeal in writing any discipline decision before it is imposed to the next step in the supervisory chain up to and including the Board of Commissioners. No discipline shall be imposed while an appeal is underway; however a firefighter may be relieved of duty or otherwise not allowed to participate in drills or on calls pending an appeal. These same steps apply to discipline of officers and chief officers. Disciplinary steps include, from least to most severe (progressive discipline): letter of counseling, letter of reprimand, suspension with or without pay if career, last chance agreement and termination.

10.0 Written Report Required to be Submitted

Officers shall prepare and submit to the Fire Chief or his designee written documentation for all forms of final discipline imposed on a member. Officers shall comply with the Districts adopted timelines for corrective action. The timeline is as follows:

- The Officer has 30 days upon acknowledgment of an act worthy of discipline to notify the member of the intent to discipline.
- After the member has been notified of the intent to impose discipline and the member has made themselves reasonably available the Officer shall meet with the member with fourteen (14) days of the member's notification.
- After the Officer has met with the member and discipline has been delivered the Officer shall have five (5) business days to complete the process with a written report and acceptance by the Chief or his/her designee.

11.0 Termination from Duty

Independently of disciplinary action, the Fire Chief has the authority to terminate a member of his/her duties if (i) the offense committed is considered to jeopardize the safety and well being of any member or the public or (ii) gross insubordination by a member (iii) conduct that is deemed by the Fire Chief, a malicious break of the public trust as a member of Mason County Fire District 6 to include but not limited to: gross negligence, conviction of any felony, any gross misdemeanor involving any illegal act involving personal gain to the member, or any acts, errors, or omissions by the member which discredit the District or materially impair the provision of orderly services to the citizens of the District.

12.0 Disciplinary Actions to be Maintained

All disciplinary actions taken against members shall be placed in the member's personnel file after the member has acknowledged receipt of the action and has had an opportunity to present matters in mitigation or extenuation. The Fire Chief must approve any written disciplinary report before it is placed in a member's personnel file.

7.0 Appeal of Termination

A member who has been terminated has the right to appeal their termination to the Mason County Fire District # 6 Board of Fire Commissioners for review. The process of appeal is as follows:

1. Within 60 days of the termination the member appealing the termination shall request in writing a review by the Board of Fire Commissioners.
2. The board shall investigate the termination appeal to the point that the board feels compelled to rule on the appeal.
3. The finding(s) of the review are final and will no longer be eligible for appeal by the member or staff.

SOP 1-05: ACCIDENT PREVENTION PROGRAM

13.0 Risk Benefit Analysis

The District shall use the concept of risk benefit analysis as the cornerstone for its accident prevention program when making tactical decisions at all emergency incidents and during all District operations. This concept calls for weighing how much will tactically be gained in responding to the incident by how much danger department members would face in making that gain. Recognizing that command staff's job is to evaluate risk and reduce risk, the following policy shall apply.

1.1 Activities that present a significant risk to the safety of the members shall be limited to situations where there is reasonable potential to save human life.

1.2 Firefighting or emergency operations directed at saving property shall employ less risk to department members than those directed at saving lives.

1.3 The Incident Commander (IC), Incident Safety Officer (ISO), and command staff shall evaluate the risk to members with respect to the purpose and potential results of their actions in each situation. Each member is responsible for ensuring safe operations, safety of themselves, safety of fellow responders, potential safety issues, unsafe procedures, or failure.

14.0 District Health and Safety Officer (HSO) to be Appointed

A Health and Safety Officer (HSO) shall be designated by the Fire Chief responsible for developing a comprehensive safety program to include the element of, prevention, training, safety meetings, accident investigation, maintain records and assigned as chair of the Safety meeting.

15.0 Incident Safety Officer (ISO) to be Appointed

The Incident Commander (IC) is the Safety Officer until he/she appoints a designated Incident Safety Officer (ISO) or the department ISO arrives on scene. Officers trained as Incident Safety Officers may be designated as the

ISO. The ISO shall identify existing and potential hazardous situations on the scene. The ISO shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel. The ISO shall immediately inform the IC of any actions taken to correct imminent hazards at an incident and/or drill.

16.0 Safety Meetings

The District shall conduct a Safety meetings comprised of all department staff attending weekly drill. The Safety meeting shall be conducted on a scheduled basis as established by the Health and Safety Officer (HSO) but shall meet not less than one hour quarterly. Minutes shall be maintained, posted and filed. The Fire Chief shall receive a copy of the minutes. The HSO shall review all occupational accidents and illnesses, or other safety concerns and make recommendation to the Fire Chief. Members are encouraged to send or otherwise notify the HSO of safety recommendations, complaints, issues and concerns. The HSO shall take each member-submitted safety issues under discussion at the next Safety meeting and provide feedback to the member submitting it as to actions taken.

17.0 Safety Inspections to be Conducted

All District facilities, equipment, portable fire extinguishers, utility straps and life lines shall be inspected on a monthly basis to ensure they are reasonably free of recognizable physical hazards. Records shall be maintained of all inspections.

18.0 Injury and Illness Report for Firefighters

Occupational accidents that cause injury or illness to a firefighter or other employee, or whenever a firefighter or other employee becomes aware of an illness apparently caused by occupational exposure, it shall be the duty of such firefighter or other employee, to report the injury or illness to the officer in charge, incident commander, ISO, or Assistant Chief immediately.

19.0 Reporting or Injuries Due to Neglect

Members who receive injuries while in the performance of their duties, which results from carelessness, willful neglect or other causes on the part of any person, firm or corporation, shall not sign any release from liability without obtaining permission of the Fire Chief.

20.0 Reporting Fatality or Probably Fatality Accidents

Whenever an injury occurs to a firefighter or other member while on duty and the injury results in a fatality, probable fatality, or a member is admitted to the hospital, the employer shall report the accident to the division of Industrial Safety and Health by reporting the incident to the L&I hotline within eight (8) hours (1-800-423-7233), Chairman of the Board and the Board of Volunteer Fire Fighters if applicable.

21.0 Accident Investigations

All accidents and safety problems shall be investigated to a conclusion by the District Health and Safety Officer and a report with recommendations forwarded to the Fire Chief. When an injury or fatality occurs to a firefighter or other employee while on duty, equipment involved shall not be moved until investigated by the authority having jurisdiction except where removal is essential in providing medical aid, preventing further accidents or is essential in the continuance of emergency actions. Any equipment in use during an injury or fatality must be impounded, tagged as evidence and remain protected until such items can be turned over to the investigation team or law enforcement. Documentation and photographs of the scene and evidence must be completed prior to removing key pieces of evidence.

22.0 Alcoholic and Controlled Substances

Alcoholic beverages shall not be allowed in Fire District facilities or premises. Controlled substances shall not be allowed in stations.

Exception: Controlled substances allowed in stations if used by the profession to be administered to patients or medications prescribed by a physician, unless such prescribed medication would impair the performance of the individual.

23.0 Safety Bulletin Board

A bulletin board or posting area shall be designated for safety and health large enough to display the required safety and health poster (Job safety and health protection, form F416-081-000 and other safety education material provided). The Health and Safety officer shall ensure the safety bulletin board is kept current to State and Federal law.

24.0 Hazard Communication Program

The Chief shall annually provide to department members relative to hazardous chemicals or substances to which they are exposed, or may become exposed in the course of their duties. This briefing shall be documented in each member's training file.

25.0 Written Reports

The Chief or his/her designee shall maintain written reports on all accident investigations, safety meetings and safety reports.

26.0 Documentation

All injuries and accidents require an Injury/Exposure/Accident form to be filled out and forwarded to the District Safety Officer for review with the District Safety meeting. Any near miss or other potential safety problem shall be documented on the near miss reporting form and forwarded to the District Safety Officer for review with the District Safety meeting. Any member

exposed to carcinogens from toxic smoke while on scene can complete a carcinogen exposure form and forward it to the Chief or his/her designee.

SOP 1-06: MEMBERSHIP AND APPLICATIONS PROCEDURE

27.0 Policy

Our department members are encouraged to have interested community members apply for membership as a volunteer firefighter or EMT. The following membership criteria shall apply to all applicants. All applicants shall complete a Board of Fire Commissioner's approved membership application. Minimum applicant age is 16 years old. (All applicants under the age of 18 years old must have a member sponsor them and be endorsed by the Fire Chief). Any applicant on parole or probation shall not be granted membership. All applicants shall be legal citizens of the United States (by birth or naturalization) and authorized to work in the United States by showing proof acceptable under Federal law.

28.0 Background Check

To assure the highest quality of service, reinforce our commitment to mandatory reporting requirements, and use of community resources, all applicants shall undergo a background check administered or directed by the Chief or his/her designee. This check shall include a criminal history check, driver's license and driving record review, and reference check. On receipt of a properly and completed application, the Chief or his/her designee shall conduct or direct an investigation by a department officer using the following criteria.

28.1 Findings on the criminal history check or discovered through other lawful means that disqualify an applicant include but are not limited to felony convictions, felony arrests resulting in a misdemeanor convictions, any arrest or pattern of conduct indicating violence to include domestic violence; any misdemeanor drug offense convictions within the past 5 years or pattern of conduct indicating probable drug abuse; arrests for driving while suspended; DUI within past 5 years, and any arrests or convictions for sexual abuse, elder abuse, or any lesser include offenses.

28.2 Findings on the driving record that indicate a pattern of reckless

driving, speeding, or other disregard for safe vehicle operations may disqualify an applicant if the Chief deems that the candidate poses a potential safety risk.

28.3 The department reserves the right to contact previous employers and references and conduct interviews by the investigating official. Results of these interviews shall be documented on the Applicant Evaluation Form. Any employer or reference check which indicates derogatory or potentially derogatory information shall be documented by the investigating department official. This information shall be kept confidential and not disclosed to the applicant.

28.4 Physical Examination: As directed by the Fire Chief, the applicant may be required to undergo a Board of Volunteer Firefighters (BVFF) physical examination to determine eligibility for BVFF insurance and for fitness for duty.

29.0 Interview

If the background check shows no disqualifying information, the Chief or his/her designee, irrespective of which department official conducted the background check shall interview the applicant in private with the department officers in attendance whenever possible. The interview questions shall gauge the applicant's level of commitment to training, adherence to safety standards and command direction, level of professionalism, and willingness to put themselves in potentially hazardous situations with proper training. The Chief or his/her designee and department officers present shall document their recommendation as to whether to accept or decline the applicant and provide these recommendations to the Chief who reserves the right to conduct a similar interview of the applicant following review of the background.

30.0 Approval for Membership

The Chief shall be the final decision authority as to the suitability of and acceptance for membership of any applicant. All applicants shall receive notice from the Chief informing them of their acceptance or declination with no specific reasons cited.

31.0 At Will

All district members while serving their probationary year shall be classified at an "At Will" status. The Fire Chief can remove the member from service for a legitimate reason he/she feels exists. After the probation period has expired the member shall be subject to all progressive measures the district utilizes.

SOP 1-07: RECORDS MANAGEMENT

32.0 Purpose

The purpose of this procedure is to ensure that the department is in compliance with RCW 42.56 (Public Records Act) and requirements published by the Secretary of State's Archivist.

33.0 Public Records Officer

The Public Records Officer shall have the responsibilities of release, retention, and destroying all records according to the records retention requirements published by the Secretary of State's Archivists.

34.0 Access of Public Records

RCW 42.56.290

3.1 Access of public records is the right of the public. Public records may include vouchers, minutes of meetings, policies, contracts dealing with receipt or disbursement of funds, use or disposal of facilities and equipment, or other documents relating to the function of the District. The District public records rate structure is as follows:

- 15 cents/page for photocopies or printed electronic copies.
- 10 cents/page for records scanned into electronic format.
- 5 cents for every four electronic files or attachments uploaded to an email, cloud storage service, or other electronic delivery system.

- 10 cents/gigabyte for transmitting records electronically.
- The actual cost of digital media storage devices, the container/envelope used to mail the copies, and the actual postage or delivery charge.

3.2 The public records requester is responsible for all costs incurred by the district as it pertains to fulfilling the public records request and the public records will not be released until the requester has paid the invoice for the public records requested.

3.3 The department will comply with RCW 42.56 in all records requests. Requestors shall mail, email, or deliver in person a written, signed request for public records, describing the records requested. The District shall deliver a written response within 5 days to include the length of time in which to expect requested documents with a receipt and or certified mail receipt.

35.0 Safety and Administrative Records

4.1 The Public Records Officer shall ensure the department complies with record keeping mandates provided in RCW 42.56, RCW 296-305 and any other state or federal law that pertains to the operation of the fire district.

SOP 1-08: ALCOHOL AND DRUG ABUSE

WAC: 284-53-010, 356-46-125

1.0 Purpose

The purpose of this policy is to protect the health and safety of district members and volunteers and the security of equipment and property by ensuring that all members are free of alcohol and drugs while on District property, in District vehicles and otherwise on duty.

2.0 Definitions

All members who respond to calls, participate in and/or otherwise are on duty as a firefighter representing the District in an official capacity shall do so in a physical condition that will enable them to perform their jobs in a safe and efficient manner. Members shall not:

- 2.1 Use, possess and/or purchase, dispense, transfer and/or receive alcohol, intoxicants and/or controlled substances (drugs) while on District property, in District vehicles and otherwise on duty.
- 2.2 Possess and/or attempt to distribute, sell, obtain, manufacture, transfer, share, and/or receive any alcohol, intoxicants, and/or controlled substances (drugs), and/or any other drugs that impair job performance and/or pose a hazard to the safety and welfare of both the member and all other members.
- 2.3 Report for duty, perform services, and/or enter District property with any Measureable amount of alcohol, intoxicants, and/or controlled substances in their system.
- 2.4 Members shall not report for duty nor perform services under the influence of prescription drugs, medications, and/or other substances that the member knows will adversely affect alertness, coordination, reaction, response and in any other way be unsafe.

3.0 Post Accident/Incident Testing

The District shall require members to submit to a drug and/or alcohol test following any on-duty department vehicle accident and/or other incidents such as an assault while on duty to either confirm or refute drug or alcohol use as a possible cause. All members who are involved in a work accident must immediately report the accident to the Chief or Assistant Chief.

4.0 Random Testing

The District reserves the right to require a member to submit to a drug and/or alcohol test at any time, for any reason as a condition of continued duty. Failure of such test will result in disciplinary action as defined in SOP 2, Discipline.

5.0 Refusal to Submit to a Test

Refusal to submit to a drug and/or alcohol test and/or tampering with a sample during testing shall be grounds for discipline per SOP 2, Discipline.

6.0 Fee, Time and Location for Testing

There will be no cost to the member for these tests. When practical, the tests will be performed during normal working hours. If the member is being tested as a result of an accident, the member will be taken to the hospital for testing paid for by the District.

7.0 Reporting

Members must report to the District any conviction under a criminal alcohol and/or drug statute for violations occurring on or off District property. This report must be made within five (5) days following conviction (this requirement is mandated by the Drug-Free Workplace Act of 1988).

Members who operate District vehicles for District business shall be subject to disciplinary action as defined in SOP 2, Discipline.

8.0 Employee Assistance

Anyone who comes forth and notifies the Chief or his/her designee of an alcohol and/or drug abuse problem will be given assistance extended to all members with any other illness.

Assistance will be in the form of a referral to an agency equipped to handle the specific problem. Any such assistance, however, may not interfere with the tests required by these rules. For example, a driver may not identify himself as unfit to drive after having been notified of a post accident or random test and expect to avoid the consequences for a positive test or a refusal to test. In addition, voluntarily seeking assistance does not excuse any failure to comply with all of the provisions of this policy or other policies of the District.

9.0 Confidentiality and Privacy

In order to ensure confidentiality and privacy, records related to alcohol and/or drug abuse treatment will not be included in a member's personnel file or be reviewed with the member's supervisor without the express written consent of the member. Insofar as practicable, the District shall keep information confidential, except for communications to those persons who have a legitimate need to know.

SOP 1-09: Labor Classifications

36.0 Purpose

To clarify employee(s) status as it pertains to Fair Labor Standards Act, Washington State Board of Volunteer Firefighters, and the Internal Revenue Service.

37.0 Labor Classification

- **FLSA Exempt (Fair Labor Standards Act):** Employees who supervise other employees. These employee(s) have the ability to hire, fire, and discipline those they supervise. In addition, they are hired by the Dist. Commission and provide their service under a personal service contract. This contract spells out the accruals for sick leave, vacation and paid leave time.
- **FLSA Non-Exempt:** These employees are hired by the department staff, with the approval of the Dist. Commission. These employees accrue their vacation and sick leave based on the department standards for all employees. These employees accrue overtime after their regular schedule work shift of 9 hours (minus 1 hour for lunch and two 15 minute breaks). They accrue overtime at a rate of 1.5 times their regular wage for the first 4 hours, 2 times their regular rate after that. Overtime at a rate of 1.5 times for scheduled days off and 2 times their regular rate on their Sabbath.
- **Volunteer:** Fire District # 6 volunteers are reimbursed for time, emergencies events and approved events in conjunction with the department standards.

3.0 Compensation Time: Mason County Fire District # 6 does not allow nor do they authorize the accrual of compensation time.

4.0 Employee Accruals: All accruals will be subject to the normal reporting process currently in place and reported to the Mason County Auditors office for tracking and recording as part of the employees work record.

- All FLSA exempt employees accrue vacation and sick leave time per their personal services contract.
- All FLSA Non-Exempt employees accrue vacation and sick leave per their personal services contract.

SOP 1-10: HIRING OF ATTORNEYS

1.0 Policy

The hiring of an attorney by the Department, including the Department's attorney of record shall only be authorized in a public meeting of the Fire District 6 Commissioners. The decision to hire an attorney and the specific tasks to be performed by the attorney will be determined by passage of a motion voted on by the commissioners.

2.0 Attorney Participation

The attorney shall participate in Executive Sessions as directed by the Board of Fire Commissioners. This participation may be in person or via telecom as determined by the commissioners.

3.0 Expansion of Tasks

Expansion of tasks of the attorney beyond the scope of the original motion shall only be done in a public meeting of the commissioners via a motion passed by the commissioners. The specifics of the expansion of tasks may be discussed in Executive Session when the expanded tasks are as defined in paragraph (1), subsections (a) through (n) of RCW 42.30.110, executive sessions.

SOP 1-11: COMMISSIONER POLICY

4.0 Policy

The Mason County Fire District 6 board of fire commissioners takes its responsibilities to the public and district members very seriously. The board shall adhere to all of the following board directed mandates:

1.1 All board members shall comply with Title 52 (Fire Protection Districts) in the revised code of Washington (RCW).

1.2 All board members shall comply with RCW 42.23 (Code of Ethics for Municipal Officers).

1.3 All board members shall comply with RCW 42.30 (Open Public Meeting Act) in the revised code of Washington.

1.4 The board shall utilize the Washington State Fire Commissioners Association staff and literature as the primary resource for guidance on fire commissioner conduct.

SOP 1-12: FIRE APPARATUS MAINTENANCE, REPAIR, and RULES OF OPERATION

38.0 Operating Condition and Maintenance

38.1 If at any time a fire apparatus is found to be in an unsafe condition, it shall be reported immediately to any department officer.

38.2 If in the officer's determination, the apparatus cannot be used in a safe manner, it shall be taken out of service until it has been restored to a safe operating condition.

38.3 All repairs and preventive maintenance to fire apparatus shall only be made by personnel deemed qualified by the Chief.

38.3.1 A minimum annual service test of apparatus shall be made according to NFPA guidelines relating to pumper apparatus.

38.3.2 Failure of any portion of the annual service test shall constitute the apparatus to be placed out of service as a pumper until adequate repairs are made and the apparatus successfully completes said tests.

39.0 General Rules of Operation

39.1 Headlights shall be on at all times when any fire or emergency vehicle is responding to a call.

39.2 All apparatus over 20,000 pounds (gross vehicle weight) shall utilize wheel blocks when parked at an emergency scene or in training situations.

39.3 Apparatus responding to alarms shall meet specifications in RCW [46.61.035](#), relating to operations of authorized emergency vehicles.

SOP 1-13: EMERGENCY MEDICAL PROTECTION

40.0 General

40.1 Firefighters who perform emergency medical care or otherwise may be exposed to blood or other body fluids shall be provided with emergency medical face protection devices, and emergency medical garments that meet the applicable requirements of NAPA, Standard on Protective Clothing for Emergency Medical Operations 1999, 1992 edition or latest edition.

40.2 Firefighters shall don emergency medical gloves prior to initiating any emergency patient care.

40.3 Firefighters shall don emergency medical garments and emergency medical face protection devices prior to any patient care during which splashes of body fluids can occur such as situations involving spurting blood or childbirth.

40.4 Firefighter turnout gear and gloves with vapor barriers may be used in lieu of emergency medical gloves and garments.

40.5 Contaminated emergency medical garments, emergency medical face protection, gloves, devices, and emergency medical gloves shall be cleaned and disinfected, or disposed of, in accordance with chapter [296-823](#) WAC, Occupational exposure to blood borne pathogens.

41.0 Infection Control

41.1 The Chief is designated as the Infection Control Officer who shall ensure that an adequate infection control plan is developed and all members are trained and supervised on the plan.

41.2 The Infection Control Officer (ICO) shall be responsible for establishing personnel exposure protocols so that a process for dealing with exposures is in writing and available to all personnel.

41.3 The infection control officer (ICO) or his/her designee will function as a liaison between area hospitals and fire department members to provide notification that a communicable disease exposure is suspected or has been determined by hospital medical personnel. The department ICO will institute the established exposure protocols immediately after report of an exposure. The ICO shall follow the confidentiality requirements of chapter [246-100](#) WAC and the medical protocol requirements of chapter [296-802](#) WAC.

41.4 The ICO shall develop a written Exposure control plan which clearly explains the intent, benefits, and purpose of the plan. This plan requires the Chief's approval. The written document must cover the standards of exposure control such as establishing the infection control officer and all members affected; education and training; Hepatitis B vaccination requirements; documentation and record keeping; cleaning/disinfection of personnel and equipment; exposure protocols, post exposure protocols; and chapter [296-823](#) WAC, occupational exposure to blood borne pathogens, in its entirety. Infectious disease programs shall have a process for monitoring firefighter's compliance with established guidelines and a means for correcting noncompliance.

41.5 The Chief shall establish a records system for members' health and training.

41.6 Firefighters shall be trained in the proper use of P.P.E., exposure protection, post exposure protocols, disease modes of transmission as it related to infectious diseases.

41.7 Fire department members shall be required to annually review the Exposure Control Plan, updates, protocols, and equipment used in the program.

41.8 Tuberculosis (TB) exposure and respiratory protection requirements.

41.8.1 Members shall wear a particulate respirator (PR) when entering areas occupied by individuals with suspected or confirmed TB, when performing high risk procedures on such individuals or when transporting individuals with suspected or confirmed TB in a closed vehicle.

41.8.2 A NIOSH-approved, 95% efficient particulate air respirator is the minimum acceptable level of respiratory protection.

41.8.3 Fit tests are required. Facial hair is prohibited when using

PRs. Fit tests shall be done in accordance with chapter [296-842](#) WAC.

SOP 1-14: Use of District Resources Policy

The term “District Resources” as used in this policy, includes all District tangible and intangible property. Further, this policy does not supersede other policies and procedures that define the use of District resources; the purpose of this policy is to define the overall philosophy of the District regarding use of District property.

1.0 **Scope:** District members are obligated to conserve and protect District resources for the benefit of the public interest, rather than the member’s private interests. Examples of uses that are prohibited are as listed in the following subsections:

- 1.1 Any use for the purpose of conducting an outside business.
- 1.2 Any use for the purpose of supporting, promoting, and/or soliciting for an outside organization or group.
- 1.3 An illegal activity

2.0 **Member Exceptions:** District members may make occasional use of District resources only if:

- 2.1 There is no apparent cost to the District.
- 2.2 The use of District resources does not interfere with the performance of the members official duties
- 2.3 The use of District resources does not disrupt or distract from the conduct of District business.
- 2.4 The use of District resources does not compromise the security or integrity of District information and/or software

3.0 **Community Activities:** The District is often requested to participate in local and regional fund raisers and community events either through donations, use of resources or other participation. As a municipal corporation, the District is prohibited by the Washington State Constitution to gift public funds. However, the Board of Commissioners has determined that participation in certain public events and support of

community organizations is important to the effectiveness of the District. The District's participation in such events shall be governed by the following principle: The District members only participate in local and regional fundraisers and community events if the participation promotes Organizational Effectiveness. Organizational Effectiveness relates to the District's mission of providing fire protection, fire prevention, fire suppression, and emergency medical services. Activities that enhance and/or augment the District's ability to perform its mission by educating the public, promoting a positive perception of the District or enhancing the job-related skills of District members will be deemed to be Organizational Effectiveness. Specific examples of community participation are defined in the following subsections.

- 3.1 The use of District property and members for public education.
- 3.2 The use of District property and members for local, public parade.
- 3.3 The use of District property and members for the annual Mason Fire District 6 family fun day.

SOP 1-15: SAFE PLACE STANDARDS

42.0 Members

42.1 All firefighting methods and operations shall be so designed as to promote the safety and health of the members. The district shall do everything reasonably necessary to protect the safety and health of members.

42.2 No member shall:

42.2.1 Remove, displace, damage, destroy or carry off any safety device, safeguard, notice or warning furnished for use in any employment or place of employment.

42.2.2 Interfere in any way with the use of any safety device, method or process adopted for the protection of any members.

43.0 Fire Station & Equipment

43.1 The department shall comply with the applicable provisions of WAC 296-305- 6503, 6505, 6507, 6509, 6511, 6513, 6515, and 6519.

43.2 The department Health and Safety Officer (HSO) shall conduct or oversee monthly safety inspections of the fire station and document these inspections for review by the Assistant Chief and Chief.

43.3 Monthly inspection results shall be initialed by the Chief and filed for twelve (12) months.

SOP 1-16: ACCIDENT/INJURY REPORTING AND INVESTIGATION

44.0 Purpose

This policy establishes the reporting and investigating requirements for accidents and injuries suffered in the line of duty. The Fire District shall promote vehicle and personal safety on the fire ground and at incident or medical scenes, through the Safety Committee meetings, and through periodic refresher trainings for all department personnel.

45.0 Vehicle Accident Procedures

When a driver of a department vehicle is involved in a motor vehicle collision, the operator shall cease operations of the vehicle even if during an emergency response and take the following actions.

45.1 The operator shall contact the other driver/parties involved to determine if there are any injuries and will render all appropriate aid including notification to Dispatch of need for ambulance. The operator shall also notify a department command officer of the incident as soon as possible after requesting law enforcement response. The department operator shall exchange drivers license and other information required by state law; but shall not make any statements to the other driver regarding fault.

45.2 If the collision occurs on a street or roadway or in a parking lot or on a roadway customarily used by the public by invitation, the operator shall request a law enforcement officer respond to complete a state accident investigation form on scene. Vehicles shall not be moved until law enforcement on scene authorizes such movement.

45.3 The department operator shall retain a copy of any accident forms provided by the law enforcement officer and provide such form to the department Health and Safety Officer (HSO) as soon as possible following return to station.

45.4 Any commanding officer receiving notification of a department vehicle accident shall notify the Health and Safety Officer who will notify the Assistant Chief and Chief. The Health and Safety Officer shall advise the department vehicle operator that they may not

operate department vehicles until so advised by the Chief or his/her designee, pending the department accident investigation.

45.5 The Health and Safety Officer shall conduct an investigation apart from any law enforcement accident investigation to determine the causes of the accident and remedial steps for training and vehicle operations recertification. This investigation shall involve witness interviews, review of the law enforcement accident report, and interview with the operator as a minimum.

45.6 The HSO shall report findings of the department investigation to the Chief within 5 working days following the final interview of the operator. These findings shall be written and include recommendations for remedial training, and suggestions for department training to preclude future accidents.

46.0 Injuries

If a department member is injured in the line of duty or potentially in the line of duty, the member or witness to the injury if the member is incapacitated shall immediately notify a command officer who shall immediately notify the HSO and take the following actions.

46.1 The department member shall provide a written statement as soon as possible to the HSO describing how, where, and when the injury occurred; whether and when seen by a physician; copies of any medical or ambulance reports related to the injury; and names of witnesses.

46.2 The HSO shall make a determination recommendation as to line of duty related to the Chief. The Chief shall notify State Labor and Industries and any other government organization as required by state and federal law as soon as the determination of line of duty is made.

46.3 The HSO shall investigate the circumstances of the injury including interviewing witnesses and the member. The HSO shall provide a written report to the Chief as to the cause of the accident, recommendations to correct any hazards, and training needs to address the cause of the accident.

46.4 Any injured District volunteer firefighter shall follow all Board of Volunteer Firefighter procedures in seeking medical treatment (unless an emergency exists) and completing required forms.

46.5 Any injured paid District firefighter shall comply with Washington State Department of Labor and Industries procedures.

SOP 1-17: PROTECTED HEALTH INFORMATION PROGRAM

1.0 Purpose

To comply with the requirements pertaining to medical records including but not limited to patient records, member's exposure, fit test, and physical exam records as Protected Health information (PHI) under Health Insurance Portability and Accountability Act of 1996 (HIPAA).

2.0 Policy

2.1 The district endorses the "Ambulance Service Guide to HIPPA Compliance – Fourth Edition" as the district policy and training program for all HIPPA needs.

2.2 All fire district members shall follow the mandates from district endorsed "Ambulance Service Guide to HIPPA Compliance – Fourth Edition"

2.3 All fire district members shall be trained annually to proficiency from the district endorsed "Ambulance Service Guide to HIPPA Compliance – Fourth Edition. Training records of the training shall be kept by the district as directed by R.C.W. 296-305.

2.4 All SOP direction shall be taken the district endorsed "Ambulance Service Guide to HIPPA Compliance – Fourth Edition" program.

SOP: 1-18 AMBULANCE REVENUE AND BILLING

PURPOSE

The District provides emergency medical services for residents and visitors that include basic life support treatment and transport and any other treatment or transport allowed by law. The District utilizes a combination of tax revenue and users fees to be able to maintain service and delivery. Mason County Fire District 6 will have a system in place to accurately track and audit billing procedures to ensure that all emergency medical services are appropriately billed

for. Responsibility and oversight for meeting this purpose involves emergency care providers, office staff, county and billing agency staff.

PROCEDURE

1. After each transport is completed the attending EMS care provider will be responsible to collect available patient information for billing purposes including patient signatures necessary to the billing process. A copy of the patient demographic, with insurance information, will also be obtained from the receiving facility.
2. The treating provider is responsible to submit to the District's Administrative Assistant a completed Medical Incident Report, signed short form, and patient billing information/demographics sheet prior to the end of the day. A secure location/box will be provided for turning in the reports.
3. The Administrative Assistant will prepare and send the necessary patient information to the billing agency in a timely manner.
4. The Billing Agency will set up an account with appropriate charges within five days of receipt of the patient information. Once the account has been established all charges with sufficient billing information are billed directly to the insurance company.
5. On accounts that lack sufficient insurance information a bill will be sent directly to the patient along with a form requesting insurance information. In addition the billing agency will also make efforts to acquire necessary billing information from other sources including the receiving hospital.
6. All patient billing inquiries will be directed to the billing agency via a toll free phone number. All the employees of the billing agency will be cross trained as to be able to handle patient's questions without forwarding the call to someone else.
7. Items billed directly to insurance companies will be reviewed monthly by billing agency. Rebilling and additional information will be provided to the insurance company as necessary. After all appropriate insurance payments have been received district members will have the remaining portion of their statements written off to the Districts EMS Levy. Non

District members will have the remaining portion of their bill mailed to the patient if a legally collectable balance remains.

8. Payments will be made payable to Mason County Fire District No. 6 but will be mailed to the billing agency's identified Post Office Box.
9. Payments will be deposited directly into a bank account established by the Mason County Treasurers Office with copies of the deposit slip and the Treasurer's submittal mailed/emailed directly to the District. The billing agency will have "deposit only" access to said account.
10. Any Overpayments or refunds to patients or insurance companies will be submitted to the Fire District along with the supporting documentation. Refunds by the Fire District will be processed through the District's established voucher system.
11. As long as a non-district patient has a private balance owing, they will continue to receive monthly statements until the account is paid in full or determined to be uncollectable. If the billing agency has received no payment and no contact from the patient after the second statement is mailed, they will attempt to make phone contact to encourage the patient to set up a payment plan. The billing agency will explain that there are no finance charges and even a small monthly payment will demonstrate the patient's cooperation in getting the account paid.
12. For those accounts that result in mail returned, phone disconnected, or no response, the billing agency will make a final call to the hospital to see if they have any updated information. Typically, these accounts have already been turned over to collections or written off by the hospital. If the patient received charity care from the hospital a fire district charity care application will be mailed to the patient. In the rare situation that the hospital has new billing information the billing agency will follow up with this information. If no further information is available from the hospital, these accounts will be deemed uncollectible.
13. If a patient returns a Charity Care Application to the billing agency office it will be forwarded to the Chief and any other patient information they have regarding the account, with a billing agency recommendation. The Chief will review all applications, information and recommendations. Following a review the Chief will be tasked with either approving or denying all Charity

Care Applications. A signed authorization will be sent from the District to the billing agency granting the appropriate charity care.

14. Once a quarter after the final charges for the quarter have been entered a quarter end process will be performed. The process will generate the quarterly private statements, ages the accounts receivable and produces a summary report for the Fire District detailing the quarterly activity.
15. The Fire District will meet every 2 years with the billing agency staff and follow their recommendations on establishing fees and procedures that will maximize insurance company reimbursements. The Fire Chief will be authorized to follow billing agency staff recommendations.

SOP 1-19: Officer Promotional Process

Subject: Department officer promotional process for positions below rank of Assistant Fire Chief.

Objective: Provide a systematic way to ensure the department's responsibilities are met through the promotion of personnel to an officer's rank utilizing a consistent process approved by the Board of Fire Commissioners.

Promotional Process for Internal Officer Promotions

1. Promotional guideline

1.1 Volunteer Officers below the rank of Assistant Chief as needed to fill district needs.

2. Application Process

2.1 Fire Chief shall determine qualifying requirements appropriate to the position being filled. Notifications of the promotional opportunity(s) and the process shall be advertised to all members.

2.2 Prospective applicant(s) submit a letter of interest to the Fire Chief requesting they be placed in the promotional process.

2.3 Fire Chief certifies eligible candidates to continue to next step in promotional process.

3. Oral Interview Process

3.1 Oral Interview Panel(s) shall be made up of a minimum of three (3) individuals consisting of at least one appointed:

- (a) Commissioner
- (b) Chief Officer
- (c) Volunteer Firefighter

3.2 Candidates will answer questions provided to the panel by the Chief or his/her designee.

3.2.1 The candidate's answers will be evaluated by the panel.

3.2.2 At the conclusion of the oral interview(s) the panel shall rank the candidates in order of performance and the results given to the Fire Chief for review.

4. Fire Chief Interview Process

4.1 The Fire Chief at his/her discretion may institute a Fire Chief Interview of eligible candidates to determine what candidate best fits the needs of the fire district.

5. Promotion Appointment Process

5.1 When the Fire Chief has reviewed all information provided from the promotional process he/she shall:

5.1.1 Notify the Board of Fire Commissioners of the decision.

5.1.2 Notify the candidates of the decision.

5.1.3 Appoint the chosen candidate(s) to the vacant officer position(s).

SOP 1-20: Chain of Command

1. Purpose

1.1 To establish the secession of command in the event the Fire Chief is unavailable.

2. Definitions

2.1 Fire Chief: The districts Chief officer responsible for all administrative and operational programs.

2.2 Chain of Command: The process that shows who assumes Chief Officer duties in the event the Fire Chief is unavailable.

2.3 Chief Officer Duties: The duties specified in the Fire Chief's job description that is located in the Fire Chief's contract.

3. Chain of Command

3.1 The following chain of command structure shall be followed.

3.1.1 The Fire Chief is the Chief Officer when present.

3.1.2 When the Fire Chief is unavailable the Assistant Fire Chief shall assume the Chief Officer duties.

3.1.3 When the Fire Chief and Assistant Fire Chief are unavailable the Fire captain shall assume the Chief Officer duties. The Chairman or Chairwoman shall be notified when the Fire Captain assumes the Chief Officer duties for more than 72 hours.

3.1.4 When the Fire Chief, Assistant Fire Chief, and the Fire Captain are unavailable a Fire Lieutenant shall assume the Chief Officer duties. The Chairman or Chairwoman shall be notified when a Fire Lieutenant assumes the Chief Officer duties for more than 24 hours.

3.1.5 When the Fire Chief, Assistant Fire Chief, Fire Captain, and the Fire Lieutenants are unavailable a Fire Fighter shall assume the Chief Officer duties until relieved by a Board of Commissioners approved agent. The Chairman or Chairwoman shall be notified when a Fire Fighter assumes the Chief Officer duties.

SOP 1-21: Social Media Policy

1. Purpose

1.1 To establish a policy that addresses the issues related to communication and participation in social media channels.

2. Definitions

2.1 Social Media: Internet forums, blogs, online profiles, wikis, podcasts, pictures, videos, emails, instant messaging.

2.2 Social Media Web Sites: Any internet based web site that offers the opportunity for users to communicate with other users on a social or professional level. Examples: Facebook, Twitter, LinkedIn, Flickr, and You Tube.

2.3 Member: Any person who is a current member of Mason County Fire District 6. Members include all elected officials, paid staff and volunteers.

3. Training

3.1 Members shall receive one hour of annual training on approved conduct for social media.

4. District Endorsed Social Media Site

4.1 The district reserves the right to operate or endorse social media websites and media for the purpose of district approved communications.

4.2 All endorsed material or media shall comply with district SOP's.

5. Policy

5.1 It is the intention of this policy to promote approved conduct for social media situations and websites. Article 5.1.1 through 5.1.5 shall be used to determine approved social media conduct.

5.1.1 If at any time a person represents themselves as a member on an email, text, personal site or district endorsed site the member shall be held accountable for their interactions and/or postings.

5.1.2 Any picture, post, or social media that is in violation of the Federal Health Insurance Portability and Accountability Act shall be prohibited from approved social media content.

5.1.3 Always express ideas and opinions in a respectful manner.

5.1.4 Social media posting, texts, emails or photos are often assumed district endorsed. Always proof read your postings, texts, emails, and photos. It is the members' responsibility to determine if it complies with district policy.

5.1.5 Any member who creates, distributes or endorses social media of any kind that demeans, discriminates, berates, profiles,

intimidates, harasses or creates a hostile work environment shall be subject to discipline per district SOP 1-04.

5.1.6 The fire district may monitor content on the web and reserves the right to remove posts that violate this policy.

SOP 1-22: AUTHORIZED FOOD PURCHASES

47.0 Purpose

47.1 To give clarification to the district member of the authorized food purchases when district funds are used.

48.0 Authorized Food Purchases

48.1 Rehab: At any time the Fire Chief or his/her designee determines that the members of the district, while executing their emergency duties, are in need of nourishment the Fire Chief or his/her designee is authorized to purchase food and drink for the district members.

48.2 Meals: Members of the district may use district funds for the purchase of food while they conduct the business of the district. The guideline for food purchase is as follows:

- No alcohol shall be purchased using district funds.
- Only the state per diem rate for breakfast, lunch & dinner shall be allowed for the total price of the meal. (The member shall reimburse the district for all charges over the approved rate).
- Proof of purchase shall be delivered to the Office Manager for processing.

Approved Examples:

- The Fire Chief or his/her designee is assigned to an after-hours meeting that is authorized by the district.
- The Fire Chief or his/her designee is assigned to a business meeting that is authorized by the district.

- District members have delivered emergency services and missed normal meal times due to the event circumstances.
- District authorized staff meetings.
- District authorized member recognition events.

3.0 Exemptions

3.1 All training/travel events are exempt from SOP 1-23 and shall fall under SOP 1-02 Administrative Procedures.

SOP 1-23: PROCUREMENT OF PUBLIC WORKS PROJECTS

5.0 Policy

The District strives to comply with all pertinent laws as they pertain to the district. All public works projects shall be executed following the process as outlined below:

6.0 Procedure

- I. All public works projects shall comply with Washington State L&I prevailing wage mandates.
- II. All public works projects shall comply with the following bidding mandates:
 - A. Minimal Competition: Public Works Projects up to \$20,000:**
 - A1. Competitive bidding is not required. At least one estimate shall be attained.
 - A2. Bids can be verbal or written.
 - B. Public Works Projects between \$20,001 and \$300,000:**
 - B1. Use of the MRSC (Municipal Research and Services Center) small public works roster is preferred, but not required.
 - B2. Must solicit a minimum of three vendors.
 - B3. Bids can be written or verbal.

C. Public Works Projects \$300,000 and over:

C1. Formal Competitive Bidding is required.

C2. Must advertise the solicitation in a newspaper(s) a minimum of thirteen days before the submittal deadline.

C3. Bids must be written.

C4. Performance bond required for 100% of the contract amount.

C5. Any project involving three or more specialty contracts shall have a general contractor complying with RCW 18.27.010.

D. Emergency Public Works:

D1. RCW 39.04.280(1)(c) & (1)(c), RCW 39.04.280.

D2. Definition Any unforeseen circumstance beyond the control of the fire district that presents an immediate danger to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken to include federal, state and local declared disasters.

D3. Competitive bidding requirements are waived.

D4. Written finding must be entered into the public record no later than two weeks following the emergency contract award.

D5. MCFD 6 shall still require retainage, prevailing wage and performance bond as required.

7.0 Public Work Project Exemptions and Practices

- All competitive bidding shall comply with R.C.W. 39.04.280.
- All public work projects costing \$35,000 or more shall have a 5% contract amount retainage required.
- MCFD # 6 is exempt from any form of bid guarantee.
- Sales tax shall not be included in the public works project thresholds.

SOP 1-24: GENERAL PURCHASING (NON PUBLIC WORKS)

8.0 Policy

The District strives to comply with all pertinent laws as they pertain to the district. All purchasing of supplies or assets shall be executed following the process as outlined below:

9.0 Procedure

A. Purchases totaling \$10,000 or less.

A1. Purchases in this price range may be entered into through direct negotiation.

B. Purchases totaling \$10,001 to \$30,000 – 3 Quotes Needed

B1. For purchases in this price range, at least three quotes shall be obtained. Quotes may be obtained by in writing or verbal.

C. Purchases totaling \$30,001 to \$200,000 – Competitive Bids

C1. For purchases in this price range, a minimum of three competitive bids shall be obtained so as to ensure competition. Bids do not need to be sealed, but shall be in writing.

D. Purchases totaling \$200,001 or more – Competitive Sealed Bids

D1. For purchases in this price range, a minimum of three competitive bids shall be obtained so as to ensure competition. Bids for purchases at this level shall be sealed.

E. All competitive bidding shall comply with R.C.W. 39.04.280.

SOP 1-25: WHISTLEBLOWER POLICY

1.0 PURPOSE:

To establish the policy for the Washington State Local Government Whistleblower Act for Mason County Fire District #6 (MCFD#6).

2.0 POLICY:

It is the policy of MCFD#6 to encourage its employees and volunteers to report improper governmental action taken by MCFD#6 officers or employees. It is also the policy to protect MCFD#6 employees or volunteers, who in accordance with MCFD#6 policies and procedures have reported improper governmental actions, from retaliatory action.

3.0 REFERENCES:

Chapter 42.41 RCW

4.0 APPLICATION:

This policy applies to all MCFD#6 employees, officials, and volunteers. For purposes of this policy, the term "member" is intended to refer to all employees, volunteers, or elected officials of MCFD#6.

5.0 PROCEDURES:

5.1 Definitions.

1. Improper Governmental Action means: Any action by an MCFD#6 member that is undertaken during the performance of the member's duties, whether or not the action is within the scope of the member's employment; and does the following:
 - a. Violates any federal, state, or local law or rule;
 - b. Is an abuse of authority;
 - c. Is of substantial and specific danger to the public health or safety; or
 - d. Is a gross waste of public funds.

"Improper governmental action" does not include personnel actions including but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of the local government collective bargaining and civil service laws, alleged labor agreement violations, reprimands, or any action that may be taken under chapter 41.08, 41.12, 41.14, 41.56, 41.59, or 53.18 RCW or RCW 54.04.170 and 54.04.180.

2. Retaliatory Action means: Any adverse change in an employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations. This includes demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or hostile actions by another employee towards an employee that were encouraged by a supervisor or senior manager or official.
3. Emergency means: A circumstance that, if not immediately changed, may cause damage to persons or property.

5.2 Reporting Procedures

1. A member who becomes aware of an improper governmental action shall first raise the issue with the member's immediate supervisor. If the supervisor requests, the member shall submit a written report to the supervisor, or to a person designated by the supervisor. The written report should state in detail the basis for the member's belief that an improper governmental action has occurred. When a member believes that the action involves his or her immediate supervisor, the employee should raise the issue with the MCFD#6's Fire Chief. If the action involves the Fire Chief, the employee may report the matter to any commissioner.
2. In the case of an emergency, an employee may report the alleged improper governmental action to the Mason County Prosecutor or to the agency responsible for investigating the allegations, as identified in Section 5.6.
3. Except in the case of an emergency, before a member provides information of an improper governmental action to a person or an entity who is not a public official or a person listed pursuant to subsection (1) of this section, the member shall submit a written report to the local government. A member who fails to make a good faith attempt to follow the policy shall not receive the protections of this chapter.

5.3 Investigation

1. The Fire Chief shall take prompt action to properly investigate the report of improper governmental action. MCFD#6 (to the extent possible under law) shall keep the identity of the reporting member(s) confidential, unless the member authorizes, in writing, the disclosure of his/her identity.
2. After an investigation has been completed, the member reporting the improper governmental action shall be given a summary of the results of the investigation. However, personnel actions taken as a result of the investigation shall be kept confidential (to the extent possible under law).
3. If the member believes the MCFD#6's investigation of the improper governmental action is inadequate; the member may report the action directly to the outside governmental agency responsible for investigating improper actions as identified in Section 5.6. A member may also turn to the governmental agency if the member believes the MCFD#6's response to the improper governmental action is insufficient or believes that the improper action is likely to reoccur.

5.4

Protection From Retaliatory

Action – Administrative Review

1. No MCFD#6 member is permitted to take retaliatory action against a member because the member provided information in good faith in accordance with the provisions of this chapter that an improper governmental action occurred.
2. A member who believes that he/she has been retaliated against in violation of this policy shall provide written notice to the MCFD#6 Commissioners within 30 days of the alleged retaliatory action. This written notice shall specify the alleged retaliatory action and specify the relief requested.
3. Upon receipt of a member's charge of retaliatory action, the MCFD#6 Commissioners have 30 days to respond. Upon receipt of either the response of the MCFD#6 Commissioners or after the last day upon which the MCFD#6 Commissioners could respond, the member may request a hearing with a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief as defined in this section. The request for a hearing shall be delivered to the MCFD#6 Commissioners and the Fire Chief within fifteen days of delivery of the response from the MCFD#6 Commissioners or within fifteen days of the last day on which the MCFD#6 Commissioners could respond.
4. Within five working days of receipt of the request for a hearing, the Fire Chief shall apply to the state office of administrative hearings for an adjudicative proceeding before an administrative law judge.

Office of Administrative Hearings
2420 Bristol Court SW, 1st Floor
PO Box 42488
Olympia, WA 98504
(360) 586-3169

5. The member, as the initiating party, must prove his/her claim of retaliation by a preponderance of the evidence. The administrative law judge shall issue a final decision consisting of findings of fact, conclusions of law, and judgment no later than forty-five days after the date the request for a hearing was delivered to the Commission. The administrative law judge may grant specific extensions of time beyond this period of time for rendering a decision at the request of either party upon a showing of good cause, or upon his/her own motion.
6. Relief that may be granted by the administrative law judge consists of reinstatement, with or without back pay, and such injunctive relief as may be found to be necessary in order to return the employee to the position he or she held before the retaliatory action and to prevent any recurrence of retaliatory action. The administrative law judge may award costs and reasonable attorneys' fees to the prevailing party.
7. If a determination is made that retaliatory action has been taken against the member, the administrative law judge may, in addition to any other remedy, impose a civil penalty personally upon the retaliator of up to three thousand dollars payable by each person found to have retaliated against the member and recommend to the local government that any person found to have retaliated against the member be suspended with or without pay or dismissed. All penalties recovered shall be paid to the local government administrative hearings account.
8. The final decision of the administrative law judge is subject to judicial review under the arbitrary and capricious standard. Relief ordered by the administrative law judge may be enforced by a petition to the superior court.

5.5 Whistleblower Responsibilities

1. The Fire Chief is responsible for implementing the MCFD#6's policies and procedures for reporting improper governmental action and for protecting members against retaliatory actions. The Fire Chief's responsibilities include ensuring that this policy is permanently posted where all employees have reasonable access to it. The Fire

Chief is also responsible to ensure that this policy is made available to any employee upon request and that this policy is provided to all new employees.

4. Supervisors are responsible for ensuring that the policy is fully implemented within their areas of responsibility. Violations of this policy may result in appropriate disciplinary action, up to and including termination.

5.6 List of Agencies

Following is a list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Member's having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the Fire Chief.

MASON COUNTY

Mason County Prosecutor's Office
521 N 4th Street B
Shelton, WA 98584
(360) 427-9670

STATE OF WASHINGTON

Attorney General's Office
1125 Washington Street SE
PO Box 40100
Olympia, WA 98504-0100
(360) 753-6200

State Auditor's Office
Legislative Building
PO Box 40021
Olympia, WA 98504-0021
(360) 902-0370

State Department of Ecology

P.O. Box 47600
Olympia, WA 98504-7600
(360) 407-6000

Human Rights Commission

402 Evergreen Plaza Bldg., FJ-41
711 South Capitol Way
Olympia, WA 98504-2490
(360) 753-6771

State Department of Health

Health Consumer Assistance
PO Box 47890
Olympia, WA 98504-7891
(800) 525-0127

Dept. of Labor & Industries

PO Box 44850
Olympia, WA
98504-4850
1-800-547-8367

SOP 2-01: TRAINING PROGRAM

49.0 Responsibilities

- 1.1** The district is responsible to ensure all members are trained to levels commensurate with their duties and responsibilities. Training shall be as frequent as necessary to ensure that members can perform their assigned duties in a safe and competent manner but shall not be less than the frequencies specified in WAC 296-305 and appropriate standards such as the National Incident Management System.
- 1.2** The Chief shall designate in writing a department training officer. The Training Officer (TO) may, with the Chief's approval, appoint Assistant Training Officers (ATO) who have expertise in areas needed for department training. The ATO's shall be certified by the TO and Chief to instruct in these areas and copies of such certifications shall be filed in the ATO training records.
- 1.3** The Fire Chief shall approve an annual training program that is created and submitted by the Training Officer in December of each year.

- 1.4 District training records shall be maintained for each department member and shall be stored separately from medical records or other sensitive files. The TO is responsible for maintaining, filing and updating all training records. Members may request to review their training records with the TO or may request copies of the training records.
- 1.5 The training officer and assistant training officers should have prior adult education experience, preferably as Fire Instructors I or II. The Fire Chief Shall approve the training plan for the TO and ATO's.

50.0 Summary of Training Requirement

- 2.1 Training on noise must conform to chapter [296-817](#) WAC, Hearing loss prevention (noise), and WAC [296-305-02005](#).
- 2.2 Training on medical procedures shall conform to WAC [296-305-02501](#).
- 2.3 Training on respiratory equipment shall conform to chapter [296-842](#) WAC, Respirators, and WAC [296-305-04001](#).
- 2.4 Training on employee right-to-know procedures shall conform to WAC [296-800-170](#), chemical hazard communication program.
- 2.5 Training on overhaul procedures and operations shall conform to WAC [296-305-05001](#).
- 2.6 Training on wildland fires shall conform to WAC [296-305-07001](#) through [296-305-07019](#).
- 2.7 Live fire training in structures shall conform to NFPA 1403 and section 2.0.
- 2.8 To the maximum extent possible, the department shall provide training and education for all members commensurate with those duties and functions that members are expected to perform. Such training and education shall be provided to members before they perform or are allowed to perform emergency activities.
- 2.9 To the maximum extent possible, the district shall comply with NFPA standards applicable to the level of department operations.

SOP 2-02: FIRST AID TRAINING AND KITS

51.0 Purpose

The purpose of this policy is to define first aid training and on-scene first aid kits requirements.

52.0 Training

- 52.1** All members shall have as a minimum first-aid training as evidenced by a current, valid first-aid card, EMT or First Responder certification.
- 52.2** New members shall have such first-aid training within 90 days of the date of their employment or enroll for training in the next available class for which they are eligible.
- 52.3** Fire service duties include exposure to blood borne pathogens. The requirements of this section and chapter 296-823 WAC, Occupational exposure to blood borne pathogens, shall apply.

53.0 First Aid Kits

- 53.1** All fire apparatus shall contain a first-aid kit described in WAC 296-800-150.
- 53.2** All ground ambulances and aid vehicles shall comply with WAC 246-976-300 equipment requirements.
- 53.3** All fire apparatus shall contain a first-aid kit as described in WAC [296-800-150](#).
- 53.4** The Department shall conform to the requirements of chapter [18.73](#) RCW Emergency Care and Transportation Services (and if applicable, chapter [248-17](#) WAC, Ambulance Rules and Regulations) which require additional first-aid equipment.

SOP 3-01: Emergency Responses

1.0 Definitions

- 1.1 Priority response: Full use of lights and sirens in response to the assigned incident.
- 1.2 Code Orange response: Use of lights and no siren in response to the assigned incident.

1.3 Routine response: No lights or sirens are used in response to the assigned incident.

1.4 Cancel: Unit is cancelled from the incident and is placed in an available status.

2.0 Response Guidelines

2.1 While responding to emergencies, due caution will be exercised at all times. Units will slow, and or, stop at all uncontrolled intersections and come to a complete stop at controlled intersections. Units responding priority will pass on the right as a last resort and only after slowing sufficiently as to be able to come to a complete stop if the other driver veers to the right. Units will be aware of conditions that may alter the response of district units to include but not limited to: weather, condition of roads or terrain, and any other condition that may make a speed limit code red response unsafe for district members or other drivers.

3.0 Response Criteria

3.1 Fire responses: all units shall respond priority unless directed otherwise by a command officer.

3.2 Aid Response: district responders shall make a determination to the level of medical emergency as dispatched.

3.2.1 For all life threatening medical emergencies units shall respond priority.

3.2.2 For all non-life threatening medical emergencies units shall use their discretion on the code of the response.

SOP 3-02: PRIVATELY OWNED VEHICLE (POV) RESPONSE

54.0 POV Response

1.1 Members responding to a tone-out shall comply with the Department

Response Criteria to determine if they are to pick up an apparatus or may respond POV directly to the scene. Deviations to the Response Criteria may be approved by department officers on request if conditions warrant.

- 1.2** All POV operators shall observe all traffic laws and park at the scene in such a manner as to allow responding emergency equipment full access. Private vehicles are not emergency vehicles and are not permitted any exemptions to motor vehicle laws.
- 1.3** Members responding in private vehicles shall never exceed the posted speed limit.
- 1.4** Members responding in private vehicles shall come to a complete stop at all stop signs and red traffic signals and must wait for normal right of way before proceeding.
- 1.5** When a private vehicle is driven directly to the incident scene it shall be parked away from the access and egress points used by the responding apparatus.
- 1.6** Members shall have valid proof of insurance as required by state law and current vehicle registration in their POV as well as a valid Washington State driver's license in possession when responding to the station or incident scene. Members operating department apparatus or vehicles shall have a valid Washington State driver's license.
- 1.7** Members responding to the station for tone-outs shall comply with the following procedures:
 - 1.7.1** If a firefighter or EMT must drive past the incident to get to the station, he/she, if they have the proper PPE and first aid equipment, and training may stop and render aid rather than respond to the station.
 - 1.7.2** If an Officer has the proper PPE and believes he/she can make a difference in our overall response to the incident, the Officer may respond directly to the incident and provide a size up and additional information to the dispatch center and other responding units.

1.7.3 No member shall respond directly to an emergency scene without proper PPE, equipment or training to make a difference in the outcome of the situation.

55.0 Mutual Aid Response

No members shall respond to any mutual aid request in a privately owned vehicle unless authorized by the Chief or Assistant Chief.

SOP 3-03: FIRST RESPONDER SCENE SAFETY

56.0 Policy

Members respond to a wide variety of calls for service, many of which we find on arrival are neither the call broadcast initially nor expected. As a result, our top concern during any response and while on scene is the safety of our members. To ensure maximum responder safety while providing professional levels of service, the policy of this district is to:

56.1 No entry into a known scene of violence shall be made until the scene has first been entered and declared safe by law enforcement. – move to beginning Require two responders enter together and remain present on any scene of violence. Responders can consist of MCFD 6 personnel, Medic One personnel, other fire districts personnel, or law enforcement once they declare the scene safe.

56.2 Require two qualified responders to fight active fire or respond to HazMat situations. See District Response Criteria SOP for apparatus needs.

56.3 Ascertain through MACECOM as much scene information as possible if dispatched to an alarm lacking sufficient information or staging call.

56.4 Whenever possible, A command officer shall respond to all calls or actively monitor call response based on the nature of the call. –more clarification if possible

57.0 Procedure

57.1 This policy shall apply to all department members and to all calls for:

- (1) Domestic violence or potential domestic violence.
- (2) Shots fired including self-inflicted
- (3) Fight injuries
- (4) Insufficient information threatens the safety of our responders. "Driver slumped over wheel" calls are more appropriately law enforcement first response calls, for example. Asking MACECOM if law enforcement is en route is appropriate in this case.
- (5) Active or suspected active fire
- (6) HazMat or potential HazMat situations.

57.2 For violence calls, the incident commander (first on scene or most qualified responder) shall establish a staging area for all incoming response agencies out of line of sight of the incident scene. The incident commander shall ensure MACECOM broadcasts the staging area location. No emergency lights shall be used near and in the staging area.

57.3 Once the law enforcement incident commander declares the area safe (violence calls), or fire incident commander has determined that sufficient qualified fire personnel are on scene, MCFD 6 responders may enter the scene hot zone with appropriate Personal Protective Equipment (PPE) as determined by the incident commander.

57.4 For active fire and HazMat situations, the fire incident commander shall direct response once sufficient qualified personnel and an Incident Safety Officer is on scene, per the department's fire ground policy.

SOP 3-04: PERSONAL PROTECTIVE EQUIPMENT (PPE)

58.0 Purpose

To provide equipment for the protection of members while engaged in emergency operations.

59.0 Fire District to Provide Protective Clothing

The Fire District shall provide protective clothing for members assigned as firefighters. Protective clothing shall be of a type approved by NIOSH, MESA, NFPA or as required by RCW 296-305. The Chief or his designee shall maintain a record of all protective clothing and equipment issued to each member. The following protective equipment shall be issued or available for use to each firefighter:

59.1.1 Turnout clothing (helmet, coat, pants, boots, gloves, hood, suspenders)

59.1.2 Eye and Face Protection

59.1.3 Hearing Protection

59.1.4 Hand Protection

59.1.5 Foot Protection

59.1.6 Head Protection

59.1.7 Communications Device

59.1.8 Wildland Clothing (helmet, goggles, shirt, pants, gloves, gear bag)-if wildland certified

59.1.9 Fire Shelter-if wildland certified

59.1.10 SCBA face piece and carrying bag

59.1.11 Gear Bags or totes

60.0 Firefighters Responsible for Equipment and Clothing

60.1 Each Firefighter is responsible for maintaining and wearing the protective equipment and clothing that is provided by the District. The member will be responsible for returning all equipment upon termination, suspension or leave.

61.0 Wearing of Protective Clothing

61.1 Firefighters engaged in fire suppression or hazardous conditions incidents shall wear a complete set of protective clothing appropriate to the task they are performing i.e. structural, wildland, medical incident or rehab work. Firefighters reporting without a full complement of protective clothing may be assigned to a duty where full protective clothing is not required. The Incident Commander or Company Officer decides what level of PPE must be worn for each incident type or specific task at the incident. PPE shall be kept at Station 6-1, station 6-2, or in a firefighters privately owned vehicle (POV) if approved by the Chief or his/her designee.

62.0 Approved Clothing for Medical Incidents

62.1 Civilian clothes, yellow coveralls over normal street clothing, or

structure gear are acceptable for responding to medical emergencies. If the incident poses a fire or hazardous atmosphere full protective clothing (turn-out gear and SCBA) shall be used. Protective barriers such as masks and gloves shall be used to protect against blood borne pathogens. Decontamination procedures as established by the state and federal government shall be used after each incident to protect member against contagious diseases.

63.0 Approved Clothing for Motor Vehicle Collisions

63.1 Full turn out clothing is required for protection from potential fires or hazardous materials. Members standing by with hose lines shall wear full protective clothing and SCBA with mask in the stand by position. All personnel working on or near a roadway will wear an orange traffic vest for incidents that do not involve fire or heat.

63.2 Full turn out clothing shall be worn for all vehicle extrications.

64.0 Approved Clothing for Brush/Wild Land Fires

64.1 The following clothing for brush and wild land fires is approved:

64.1.1 Full turnout clothing for the first hour of the incident or,

64.1.2 Nomex or FR cotton coveralls, leather or fire boots and helmet, gloves or,

64.1.3 Wild land firefighting clothing over street clothes, helmet and gloves.

64.1.4 A fire shelter must be worn or must be immediately available until the IC decides they are not necessary.

65.0 Approved Clothing for Structure Fires

65.1 Full turn out gear shall be donned prior to boarding apparatus with the exception of the vehicle driver who may elect to drive the apparatus without turn out coat and helmet. SCBAs with PASS and face pieces in the standby position shall be donned on arrival at the scene for those firefighters entering the hot or warm zone or are actively engaged in fire suppression, or are otherwise operating in a hazardous environment. Tender operators may operate in turn out gear and no SCBA if outside the hazard zone. Safety officer shall don turn out gear and SCBA. Any firefighters operating outside of the hot or warm zones in a support capacity shall wear full turn out gear without SCBA.

66.0 Inspection of Protective Clothing

66.1 Protective clothing shall be inspected at not less than quarterly. Each firefighter is responsible for conducting inspections of their assigned PPE. Completed inspection forms shall be turned into the Assistant Chief within one business day of the inspection. Firefighters shall also notify the Assistant Chief of any unserviceable PPE immediately upon discovery. Following any structure fire, medical call involving suspected or actual blood-borne pathogen (BBP) exposure, or suspected or actual exposure to hazardous materials, each firefighter shall accomplish appropriate PPE decontamination on scene prior to entering apparatus to redeploy back to a station.

67.0 Washing Protective Clothing

67.1 Protective Clothing shall be washed in accordance with manufacturer's instructions when excessive staining or dirt/soot build up is evident or following exposure to BBPs or hazardous materials. Due to known carcinogens being present in smoke and soot, firefighters are encouraged to wash their turnouts after each exposure to smoke and structure fires. The Chief or his/her designee shall send out contaminated clothing to certified and approved agency or business to clean per manufacturer's recommendation.

SOP 3-05: PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT FOR WILDLAND FIREFIGHTING AND APPARATUS STANDARDS

68.0 Clothing

68.1 Protective apparel and equipment for wildland firefighters shall be designed to provide thermal protection for the firefighters against external heat sources with flame resistant clothing and equipment without creating high heat stress loads due to the prolonged work periods they experience. Members performing suppression on a wildland fire shall wear the following, or other equipment/clothing as directed by the incident commander:

- (a) Hardhat/helmet
- (b) Upper and lower torso clothing
- (c) Gloves
- (d) Goggles

NFPA Standard Protective Clothing and Equipment for Wildland

Firefighting 1977, 1993 edition, or latest edition shall serve as a guideline for determining performance characteristics of this clothing.

- 68.2** As a minimum, members shall wear leather lace-up boots of sturdy construction which shall extend upward a minimum of 8 inches above the top of the sole, which shall be slip resistant.
- 68.3** Additional personal protective equipment to be provided and worn shall include a fire shelter as directed by the incident commander.
- 68.4** If necessary members shall wear cotton pants and undershirts beneath their wildland clothing when performing suppression operations.
- 68.5** Personnel operating Type 1 or Type 3 engines assigned to structural protection will carry structural protective clothing on their assigned apparatus.
- 68.6** Wildland personnel protective clothing shall not be used for interior structural firefighting.
- 68.7** Persons provided fire shelters shall be trained in their use and shall receive refresher training at least annually.
- 68.8** Personnel wearing full structural firefighting clothing while engaged in fighting wildland fires shall not expend more than one hour before rotating to rest and rehabilitation. Agencies may rotate crews to avoid the one-hour benchmark when containing and controlling wildland fires.
- 68.9** Member shall follow manufacturers' recommendations for cleaning and maintenance for their assigned clothing and equipment. Members shall report out of service clothing or equipment to a department officer as soon as the defects are discovered.

69.0 Apparatus

- 69.1** In a wildland fire, an engine may provide the primary protection for a crew in the event of unexpected fire behavior or an action that places the engine crew in a position of being exposed to heat and smoke.
- 69.2** Apparatus speed shall be determined to be safe if in the judgment of the officer in charge, the following are taken into consideration:
 - 69.2.1** The particular wildland fire attack methods being utilized including, but not limited to the nature of the fire, the type of terrain, weather conditions, equipment conditions, and

whether personnel are positioned in wildland firefighting enclosures;

69.2.2 The forgoing provision shall not relieve a driver from the duty to drive with due regard for the safety of all persons in all conditions;

69.2.3 Nor shall such provision protect the driver from the consequences of his/her reckless disregard for the safety of others.

69.3 Because of the sheltering offered by an engine, the following minimum standards shall be complied with:

69.3.1 The number of individuals working/assigned as an engine crew shall not exceed the manufacturer's cab capacity.

69.3.2 Any time an engine is moved when not directly attacking a fire, personnel shall ride in the vehicle's enclosed cabin area, in a seat-belted location, or be off the vehicle.

69.3.3 Any time engines are used in a mobile attack configuration, and personnel other than the driver are on the apparatus, personnel shall ride in the manufacturer's enclosed cabin, or use the personnel restraints and enclosures identified in WAC [296-305-07011](#).

69.3.4 All personnel working on or around engines in a ground mobile attack mode or in riding positions shall have visual or voice contact with the driver.

69.3.5 Vehicles operating in smoke or dust shall have their headlights, and if so equipped, a flashing or rotating roof light illuminated.

3.0 Drinking Water Requirement

3.1 The Fire Chief or his/her designee shall ensure that the response apparatus is in compliance with R.C.W. 296-305-07017: At all wildland fires, members shall be provided with a minimum of one quart per two-hour time period of electrolyte drinks or potable water.

SOP 3-06: FIRE APPARATUS OPERATIONAL SAFETY

70.0 Purpose

The purpose of this policy is to ensure vehicles are operated in a safe manner to protect the responding firefighters and the public and to ensure arrival at the scene in an operational manner.

71.0 Scheduled Equipment Checks

The equipment on each vehicle shall be checked monthly to ensure operational readiness. These checks shall be documented and filed in each apparatus's folder. Any equipment found to be in need of repair shall be removed, placed out of service, and reported to the Assistant Chief. Only qualified individuals shall make repairs to apparatus and equipment.

- 1.1** A preventive maintenance program shall be instituted and records maintained for each apparatus to record and track potential or on-going problems.
- 1.2** The Chief shall appoint a Vehicle Maintenance Officer to administer the Preventive Maintenance Program.

72.0 Fire Apparatus Safety Practices

- 2.1** Fire apparatus shall be operated with headlights on at all times.
- 2.2** All apparatus over 20,000 pounds gross vehicle weight shall utilize wheel chocks when parked at an emergency scene or during training.
- 2.3** All apparatus responding to alarms shall use emergency lights and siren while en route to the incident scene and shall exercise due care and caution for other vehicles, pedestrians, and other response vehicles. Emergency lights shall remain activated while the apparatus is emergency service even if parked.
- 2.4** All apparatus shall be brought to a full stop when firefighters are required to step from the apparatus. Firefighters shall ride in crew cabs when available. Firefighters shall not be in the apparatus hose bed while hose is being run out of the bed.
- 2.5** Each apparatus shall carry a current US DOT Emergency Response Guidebook
- 2.6** Ladders stowed on the side of apparatus and which protrude beyond the tailboard shall have guards over the protruding ends.

2.7 Hose loading on moving apparatus is prohibited. All apparatus must be parked and chocked prior to commencing hose loading operations.

73.0 Fire Apparatus Operators to be Trained

All operators of emergency vehicles shall be trained in the operation of their assigned apparatus before they are designated as driver of such apparatus. The Chief or his/her designee shall establish a driver's training program in accordance with state laws using approved emergency driving training programs.

74.0 Signal System for Backing Vehicles

Operators shall not back vehicles without the use of a signal person when 2 or more members are present (back up guide) and will signal with the horn and emergency lights. In the event an apparatus is staffed with only one member, the driver must exit the cab of the vehicle verify no pedestrians or obstacles are in the backing area, if the area is busy with traffic the operator shall set out cones to cordon off the backing area.

75.0 Involvement in an Accident During Response

If a vehicle is involved in an accident while responding to an incident, the member must stop and render medical assistance. If medical assistance is not needed, photographs of the scene must be taken before the apparatus may leave and one member must remain on the scene. The Washington State Patrol and/or law enforcement having jurisdiction shall be notified if a District vehicle is involved in the accident. See Accident Investigation Policy for reporting and investigation procedures.

76.0 EVAP Required for Vehicle Operators

All members are required to complete the Washington State Fire Chiefs Association Emergency Vehicle Accident Prevention (EVAP) program before being authorized to operate District Vehicles.

77.0 Non-Members Riding in District Vehicles

Only District members are authorized to ride on responding apparatus. Under special circumstances non-members may be allowed to ride in command vehicles when approved by a chief officer.

78.0 Tailboard Riding

No person shall ride on the tailboard of any District apparatus at any time.

79.0 Seat Belts

All members shall ride in a seated position equipped with seat belts and or approved restraining devices. While in transit, all operators and passengers shall be protected from accidental displacement out of or off the apparatus.

SOP 3-07: RESPIRATORY PROTECTION PROGRAM

80.0 Purpose

It is the policy of the District to provide and operate at the highest possible level of Safety and Health for all members. We recognize that the environments faced by our members while fighting fires or engaged in other emergency incidents may not always have atmospheres that will sustain life. As a result, this policy shall apply to:

- 80.1** All hazardous, suspected hazardous, or rapidly may-become-hazardous atmospheres whether inside or outside of a structure
- 80.2** All fire suppression activities where entry into smoke filled environments is necessary
- 80.3** Entry into unknown and confined spaces which could contain hazardous atmospheres.

81.0 Definitions

Facepiece - That portion of a respirator that covers the wearer's nose, mouth and chin in half-mask facepiece or that covers the nose, mouth, and eyes in a full facepiece. It is designed to make a gas-tight or particle-tight fit with the face and includes the headbands, exhalation valve(s), and connections for an air-purifying device or respirable gas source, or both.

Fit Check - A test conducted by the wearer to determine if the respirator is properly seated to the face.

Hazardous Atmosphere - Any atmosphere, either immediately or not immediately dangerous to life or health, which is oxygen deficient or which contains a toxic or disease-producing contaminant or any "unknown" atmosphere

High Efficiency Particulate Air (HEPA) Filter - A filter which removes from the air 99.97% or more of particles having a mean particle diameter of 0.3µm.

Immediately Dangerous to Life or Health - Any atmosphere that poses an immediate hazard to life or produces immediate irreversible debilitating effects on health.

Odor Threshold Limit - The lowest concentration of a contaminant in air that can be detected by the olfactory sense.

Oxygen Deficiency - An atmosphere containing less than 19.5 percent oxygen by volume or has a partial pressure of 148 millimeters of mercury or less.

Qualitative Fit Test - A pass/fail fit test that relies on the subject's sensory response to detect the challenge agent.

Quantitative Fit Test - A fit test that uses an instrument to measure the challenge inside and outside the respirator.

Respirator- A device designed to protect the wearer from the inhalation of harmful atmospheres.

82.0 Administration

82.1 The District supervises and administers the Respiratory Protection Program.

82.2 The Chief is hereby designated as the Respirator Program Administrator, under WAC 296-842-10505, and has the authority to act on any and all matters relating to the operation and administration of the Respiratory Protection Program.

82.3 Respirator program evaluation. An appraisal of the effectiveness of the respirator program shall be carried out at least annually at the direction of the Chief. Action shall be taken to correct defects found in the program.

83.0 Adherence

Each member is required to strictly adhere to this policy.

84.0 Medical Evaluation

Each member who will conduct operations in hazardous atmospheres shall be provided a department-paid medical evaluation conducted by a Licensed Health Care Professional, per WAC 296-842-14005, utilizing the 7-step process outlined in Section 140005 prior to any fit test. Subsequent medical evaluations may be conducted at the District's discretion per Table 7, Section 14005.

85.0 Fit Test

The District shall conduct an initial fit testing and annual fit testing per WAC 296-842-150 for all members assigned any respirator and who will be operating in hazardous atmospheres/environments. Results of the fit test and associated medical questionnaire shall be filed in the member's medical records. Only respirators for which the member has been fit tested may be worn by the member. Respirator fit test records shall include:

- 85.1** Applicable written guidelines for the respirator fit testing program including pass/fail criteria;
- 85.2** Type of respirator tested including manufacturer, model, and size;
- 85.3** Type of fit test and instrumentation or equipment used;
- 85.4** Name or identification of test operator;
- 85.5** Name of member tested;
- 85.6** Date of test; and
- 85.7** Results of test

86.0 Training and Testing

Initial respirator training shall include:

- Recognizing hazards that may be encountered
- Understanding respirator components
- Understanding the safety features and limitations of respirator
- Donning and Doffing the respirator

86.1 Quarterly training/inspection thereafter shall include:

86.1.1 Checking respirator function

86.1.2 Donning and doffing

86.1.3 SCBAs shall be inspected monthly and after use with results annotated on the department SCBA check form.

86.2 Annual testing to the department's standards shall include:

86.2.1 Knowledge of respirator equipment operation

86.2.2 Safety

86.2.3 Organizational policies and procedures for respirators

86.2.4 Facepiece seals

86.2.5 Records of the respirator test shall be filed in the member's training records.

87.0 Maintenance

Members shall be responsible for maintaining SCBA face pieces in sanitary and proper operating condition.

87.1 Members shall take all reasonable precautions to guard against damage to respiratory equipment.

87.2 Members shall be responsible for checking their SCBA before using and shall advise a department officer or Chief if the unit is in need of repair. If a unit needs repair, the officer or Chief shall remove it from service, cause it to be tagged and recorded as such, and tested before returning it to service.

87.3 The District is responsible for the purchases/procurement, assignment and repair of SCBA and respirators.

88.0 Administrator Responsibilities

88.1 Identification of personnel or job titles which are required and authorized to wear respiratory protection equipment in the course of performing their duties.

88.2 Ensuring that members covered by this policy comply with all facets of this respiratory protection policy, including medical surveillance, fit testing, respiratory inspection and maintenance.

88.3 The overall implementation of this policy.

88.4 Self-contained breathing apparatus (SCBA) are thoroughly inspected and documented by written record, at least once per month and after each use.

88.5 The respirator program is adhered to by members.

88.6 The respirator program is evaluated annually in order to evaluate its effectiveness.

89.0 Medical Limitations

89.1 Every member who is being considered for inclusion in the respiratory protection program must participate in the department's medical surveillance program.

89.2 Using guidelines established by the District and by appropriate

WACs, a Licensed Health Care Professional (LHCP) shall determine whether or not a member may be assigned to a task requiring the use of a respirator. Persons with physical disabilities such as, but not limited to, respiratory impairments, or claustrophobia when wearing a respirator, shall not be assigned to tasks requiring the use of respirators unless it has been determined by the LHCP that they are physically able to perform the work and use the equipment. All respirator users' medical status shall be reviewed annually by the district health and safety officer and Program Administrator.

90.0 Equipment Selection

The District is responsible for the purchases/procurement, assignment and repair of SCBA.

90.1 When purchasing SCBA, the District will wherever possible and reasonable attempt to purchase additional units of the same brand, type and style of existing units. When completely replacing SCBA's the District will wherever possible attempt to purchase units that are of the same brand, type and style of the majority of fire departments in Mason County to allow for compatibility.

90.2 SCBA shall at a minimum meet the requirements of the current edition of NFPA standards at time of purchase.

90.3 Equipment purchased after the effective date of this policy must meet the requirements of the current edition of NFPA standards.

91.0 Equipment Inspection

Any SCBA found unusable, or where there is a reported failure of an SCBA, the unit shall be removed from service, tagged and recorded as such, and tested before being returned to service. The member discovering the failed SCBA shall immediately notify the Chief, Health and Safety Officer, or department officer if on scene.

91.1 SCBA's shall be inspected monthly and after each use. Monthly inspections shall be documented by members and filed by the Health and Safety Officer.

92.0 Equipment Use

No member that has not received respiratory protection training, medical approval, and applicable fit testing in accordance with this policy and WACs shall be assigned to any duty where respiratory protection is required.

92.1 All members assigned to work in hazardous atmospheres, potentially atmospheres, or may-become hazardous atmospheres shall be provided with approved SCBA's and shall wear these until

such time as the incident commander determines SCBAs are no longer required.

- 92.2** Members using SCBA's shall operate in teams of two or more.
- 92.3** Members with facial hair that comes between the sealing periphery of the facepiece and the face or interferes with the valve function of Self-Contained Breathing Apparatus, or any respirator shall not be permitted to use or be assigned duties that require the use of SCBA or respirators.
- 92.4** Wearers of a respirator shall not be allowed to wear contact lenses if the risk of eye damage is increased by such use.
- 92.5** If a spectacle, goggle, or face shield must be worn with a facepiece, it shall be worn so as to not adversely affect the seal of the facepiece to the face.
- 92.6** Straps or temple bars shall not pass between the seal or surface of the respirator and the user's face.
- 92.7** Members shall be decontaminated prior to removal of respirators whenever fire fighting activities resulted in exposure to a hazardous substance.
- 92.8** When exchanging air supply bottles during suppression or overhaul activities, reasonable precautions shall be taken to maintain uncontaminated atmosphere to the breathing zone and facepiece supply hose.
- 92.9** Anytime members are working inside a confined space, they will be provided with SCBA or air line respirator with escape bottle, and shall use the equipment unless the safety of the atmosphere can be established by testing and continuous monitoring.
- 92.10** Members using a properly functioning SCBA shall not compromise the protective integrity of the SCBA by removing the facepiece for any reason in hazardous atmospheres or in atmospheres where the quality of air is unknown.
- 92.11** Members will only be allowed to use the make, model, and size respirator for which they have passed a fit test within the last twelve months.
- 92.12** SCBA's are not SCUBA gear and are not approved or safe for that use. The District's SCBA's shall not be used in pools or other unusual circumstances.

92.13 Members shall guard against damage to respiratory equipment.

92.14 Members shall be responsible for checking their SCBA before using and shall advise a department officer, Health and Safety Officer, or Chief that the unit is in service or in need of repair.

92.15 Wherever possible and practical members shall be issued individual face pieces.

92.16 SCBA face pieces and SCBA units shall be washed and rinsed after each use per the manufacturer's recommendation.

93.0 Equipment Maintenance

It is the responsibility of the Chief to assure SCBA's are maintained in proper working order and within the manufactures recommendations.

93.1 SCBA cylinders shall be hydrostatical tested within the periods specified by the manufacturer and the applicable governmental agencies.

93.2 The Chief shall be responsible for establishing and maintaining a maintenance schedule including documentation of all maintenance activities.

93.3 The Chief shall be responsible for the replacement of air tanks and verification of monthly checks.

93.4 SCBA's shall be checked for the following during each monthly inspection:

93.4.1 Cylinder Valve closed.

93.4.2 Cylinder Pressure with a minimum of 4000 psi

93.4.3 Low pressure alarm bell.

93.4.3.1 Follow Manufacturers instruction to verify bell sound by pressurizing the system, open the cylinder valve and close it, the alarm should ring
Bleed off excess air.

93.4.4 High pressure hose. (if applicable)

93.4.4.1 Check for tight fit at the tank.

93.4.4.2 Check for physical damage to the hose e.g. bubbles, abrasions, splits.

93.4.5 Regulator

93.4.5.1 Shut off or main line knob in closed position.

93.4.5.2 By-pass knob, closed finger tight.

93.4.6 Gauge in good condition.

93.4.7 Regulator gauge should read zero.

93.4.8 Breathing tube

93.4.8.1 Inspect for perforations, small cracks, or signs of wear.

93.4.8.2 Tube should be free of moisture.

93.4.8.3 Ensure gaskets are in place and not damaged.

93.4.9 Backpack harness and carrier.

93.4.9.1 Shoulder and body straps fully opened and not deteriorated.

93.4.9.2 Buckles and snaps in proper working order.

93.4.10 Facepiece

93.4.10.1 Lens clean and free of cracks.

93.4.10.2 Visually inspect valve at facepiece.

93.4.10.3 Adjustable head straps have not deteriorated

93.4.10.4 Nose cups in place and free of debris

93.4.11 Note any dents, cuts or discoloration due to heat on the air cylinder

93.5 Members shall be responsible for maintaining SCBA face pieces in sanitary and proper operating condition.

93.6 Fit test procedures and test exercises shall follow procedures detailed in the respiratory program.

93.7 Respirator fit test records shall include:

93.7.1 Applicable written guidelines for the respirator fit testing program including pass/fail criteria;

93.7.2 Type of respirator tested including manufacturer, model, and size;

93.7.3 Type of fit test and instrumentation or equipment used;

93.8 Name or identification of test operator;

93.8.1 Name of member tested;

93.8.2 Date of test; and

93.8.3 Results of test.

SOP 3-08: EYE AND FACE PROTECTION

94.0 Purpose

The purpose of this policy is define eye and face protection requirements for firefighters engaged in fire suppression and other operations involving hazards to the eyes and face at all times when the face is not protected by a full face piece of an SCBA.

95.0 Requirements

95.1 Face and eye protection shall be provided for and used by firefighters engaged in fire suppression and other operations involving hazards to the eye and face at all times when the face is not protected by the full facepiece of the SCBA. Primary face and eye protection appropriate for a given specific hazard shall be provided for, and used by, members exposed to that specific hazard. Such primary face and eye protection shall meet the requirements of ANSI Z87.1, 1989 edition.

95.2 Persons whose vision requires the use of corrective lenses in spectacles, and who are required by this standard to wear eye protection, shall wear goggles or spectacles of one of the following types:

95.2.1 Spectacles with protective lenses that provide optical correction.

95.2.2 Goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.

95.2.3 Goggles that incorporate corrective lenses mounted behind the protective lens.

95.3 When limitations or precautions are indicated by the manufacturer, the Department shall transmit these to the user and will ensure care is taken to see such limitations and precautions are strictly observed.

95.3.1 Care, use, and maintenance for any type of eye or face protection shall follow the manufacturer's suggested recommendations.

95.3.2 Goggles shall be inspected, cleaned and disinfected prior to being reissued to other department members.

Note: The helmet face shield alone does not always provide adequate eye protection against flying particles, splash, gases and vapors. For known eye hazards, such as, but not limited to, cutting with power saws, chopping, drilling and using extrication equipment, the face shield should be worn with additional eye protection.

95.3.5 Helmet face shields shall meet the requirements of NFPA, Standard Helmets for Structural Firefighting 1972, 1992 edition, or current standard if updated.

95.3.6 Goggles shall consist of a wholly flexible frame, forming a lens holder or a rigid frame with integral lens or lenses, having a separate, cushioned fitting surface on the full periphery of the facial contact area.

95.3.6.1 Materials used shall be chemical-resistant, nontoxic, nonirritating and slow burning.

95.3.6.2 There shall be a positive means of support on the face, such as an adjustable headband of suitable material or other appropriate means of support to retain the frame comfortable and snugly in front of the eyes.

SOP 3-09: HAND, BODY, FOOT AND HEAD PROTECTION

96.0 Purpose

The purpose of this policy is to define protection requirements for firefighters engaged in fire suppression and other operations involving hazards.

97.0 Hand Protection Requirements.

97.1 Firefighters' gloves shall when worn with turnout clothing, provide protection to the wrist area. In turnout clothing where wristlet protection is not provided firefighters' gloves shall be closed at the top.

97.2 Gloves shall be inspected by the member as part of the monthly equipment check. Any gloves found to be unsafe or unserviceable shall be taken out of service by the member and the Chief notified. Members are responsible for on-scene glove decontamination prior to mounting apparatus to return to the station and shall clean gloves on return to station per the manufacturer's direction.

97.3 Firefighters' gloves used during structural firefighting operations including rescue of victims from fires, and emergency medical operations where sharp or rough surfaces are likely to be encountered such as victim extrications shall meet the requirements of the 1993 edition of NFPA, Standard on Gloves for Structural Firefighting 1973 or the 1997 edition of NFPA, Standard on Protective Ensemble for Structural Firefighting 1971 or current editions of both as updated.

97.4 Firefighters gloves are not designed to provide protection to all environments. For gloves desired to fill the needs of a specific requirement see that specific section of this chapter. It is the intent of this section to provide protection from intrusion throughout the glove body by certain common chemicals, and from blood borne pathogens.

98.0 Body Protection

98.1 Body protection shall be coordinated with torso, hand, head, foot, respiratory, and face protection as outlined in WAC 296-305-02001 through 296-305-02019. See Personal Protective Equipment SOP. Members are responsible for on-scene turn-out or other body protection decontamination prior to mounting apparatus to return to the station and shall clean protective gear on return to station per the manufacturer's direction. Body protection shall be inspected monthly. Out of service or defective gear shall be reported to the Chief who shall take the gear out of service.

99.0 Foot Protection for Structural Firefighting

99.1 Protective footwear purchased after the effective date of this SOP shall comply with the 1992 edition of NFPA, Standard on Protective Footwear for Structural Firefighting 1974 or the 1997 edition of NFPA, Standard on Protective Ensemble for Structural Firefighting 1971, or current editions as updated.

99.2 Members shall inspect structural boots monthly and after use. Defective boots shall be reported to the Chief who shall take the boots out of service. Members are responsible for on-scene boot decontamination prior to mounting apparatus to return to the station and shall clean boots on return to station per the manufacturer's direction.

100.0 Head Protection

100.1 Firefighters who engage in or are exposed to the hazards of structural firefighting shall be provided with and use helmets that meet the requirements of NFPA 1972, Standard on Helmets for Structural Firefighting, 1987 edition, or current edition as updated.

100.2 Helmets purchased after the adoption of this SOP shall meet the requirements of the 1992 edition of NFPA, Standard on Helmets for Structural Firefighting 1972 or the 1997 edition of NFPA, Standard on Protective Ensemble for Structural Firefighting 1971, or current editions as updated.

100.3 Members shall inspect structural helmets monthly and after use. Defective helmets shall be reported to the Assistant Chief who shall take the helmet out of service. Members are responsible for on-scene helmet decontamination prior to mounting apparatus to return to the station and shall helmets boots on return to station per the manufacturer's direction.

100.4 Helmets shall be provided with face shields or goggles.

100.5 Helmet accessories shall not interfere with the function of the helmet or its components parts and shall not degrade the helmets performance.

100.6 Helmets shall be maintained in accordance with the manufacturer's recommendations. No modifications shall be made without prior written approval from the Chief and manufacturer.

100.7 Firefighters shall follow the manufacturer's recommendations regarding cleaning, painting, marking, storage, and frequency and details of inspection.

Note: Helmets should be stored at room temperature and out of direct sunlight.

SOP 3-10: PERSONAL ALERT SAFETY SYSTEM (PASS) PROTECTION

101.0 Purpose

The purpose of this policy is to define PASS protection requirements for firefighters engaged in fire suppression and other operations involving hazards.

102.0 PASS

- 102.1** Each firefighter working in a hazardous area requiring the use of SCBA shall wear and use a PASS device. PASS devices shall meet the requirements of NFPA, Standard on Personal Alert Safety Systems (PASS) for Firefighters 1982, 1993 edition, or current editions if updated.
- 102.2** Each PASS device shall be tested monthly to ensure it is ready for use and immediately prior to each use, and shall be maintained in accordance with the manufacturers' instructions. The Assistant Chief shall be responsible for overseeing the monthly tests and ensuring results are entered in the equipment folders. Any defective PASS shall be immediately removed from service by the Assistant Chief.
- 102.3** Members shall not enter a hazardous environment or any other requiring an SCBA without a fully functioning PASS. The member shall immediately notify a department officer or Assistant Chief of defective PASS units. These units shall be immediately taken out of service by the officer or Assistant Chief who shall ensure another PASS is issued to the member.

SOP 3-11: FIRE SERVICE EQUIPMENT (Ladders, Lights, Generators, General)

103.0 General

- 103.1** All portable equipment shall be inspected at least monthly to ensure that it is ready for use.
- 103.2** Any defective equipment shall be removed from service.
- 103.3** Nylon utility straps or straps of equivalent strength should be used instead of hose belts. The utility strap shall be of one-inch nylon, or equivalent belting, with a four-inch overlap and sewn with polyester thread and shall measure at least 102 inches on the outside circumference.
- 103.4** The load capacity shall be stenciled on each portable jack and the load capacity shall not be exceeded. The instruction plate on portable jacks shall be maintained in a legible condition.
- 103.5** Portable powered cut-off saws (rescue saws) shall be used in

accordance with the manufacturer's recommendations.

103.5.1 When not in use, the cutting teeth on a chain saw shall be covered by an old section of hose, a wooden scabbard, or an equivalent method.

103.6 All axes worn by members shall be provided with a scabbard to guard against injury from the blade and pick of the axe.

103.7 The guards on positive pressure ventilation fans, as supplied by the manufacturer, shall not be removed and the operator of the fans shall wear gloves.

103.8 Abrasive blades in storage shall be protected from contact with water, liquids, petroleum products and their fumes.

103.9 Fiber rope that has been subjected to injurious chemicals or excessive heat shall not be used for load carrying purposes.

104.0 Ladders

104.1 Ladder locks or pawls on all department ladders shall be so fastened or secured to the beams that vibration and use will not cause loosening of bolts and nuts.

104.2 Pawls or ladder locks shall be so constructed that the hook portion of the pawl that engages the rung shall have sufficient bearing surface or area to prevent the hook from cutting into rungs when engaged.

104.3 Such hooks shall be properly finished to eliminate sharp edges and points.

104.4 Staypoles or tormenters shall be furnished on all extension ladders extending over forty feet. Staypole or tormenters spikes shall not project beyond the butt of the ladder when nested.

104.5 All ladders shall be stored in a manner to provide ease of access for inspection, and to prevent danger of accident when withdrawing them for use.

104.6 Firefighters shall climb and descend ground ladders with the fly in, for safety purposes, when not in conflict with the manufacturer's

recommendations. Even when ladders are routinely used in the fly out configuration, in adverse conditions firefighters shall be permitted to climb and descend ground ladders with the fly in to assure secure footing.

104.7 All ladders regardless of type shall be inspected thoroughly after each use. Records shall be kept of the inspections and repairs.

104.7.1 The following metal ladder components shall be checked:

104.7.1.1 Rungs for welds, damage or weakness caused by overloading or bumping against other objects, looseness and cracks, etc.

104.7.1.2 Beams for welds, rivets and bolts, signs of strain or metal fatigue, and deformation from heat or overloading.

104.7.1.3 Bolts and rivets for tightness.

104.7.1.4 Butt spurs for excessive wear or other defects.

104.7.1.5 Halyards for the same defects listed for wood ladder halyards and cable halyards, for fraying or breaking.

104.7.1.6 Heat sensor label, when provided, for change indicating heat exposure.

104.7.1.7 Any defect noted in above visual inspection shall be corrected prior to testing.

104.8 Every portable ladder shall be tested following the correction of defects disclosed by the visual inspections.

104.9 New ground ladders shall be constructed and certified in accordance with the requirements of NFPA Standard 1931, 1994 edition, or current edition.

104.10 All fire ground ladders shall be inspected and maintained in accordance with the requirements of the 1994 edition, or current edition of NFPA 1932. When metal ground ladders are tested, they shall be tested in accordance with the strength service testing procedures of the 1984 edition or current edition of NFPA 1932.

104.11 Extension ladders that were constructed prior to the adoption of the 1984 edition of NFPA 1931, may, when tested in

accordance with this chapter, be tested with a minimum test load of 400 pounds and a preload of 300 pounds. Ladders tested under this exception shall be used with a maximum load limit of 500 pound distributed or 400 pound concentrated. Ladders shall be tested in the configuration they are used.

105.0 Electrical

105.1 Temporary lighting with the use of 110 - 120 VAC equipment.

- 105.1.1** All lighting equipment shall be provided with heavy duty flexible cords with SO or SJ jackets or equivalent. All lighting equipment shall be used with heavy duty flexible extension cords with 12-3 conductors with SO or SJ jackets or equivalent.
- 105.1.2** Electrical cords shall have weather tight bodies and caps, 20 amp rated at 120 VAC with appropriately sized plugs and sockets.
- 105.1.3** Temporary lights that are used in moist, damp, and/or other hazardous locations shall be approved for the purpose.
- 105.1.4** Temporary lights shall be constructed so that water cannot enter or accumulate in wire ways, lamp holders or other electrical parts.
- 105.1.5** Temporary lights that are used in moist and/or other hazardous locations shall have 120 VAC single-phase 15 and/or 20 amp in-line resettable ground fault circuit interrupters.
- 105.1.6** Temporary lights shall be equipped with a handle and be insulated from heat and possible electrical shock.
- 105.1.7** Temporary lights shall not be suspended by their electrical cords unless cords and lights are designed and labeled for this means of suspension.
- 105.1.8** Temporary lights shall be protected by guards of a nonconductive or insulated material to prevent accidental contact with the bulb.

105.2 120 VAC cord reels shall be approved for use in damp or hazardous locations.

105.2.1 Bodies and caps shall be weather tight, 20 amp rated at 120 VAC.

105.2.2 Cords on cord reels that do not exceed 150 feet in length shall be SO or SJ type jackets or equivalent.

105.2.3 Cords that exceed 150 feet in length on reels, shall have 10-3 conductors.

105.2.4 Cord reels that are not permanently mounted on a vehicle shall be insulated from the ground when in use.

105.3 Twelve volt portable type hand lanterns shall be constructed of molded composition or other type approved for the purpose.

105.3.1 Portable hand lanterns used in moist and/or other hazardous locations shall be operated at a maximum of 12 volts.

105.3.2 Hand lamps shall be equipped with a handle and a substantial guard over the bulb and attached to the lamp holder.

105.4 Portable and vehicle-mounted generators.

105.4.1 Portable generators. Under the following conditions, the frame of a portable generator shall not be required to be grounded and shall be permitted to serve as the grounding electrode for a system supplied by the generator:

105.4.2 The generator supplies only equipment mounted on the generator or cord-connected and plug-connected equipment through receptacles mounted on the generator, or both, and

105.4.3 The noncurrent-carrying metal part of equipment and the equipment grounding conductor terminals of the receptacles are bonded to the generator frame.

105.5 Vehicle-mounted generators. Under the following conditions, the frame of a vehicle may serve as the grounding electrode for a system

supplied by a generator located on the vehicle:

- 105.5.1** The frame of the generator is bonded to the vehicle frame; and
- 105.5.2** The generator supplies only equipment located on the vehicle and/or cord-connected and plug-connected equipment through receptacles mounted on the vehicle or on the generator; and
- 105.5.3** The noncurrent-carrying metal parts of equipment and the equipment grounding conductor terminals of the receptacles are bonded to the generator frame.

106.0 All Other Equipment

- 106.1** All chain saws, extrication tools, power drills, hand tools, and portable extinguishers shall be inspected as directed by the Assistant Chief. Results of such inspections shall be filed after review by Assistant Chief and Health and Safety Officer, if needed.
- 106.2** All other firefighting, medical, and rescue equipment shall be maintained in accordance with manufacturer recommendations and standards.

SOP 3-12: ROPE RESCUE OPERATIONS AND LIFE SAFETY ROPES, HARNESSSES, and HARDWARE

107.0 Equipment

- 107.1** All life safety ropes, harnesses, and hardware used by MCFD 6 shall meet the applicable requirements of NFPA 1983, Standard on Fire Service Life Safety Rope, Harness, and Hardware, 1990 edition, or latest edition.
- 107.2** Ropes used to support the weight of members or other persons during rescue, firefighting, other emergency operations, or during training evolutions shall be life safety rope.
- 107.3** Life safety rope used for rescue at fires, or other emergency incidents, or for training, shall be permitted to be reused if inspected before, and after, each such use in accordance with the manufacturer's instructions and provided:

- 107.3.1** The rope has not been visually damaged by the exposure to heat, direct flame impingement, chemical exposure, or abrasion.
- 107.3.2** The rope has not been subjected to any impact load.
- 107.3.3** The rope has not been exposed to chemical liquids, solids, gases, mists, or vapors of any materials, known to deteriorate rope.
- 107.3.4** If the rope used for rescue at fires or other emergency incidents, or for training, has been subjected to section 1.3.1-1.3.3 of this section, or fails the visual inspection, it shall be destroyed after such use, or cut into sections not to exceed 2 feet.
- 107.3.5** If there is any question regarding the serviceability of the rope after consideration of the above, the safe course of action shall be taken and the rope shall be placed out of service.

107.4 Rope inspection shall be conducted by the Chief or designee in accordance with rope inspection procedures established and recommended as adequate by the rope manufacturer to assure rope is suitable for reuse. The results of this inspection shall be recorded and filed in the Rope Equipment Log.

- 107.4.1** Records shall provide a history of each life safety and training rope. The minimum information to be reflected in the record of history of life safety and training ropes shall include: Date of manufacturer, date put in service, dates of use, dates of inspection and cleaning, organization serial number, if any, and use list to include inspectors name and space for comments.

107.5 Rope used for training evolutions shall be designated as training rope and shall be permitted to be reused if inspected before and after each use in accordance with the manufacturer's instructions.

107.6 The destruction of a rope means that it shall be removed from service and altered in such a manner that it could not be mistakenly used as a life safety rope. This includes disposal or removal of labels and cutting into short lengths to be used for utility purposes.

107.7 All repairs to life safety harnesses shall be done by an authorized manufacturer's representative or the manufacturer and shall be recorded and placed in the Rope Equipment file.

107.8 Class I safety harnesses shall be used for firefighter attachment to ladders and aerial devices.

107.9 Class II and Class III life safety harnesses shall be utilized for fall arrest and rappelling operations.

107.10 Rescue ropes shall be padded when deployed over edges or rough surfaces.

108.0 Rope Rescue Operations

108.1 The Chief or other rope rescue trained and qualified firefighter designated by the Chief shall provide quarterly training to all rope rescue qualified firefighters. Only qualified rope rescue personnel shall take active part in technical aspects of rope rescue.

108.2 When engaged in rope activities, firefighters shall wear either structural firefighting helmets and gloves, or helmets that meet ANSI Standard Z89.1, 1986 edition, Class A and B; gloves. Wear of the single piece yellow coverall, wildland fire boots, and helmets and gloves is required for all firefighters participating in the technical aspects of rope rescue operations.

108.3 Records shall be maintained of inspections and repairs made to rope rescue equipment. The Chief or designee is responsible for ensuring such records are created and filed.

108.3.1 Equipment shall be inspected after purchase and prior to placing in service, after each use, and at least semi-annually.

108.3.2 Harnesses shall be inspected for worn or broken stitching, rivets worn out of holes, and damage from abrasion, cuts, or chemicals.

108.3.3 Descending/ascending hardware shall be inspected for wear, cracks, distortion, sharp edges, and ease of operation.

108.3.4 Equipment showing damage or wear that can affect employee safety shall be either repaired prior to further use or retired.

108.4 The manufacturer's recommended shelf life of rescue ropes shall be followed. If no shelf life is specified, ropes greater than six years old, whether used or not, shall be taken out of service or destroyed.

SOP 3-13: EMERGENCY SCENE OPERATIONS – ALL HAZARDS

- 108.5** Incident Command System (ICS) supervisory role at an emergency scene. Minimum ICS courses are ICS 100,200,700 for initial incident commanders.
- 108.6** At an emergency incident, the incident commander shall be responsible for the overall safety of all members and all activities occurring at the scene.
- 108.7** All emergency incidents shall be managed by an ICS; the incident commander (IC) shall establish an organization with sufficient supervisory personnel to control the position and function of all members operating at the scene and to ensure that safety requirements are satisfied. At all hazardous materials incidents including structural fires, the IC shall appoint a qualified incident safety officer. The ISO may appoint assistant safety officers based on the size and scope of the incident.
- 108.8** At an emergency incident, the incident commander shall have the responsibility to:
- 108.8.1** Assume and confirm command and take an effective command position.
 - 108.8.2** Perform situation evaluation that includes risk assessment.
 - 108.8.3** Initiate, maintain, and control incident communication and development of incident action plan.
 - 108.8.4** Develop an overall strategy and attack plan and assign units to operations.
 - 108.8.5** Develop an effective incident organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident by creating geographical and/or functional areas as appropriate for the scope and size of the incident.
 - 108.8.6** Review, evaluate, and revise the operational plan as required.

108.8.7 Continue, transfer, and terminate command.

108.9 The IC shall be governed by the risk benefit analysis concept of benefit versus threat to life. At all times, safety of responders and public shall be paramount. Threat to firefighters must be weighed against incident variables time of day, weather, number of responders, size of incident, level of training of responders, and threat to citizens. At no time shall the IC put firefighters in a high risk situation to save property absent human life therein.

108.10 The incident safety officer (ISO) shall be responsible for establishing and monitoring accountability for all firefighters operating at an emergency incident. The ISO shall use a passport accountability system.

108.11 MCFD 6 members are trained to the Hazardous Materials (HazMat) Operations Level shall operate only in a defensive manner (damming, diking, diverting, etc.) at a HazMat scene. The IC shall establish appropriate scene controls to include evacuations, sheltering in place, decontamination, triage, and perimeter control through use of fire, police, and other government/non-government agencies as needed. Mason County Dept. of Emergency Management may be activated as needed by the IC by contacting MACECOM.

108.12 Firefighters operating in hazardous areas at emergency structural fire incidents shall operate in teams of two or more except as provided in section 1.11.

108.12.1 Team members operating in hazardous areas shall be in communication with each other through visual, audible, physical, safety guide rope, or electronic means, or by other means in order to coordinate their activities. Team members shall be in close proximity to each other to provide assistance in case of emergency.

108.13 The IC and ISO shall provide personnel to establish a standby/rapid intervention team for the rescue of members operating at emergency incidents as the need arises.

108.14 Before beginning interior structural firefighting operations, the incident commander must evaluate the situation and risks to operating teams based on risk-benefit analysis.

108.14.1 Except as provided, fighters must not engage in interior structural firefighting in the absence of at least two standby firefighters (Rapid Intervention Team). To the maximum extent possible, no interior firefighting shall begin

until decontamination and rehabilitation units are established. The IC shall make the determination to begin interior firefighting without decontamination and rehabilitation set up.

108.14.2 All standby/RIT firefighters must be fully equipped with the appropriate protective clothing, protective equipment, tools, and SCBA.

108.14.3 Standby members must remain aware of the status of firefighters in the hazardous area.

108.14.4 Standby members must remain in positive communication with the entry team(s), in full protective clothing the SCBA donned in the standby mode.

108.14.5 Standby members may be permitted to perform other duties outside the hazardous area, provided constant communication is maintained between a standby member and the entry team(s), and provided that those duties will not interfere with the standby members' ability to participate in a rescue as appropriate.

108.15 In the "initial stage" of a structure fire-incident where only one team is operating in the hazardous area, where additional resources can reasonably be expected, and where exceptional circumstances indicate that immediate action may be necessary to prevent or mitigate the loss of life or serious injury to citizenry or firefighters, at least one additional firefighter must be assigned to stand by outside the hazardous area where the team is operating.

108.15.1 The standby firefighter must remain aware of the status of firefighters in the hazardous area.

108.15.2 The standby firefighter must remain in positive communication with the entry team, in full protective clothing with SCBA donned in the standby mode.

108.15.3 The standby firefighter may be permitted to perform other duties outside the hazardous area, provided constant communications is maintained with the team in the hazardous area, and provided that those duties will not interfere with his or her ability to initiate a rescue as appropriate.

108.15.4 Once additional resources have arrived on the scene, the incident must no longer be considered in its initial stage

and all the requirements for a two-member RIT must be met.

Note: Nothing in this section shall prevent activities which may reasonably be taken by members first on the scene to determine the nature and extent of fire involvement.

109.0 Operations

109.1 Officers at emergency scenes shall maintain an awareness of the physical condition of members operating within their span of control and ensure that adequate steps are taken to provide for their safety and health. The command structure shall be utilized to request relief and reassignment of fatigued crews.

109.2 Wildfire suppression personal protective clothing/equipment shall not be utilized for interior attacks on structures.

109.3 Teams in the hazardous area shall have positive communication capabilities with the incident command structure. Incident radio communication capabilities within the incident command structure shall include monitoring of incident-assigned frequencies (including mutual aid radio frequencies).

109.4 Prior to overhaul, buildings shall be surveyed for possible safety and health hazards by the ISO and department officers if available. Firefighters shall be informed of hazards observed during the survey. Overhaul crews shall don bunker gear and SCBAs until the IC declares SCBA use is no longer required during overhaul.

109.5 During the overhaul phase, the ISO and officers shall identify materials likely to contain asbestos, limiting the breaching of structural materials to that which is necessary to prevent rekindle.

109.6 Floatation devices shall be worn at incidents where the emergency responder is within ten (10) feet of water or any other source that may be capable of allowing the responder to achieve floatation.

109.7 Firefighters shall not cut the electrical drip loop providing power to the structure nor pull the electrical meter.

3.0 Traffic Control Devices

3.1 Traffic cones or other traffic control devices shall be utilized when vehicular traffic hazards exist at an emergency operation. All

apparatus operating in an emergency mode on scene shall operate overhead warning lights until directed by the IC or released.

SOP 3-14: WILDLAND PERSONNEL ACCOUNTABILITY

110.0 Accountability

- 1.1** Wildland firefighters shall not be required to wear personal alerting devices except when wearing self contained respiratory equipment.
- 1.2** An officer shall maintain positive communication with any individual during those times that the member is assigned an ancillary firefighting task (examples would include, but are not limited to, scout, safety officer, or watch person).
- 1.3** Wildland firefighters shall work in teams of two or more while working on or near the fire line of an active fire unless they are in visual or voice contact with an officer.
- 1.4** On initial attack fires, the incident commander shall or direct staff to:
 - 1.4.1** Maintain the name and location of all personnel on the incident.
 - 1.4.2** On extended attack fires, ensure the maintenance of the name and location of all personnel within their unit, division, or branch.
 - 1.4.3** Transfer/confirm personnel and unit information to the appropriate incident command section (ICS) command staff as soon as possible.
 - 1.4.4** Ensure that personnel and unit information is recorded in the command post as soon as possible.
- 1.5** When a fire "blows up" or makes a run that crosses planned control lines, officers shall conduct an accounting of all personnel assigned to fire suppression and report any missing personnel to the incident commander or designated ISO.

SOP 3-15: HAZARDOUS MATERIAL RESPONSE AND PROTECTION

111.0 Operations Level

111.1 MCFD 6 trains its members to the HazMat Operations (Defensive) Level using 29CFR1910.120 and WAC 296 standards. The department shall not undertake offensive HazMat operations. No member shall undertake defensive HazMat operations without proper training. The department shall use HazMat-qualified incident commanders and incident safety officers while conducting defensive operations.

111.1.1 MCFD 6 incident commanders shall have MACECOM request Department of Ecology response for all HazMat incidents. Incident commanders may also request Ft. Lewis HazMat team or any other qualified team response.

111.1.2 Structural firefighting protective clothing shall not be used as primary protection for hazardous material incident hot and warm zones except as noted in the current edition of the Department of Transportation Emergency Response guidebook, which is incorporated by reference.

1.1.3 Department members shall receive annual HazMat Operations Level training which shall be documented in the members' training folder.

SOP 3-16: WATER RESCUE SOP

A. GENERAL- All water incidents

This guideline provides operational guidance for the safe and effective use of personnel and equipment during water rescue operations. This guideline is used in conjunction with NFPA 1670, NFPA 1006 and WAC 296.305.

Zones will normally be established for water rescue operations these include; Hot Zone - Water entry operations area, restricted to technician and Operations level rescue personnel; Warm Zone- Within ten feet of the water or inside a rescue craft, this zone is for operations and technician level rescue personnel; Cold Zone - Any area outside the Hot and Warm Zones, this Zone is where support personnel and awareness level responders are located.

Personal protective equipment appropriate to the specific incident will be worn by all personnel. This equipment may include: Personal flotation device (PFD),

helmet, whistle, cutting device, thermal protection, contamination protection, personal illumination for night operations, belt/harness. Minimum personal protective equipment within 10 feet of the water is a personal flotation device (PFD) with an attached whistle.

In-water rescue operations are restricted to Technician Level rescue personnel and or Operations as long as one Technician is on scene. A back up-team in stand-by mode should be considered except in immediate/shore-based rescue situation

The Incident Commander shall assign a qualified Rescue Technician to serve as Rescue Group Leader. The Rescue Group Leader will make position assignments in accordance with all state and local laws and available personnel on scene as required by the needs of the incident.

Rescue Group Leader: Coordinates rescue operations and the associated activities within the "rescue area". Serves as on-site "competent person". Reports to the Incident Commander.

Technical Rescue Safety Officer: Responsible for monitoring safety within the hazard zone at the water rescue site. Reports to the Rescue Group Leader.

Rig Master: Responsible for planning and directing technical rigging operations. Reports to the Rescue Group Leader,

Entry Team Leader: Responsible for controlling access to the hazard zone. Supervises Entry Team and edge personnel. Reports to the rescue group leader.

Vessel/Boat Operator: Certified by MAPH and authorized to operate vessel for Mason Fire District #6 training and/or emergency response.

B. OPERATIONAL GUIDELINES

First Arriving Units

1. Establish Command
2. Size Up and Evaluate Site Conditions

First arriving units will attempt to gather the following incident information and report to the Incident Commander:

- General description of the incident (*ice, flood, surface water, or swift water*) including size of the scene and existing and potential conditions
- Risk-Benefit Analysis
- Establish victim contact or point last seen, number and location of

- victim(s).
 - Determine access and egress points.
 - Determine if the incident is a rescue or recovery operation
 - Call for appropriate resources.
 - Use proper radio communications and chose operational channel
 - Establish a staging area
 - Isolate area of entry and prevent unauthorized and untrained personnel from entering the scene
3. Request a Water Rescue Tech Response through dispatch. Establish a staging area for incoming resources, Consider a dive team callout early in the incident
4. Isolate the incident scene to minimize danger. Only essential personnel should be allowed in the rescue area. Request law enforcement assistance.

Operations Level Personnel - All water incidents

1. Operations level personnel are restricted to shore and/or boat based operations. Operations level personnel may conduct the following activities in water rescue operations:
- Evaluate and mitigate incident scene hazards. Conduct a briefing for rescue team members and brief them on known hazards.
 - Conduct shore based rescue operations.
 - Assist technician level personnel with rigging and mechanical advantage systems.
 - Assist technician level personnel with donning and doffing of personal protective equipment.
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2. Operations level personnel may fill the following positions:
- Up-stream hazard spotting.
 - Boat based rescue operations
 - Throw bag deployment, cinch collar deployment, deployment and use of personal floatation device, and victim water extrication
 - Using the Reach, Throw, Row, Tow and Go theory from low risk options first to and high risk options last
 - Down-stream shore based rescue with throw bags and reaching techniques.
 - Line tenders.
 - Rigging.
 - Patient care

3. Mason County Fire District #6 personnel are trained to the Operations level for water rescue.

C. PATIENT CONSIDERATIONS

1. BLS and ALS personnel and equipment should be staged in the Cold Zone. Consider having one unit for every patient and the need for helicopter transportation.
2. Consider and treat for hypothermia, dive related injuries and hazardous materials exposure if required.
3. Consider spinal immobilization and proper equipment needed for patient loading on and off vessel.
4. Also consider rescuers may become patients and treat all rescuers for hypothermia after the rescue.

D. TERMINATION OF INCIDENT

1. Rehab all personnel prior to terminate
2. Debrief all personnel on the operation and its outcome
3. Consider and Incident Action Review with command staff and operational members.

