



Big Lake Fire Department

Standard Operating Guidelines

Big Lake Fire Department Standard Operating Guidelines

TABLE OF CONTENTS

1. Fire Fighter Code of Ethics.
2. Administration.
 - 2.1 Administration Guidelines.
 - 2.2 Membership
 - 2.3 Appointments
 - 2.4 Member Compensation
 - 2.5 Attendance
 - 2.6 Complaint Resolution
 - 2.7 Progressive Discipline
 - 2.8 Leave Benefits
 - 2.9 Insurance Benefits
 - 2.10 Meetings and Committees
 - 2.11 General Benefits
 - 2.12 Responsibilities of Members
 - 2.13 Safety and Health
 - 2.14 Death/Resignation/ Retirement/Change of Membership Status
3. Uniforms and Turnout Gear, Driving and Apparatus Operation.
 - 3.1 Uniforms and Turnout Gear
 - 3.2 Seat Belt Usage
 - 3.3 Fire Department Equipment Usage
 - 3.4 Department Apparatus Usage
4. Self-Contained Breathing Apparatus (SCBA).
 - 4.1 SCBA
 - 4.2 Testing and Maintenance
 - 4.3 Fire Department Budgets
 - 4.4 Physical Fitness Screening (Agility Test)

5. Medical Training.
 - 5.1 Medical Training
 - 5.2 Fire Training
 - 5.3 Position Training Requirements
6. Communications, Safety and Incident Command.
 - 6.1 General Communications
 - 6.2 Truck Communications
 - 6.3 Mutual Aid Communications
 - 6.4 Incident Command System (ICS)
 - 6.5 AM/FM Radio Usage
 - 6.6 Emergency Evacuation
 - 6.7 Safety Officer
 - 6.8 Safety Committee
 - 6.9 Accountability System
7. Fire Fighter Positions.
 - 7.1 Fire Fighter Positions
 - 7.2 Officers
 - 7.3 Supplemental Training Assignments
 - 7.4 Supplemental Department Assignments
8. General Response.
 - 8.1 General Response
 - 8.2 Response Protocols
 - 8.3 Fires and Alarms
 - 8.4 Accidents and Water Related Incidents
 - 8.5 Miscellaneous Incidents
 - 8.6 Apparatus Response Order
9. Special Fires, Incident and Operations.
 - 9.1 Basement Fires
 - 9.2 Transformer, Electrical Fires
 - 9.3 Confined Space and Trench Rescue
 - 9.4 Ventilation Operations
 - 9.5 Use of Ground Ladders
 - 9.6 Gas Leaks
 - 9.7 Hazardous Materials Incident
10. Addendums

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects the proper ethical behavior and integrity. In so doing, I will help foster a continuing a positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department, the departments governing body and the fire service.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and value of diverse thought and opinions.
- Avoid situation that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest, or the appearance thereof.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate, or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Member Copy to be KEPT IN THIS BOOK.

Firefighter Code of Ethics

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Signed: _____ Dated: _____

To be signed by the member and GIVEN TO THE BLFD CHIEF.



I have read and fully understand the Standard Operating Guidelines (SOG's) of the Big Lake Fire Department.

Big Lake Fire Department

Effective Date: 01/01/2002

Revision Date: 09/15/2009; 10 /03/2013; 12/18/14; 1/1/2016; 1/8/2018; 06/11/2020;
06/28/2020

JPB Approved: 05/04/2021; 03/01/2022

2.1 Administration Guidelines

2.1.1 Purpose of Guidelines

The purpose of these guidelines is to establish a uniform and equitable system of administration for members of the Big Lake Fire Department. These guidelines shall be known as the “Administration Guidelines” and shall be referred to in the following sections as “this guideline.” This guideline is not intended to create, and shall not be considered, a contract between the City of Big Lake, The Township of Big Lake and members of the Big Lake Fire Department.

This guideline shall apply to all members of the Big Lake Fire Department.

2.1.2 Responsibility for Guidelines

The Fire Chief with the help of the Fire Board is responsible for ensuring that this manual is kept and that it is uniformly and consistently administered. The Governing Body will have the final say as to any changes, deletions or additions to this manual.

2.1.3 Revisions to Guidelines

Any member within the Fire Department who sees the need for an addition to, or the revision of, an existing guideline in this manual may submit the proposed change/addition in writing to the Fire Chief. The proposed change, deletion, or addition will be reviewed by the Department officers.

A decision will be made by a consensus of the Governing Body. If rejected, the author will receive a written reason for rejection. The author may then bring his/her proposal before the general membership to discuss the reasons.

2.1.4 Distributions of Manuals

This manual shall be distributed in the following manner:

- 1 copy in the Station Dispatch area, accessible to all members
- 1 copy to each member
- 1 copy to the City Council
- 1 copy to the Town Board

2.1.5 Department Files and Records

All Department files and records shall be the responsibility of the Fire Chief and may be delegated to other appropriate fire department members.

Personnel files and records shall be the responsibility of a Chief Officer and maintained in adherence to the Minnesota Government Data Practices Act (M.S. 13.01 - 13.87).

Training files and records shall be the responsibility of the Department Training Officer/Training Board.

2.2 Membership

2.2.1 Americans with Disabilities Act

The Big Lake Fire Department will comply with the requirements of the Americans with Disabilities Act of 1990 (ADA) in a responsive, cost-effective manner. To accomplish this, the department will look at each situation individually and employ creative and resourceful ideas to reach a satisfactory level of compliance.

2.2.2 Equal Employment Opportunity (EEO)

The Big Lake Fire Department provides equal membership opportunity to all persons regardless of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual preference or public assistance status. The Fire Department will maintain an affirmative action plan approved by the commissioner of Human Rights as required under the Minnesota Human Rights Act 363.073.

2.2.3 Membership Eligibility Verification

The Big Lake Fire Department will comply with the Immigration Reform and Control Act of 1986.

Membership Eligibility Requirements	Probationary Member	On-going Member
<u>Age:</u> <ul style="list-style-type: none"> Must be 18 years of age 	Yes	Yes
<u>Education:</u> <ul style="list-style-type: none"> Have a High School Diploma or Equivalent 	Yes	Yes
<u>Training:</u> <ul style="list-style-type: none"> Complete training requirements established by the training department. (Whenever practical, these requirements will meet or exceed NFPA 1500 standards). 	N/A	Yes
<u>Experience:</u> <ul style="list-style-type: none"> Actively participate in department-related activities 	N/A	Yes
<u>Certification/Examination/License*</u> <ul style="list-style-type: none"> Hold a valid State of Minnesota driver's license to maintain active membership. Driver's license will be verified annually. Notify the Fire Chief immediately upon revocation, suspension, or cancellation of a valid Minnesota driver's license. (Loss of privilege may require a member to either take a personal leave or be placed on inactive reserve status). State of Minnesota FF1, FF2 & Haz Mat Certified. Any Member hired before 1-1-2016 are grandfathered in provided all certifications are up to date. Have a current First Responder, EMT or higher State Certification. 	Yes	Yes
	Yes	Yes
	No	Yes
	No	Yes

Membership Eligibility Requirement	Probationary Member	On-going Member
<u>Physical Appearance</u> <ul style="list-style-type: none"> • Be clean shaven with the exception of a mustache, which cannot extend past the corner of the mouth or interfere with the seal on your SCBA face piece. • Hair shall not protrude outside the turnout gear when gear is worn. 	Yes	Yes
<u>Residency/ availability*</u> <ul style="list-style-type: none"> • Must be able to respond to the station by motor vehicle from their residence within six miles. • The measured distance shall be by the most direct route to the station obeying all traffic controls, signs, devices, and laws. • A timely response is required for pay/credit on all calls. <p>*Timely response is defined as prior to the responding apparatus returning to the station after the call or fifteen (15) minutes, whichever is greater.</p> <p>*Call is defined as two, page-outs from dispatch.</p> <p>After a call is paged out twice and then cancelled firefighters have 15 minutes from the initial page to sign in for credit. Discretion is given to the chief officers based on situational circumstances.</p> <p>In the event a cancel page is re-paged out within 15 minutes of the first initial page. The page is considered restacked and part of the original call and not a separate call.</p>	Yes	Yes
<u>Interpersonal Skills</u> <ul style="list-style-type: none"> • Be able to carry out his/her responsibilities and provide good communications in a calm, positive, and professional manner, at all times. 	Yes	Yes
<u>Background Check on Application Information</u> <ul style="list-style-type: none"> • Must successfully pass a thorough background check prior to being accepted as a Big Lake Firefighter. 	Yes	Yes

<ul style="list-style-type: none"> • If the probationary firefighter's performance indicates that he/she is unfit, unable, or unwilling to satisfactorily perform the duties of a firefighter, he/she may be dismissed. • For the first occurrence of a problem the probationary firefighter may be given a written warning; for the second warning, he/she will be dismissed. • A firefighter may be dismissed from probationary membership by the Fire Chief, for any reason. • Dismissal during this probationary period requires proper documentation (See Section 2.7.8 Termination Process.) 		
<p><u>Department Call Percentages</u></p> <ul style="list-style-type: none"> • Requirements must be adhered to without exception. (See Section 2.5.1 Call Response Percentage Requirements.) 	Yes	Yes

2.2.4 Membership of Relatives

The Big Lake Fire Department does not restrict membership of more than one member of an immediate family. However, such employment must not create or be perceived as creating a conflict of interest. In order to prevent any such conflict of interest or perceived conflict of interest, a member may not take part in decisions to hire, retain, promote, demote, evaluate performance or have direct supervision of a member of his/her immediate family or be on the same apparatus.

2.2.5 Member Files and Records

Members may review their personnel file by making an appointment with the Fire Chief.

Members may review their training files by making an appointment with the Training officer or their Captain.

2.2.6 Position Posting

Available position in the Big Lake Fire Department may be posted on the Chiefs bulletin board at the fire station. All postings shall include position responsibilities and position closing date.

2.3 Appointments

2.3.1 Member Appointments

The Fire Chief shall make the appointments.

Appointed positions shall be based on his/her training and ability.

The Chief and/or the Fire Board will give equal, fair and consistent processes to the appointing of members to open positions.

All information submitted to the Chief or Fire Board as part of the appointment process will become department record.

All appointed positions shall be at the discretion of the current Fire Chief.

In the event of a vacancy during the term of any said appointed position, the Fire Chief shall decide and appoint a member to fill the remaining term.

2.3.2 Officer Appointments

Appointments for the following positions are held at the regular Fire Board meeting. The terms run January 1 through December 31 and/or in concurrence with the Fire Board's approval of the Fire Chief.

Position	Terms of Office
Fire Chief	1 year, reviewed annually
Assistant Chief	8 years
Captains	8 years
Lieutenants	2 years

The Fire Board will, at its discretion, annually appoint the Fire Department Chief. The positions of Assistant Chief and Captain be eight (8) year term, with staggered rotation of four (4) years. The rotation schedule will be Assistant Chief & two (2) Captains, as one rotation and three (3) Captains, as the other rotation. In the event, that an appointed member is terminated or resigns with less than half of their term remaining, all present officers move up one position and the Chief appoints a current member in good standing to fill the vacant position. If more than half of the term is remaining, a special application / interview will be held to fill the position.

2.3.3 Member Appointment Positions

The following list shows the various department positions within the Big Lake Fire Department that are appointed by the Fire Chief. All appointed positions are at the discretion of the Fire Chief for appointment and designation.

SCBA Coordinator
Training Mentor Lieutenant
Quarter Master Lieutenant
Duty Officer

2.4 Member Compensation

2.4.1 Compensation Plan

Members of the Big Lake Fire Department are compensated monthly within 15 days of the end of the month for all positions, calls, training sessions and special detail according to the pay schedules.

2.4.2 Expense Reimbursement

Reimbursement of personal and/or fire department expenses incurred by members will be accomplished within 30 days of submittal. These expenses must be submitted on the expense reimbursement form, within 30 days of when the expense was incurred and approved by the Chief.

2.4.3 Activity Pay Schedule

Activity Pay Schedule	
Activity	Reimbursement
All Calls	See Current Hourly Pay Schedule
Department Training	See Current Hourly Pay Schedule
Work Details (This must be approved in advance by a chief officer.)	See Current Hourly Pay Schedule
Department Business Meeting	See Current Hourly Pay Schedule
Committee Meeting	N/A
Haz Mat Call	See Current Hourly Pay Schedule
Rescue Call	See Current Hourly Pay Schedule

When a firefighter is participating in a sanctioned fire department activity or school, and there is a call for service, the firefighter will be given credit for that call only.

2.4.4 Position Pay Schedule

Position Pay Schedule	
Fire Chief	See Current Stipend Pay Schedule
Assistant Chief	See Current Stipend Pay Schedule
Captain	See Current Stipend Pay Schedule
SCBA Coordinator	See Current Stipend Pay Schedule
Quartermaster Lieutenant	See Current Stipend Pay Schedule
Training Lieutenant	See Current Stipend Pay Schedule
Duty Officer	See Current Pay Schedule

2.4.5 Travel and Training Pay Reimbursement Schedule

All out-of-pocket expenses shall be the member's responsibility. Receipts for all expenses are required.

When traveling, member(s) must use Big Lake Fire Department vehicles, whenever possible. Should a member use their personal vehicle, they must have prior approval from the Fire Chief to receive mileage reimbursement.

No reimbursement for spouses and/or significant others will be considered.

Reimbursements will be processed by filling out a department **Expense Reimbursement Form** and attaching the original receipt and must be submitted within 30 days of completion. There will be no reimbursement for alcohol.

Expense	Reimbursement Amount
Meals	<ul style="list-style-type: none"> • \$GSA Government Rate per day
Transportation	<ul style="list-style-type: none"> • Car rentals shall be pre-approved by the Chief at a compact rate and will be reimbursed. Any upgrade in car rental must be pre-approved by the chief. • Personal vehicle use <u>must</u> be approved by the Fire Chief to be eligible to receive mileage reimbursement. • Parking fees will be reimbursed.
Mileage	<ul style="list-style-type: none"> • Current IRS reimbursement rate.
Lodging	<ul style="list-style-type: none"> • \$GSA Government Rate maximum per day, unless prior approval by the Fire Chief. Room rate only will be reimbursed. • Rooms must be booked with single occupancy. • No reimbursement will be made for personal phone calls, movies, etc.

2.5 Attendance

2.5.1 Call Response Percentage Requirements

The Big Lake Fire Department is responsible for providing adequate staffing to respond to emergency situations in a timely fashion. This guideline specifies the minimum required department percentages for response attendance during each quarter.

Definition of Quarters

A quarter shall be defined as follows:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
January	April	July	October
February	May	August	November
March	June	September	December

Call Response Percentage

- Members must meet 25% of all calls per quarter.
- Officers must meet 30% of all calls per quarter
- Probationary members must meet 25% of all calls per MONTH
- No exceptions to the percentages will be allowed to a probationary member.

Low Call Percentage Discipline

A department member falling below the required department call response percentage; will be notified of such violation as defined below.

A member can remove any or all of their call response, low attendance percentage quarters by having four (4) consecutive quarters at or above the minimum required department percentage.

Low Call Percentage Discipline Plan

The following procedure will be used for low call response attendance percentage
Low Call Percentage Discipline

First Incident	<ul style="list-style-type: none">• A Captain will notify the member of his/her low percentage.• The member will be mailed a <i>written low percentage notice</i> after being notified.• This notice will be retained in the member's active personnel file. Member must be at or above the required department call percentage requirements for the next four (4) consecutive quarters to be removed from this this disciplinary status
Second Incident	<ul style="list-style-type: none">• The member will be mailed a <i>written low percentage notice</i>, via certified mail.• The member must then contact an Assistant Chief within ten (10) days of receiving the notice and set up a meeting to discuss the low percentage.• Failure to contact the Assistant Chief within ten (10) days will result in a 30-day suspension.• If the member is not able to have a meeting within thirty (30) days, member will be terminated.• This notice will be retained in the member's active personnel file. Member must be at or above the required department call percentage requirements for the next eight (8) consecutive quarters to be removed from this this disciplinary status

Third Incident	<ul style="list-style-type: none"> • The member is mailed a <i>certified written low percentage notice</i>, via certified mail. • The member must then contact the Fire Chief within ten (10) days of receiving the notice and set up a meeting to discuss his/her low percentage. • Failure to contact the Chief within ten (10) days will result in a 30-day suspension. • If the member is not able to have a meeting within thirty (30) days, member will be terminated. (The member will receive a written warning and will be explained the next step of process. • This notice will be retained in the member's active personnel file. Member must be at or above the required department call percentage requirements for the next eight (8) consecutive quarters to be removed from this disciplinary status.
Fourth Incident	<ul style="list-style-type: none"> • The member is mailed a written low percentage notice via certified mail. • The member is terminated in poor standing from the Big Lake Fire Department at this time and must contact the Chief to discuss an exit interview and any options that may be available to them. • This notice will be kept in the members personnel file indefinitely.

(See Section 2.5.6 Non-Compliance to Attendance Requirements.)

2.5.2 Training Percentage Requirements

The Big Lake Fire Department is responsible for providing adequate training for its membership. This guideline specifies the minimum required department training sessions during each quarter. All members are encouraged to attend 100% of all required department training. A record of all training is kept in a member's training file. It is the members' responsibility to keep up on training. An attempt will be made to assist members who are having problems meeting the department training attendance requirements.

Department training shall be divided into three categories and are defined as follows:

Inside Training	All training done within the regularly scheduled department training.
Outside Training	All training done outside the regularly scheduled department training.
Online Training	All training done within the regularly scheduled monthly assigned training through the online training platform.

Training Times

The department will provide the following training opportunities:

- Training will be held the 2nd and 4th Tuesdays of each month with start time at 1800 hrs.
- Training will be held the 3rd Thursday of each month with start time at 0800 hrs.
- Other trainings may be scheduled in place of regular trainings at the discretion of the Chief, Assistant Chief/and or Training Officer. Online training is to be completed by months end to receive the point for that months training
- All training schedules may be switched due to unforeseen events such as a pandemic or other disaster.
- All on-line trainings for the year must be completed by years end.

NOTE: Drill times may end earlier and may vary. Prior notice will be given for changes in the drill schedule.

Each member must obtain 14 points per year. A member can't go point less for over two months in a row, a member cannot miss hands on training over two months in a row. Night training is worth 1 point and day training is worth 1 point, and online training is worth 1 point, and a member cannot miss over two months in row. Maximum points per month are two. Saturday training is worth 1 point; and is not mandatory. If a member does not obtain 14 training points in a calendar year that member will be suspended for 60 days and must obtain 14 points the year after below attendance occurred (if 14 points are not fulfilled, the member will be terminated).

Inside Training Attendance

A minimum number of outside training hours may be substituted by the Training Officer in lieu of inside training.

Outside Training Attendance

All members are required to attend outside training. All members excluding officers are required to have a minimum of 12 hours outside training every two (2) years. Officers are required to have a minimum of 12 hours outside training every year. Outside training for officers is in addition to inside training. All outside training must have written approval by the Fire Chief. Exceptions can be made at the discretion of the Fire Chief due to unavailability of classes due to forces outside the firefighter's control. (ie, COVID-19 Pandemic)

Any member attending a class that is paid for by the Big Lake Fire Department, will be required to take and pass any and all final tests that are required to receive certification. The department will pay for up to two retests. Any retests beyond that will be the members' responsibility to cover any retest costs. Failure to complete class or final testing will require that the member reimburse the department for the cost of the class and test(s).

Low Training Attendance Discipline

Any department member falling below the required training attendance will be notified of such violation as defined below. Any violation in a four-quarter period will accrue. The following procedure will be used for training low attendance requirements:

Low Training Attendance Discipline

First Incident	<ul style="list-style-type: none">• If a member misses 3 consecutive months of inside or on-line training, they will be suspended for 30 days and must set up a meeting with their Captain prior to return.• Member must contact their Captain within ten (10) days prior to the end of the suspension; or the suspension will continue.• If the member is unable to have a meeting within thirty (30) days of the end of suspension; the member will be terminated.• This notice will be retained in the member's active personnel file. Member must be at or above the required department training requirements for the next four (4) consecutive quarters to be removed from this this disciplinary status .
Second Incident	<ul style="list-style-type: none">• If a member misses 3 consecutive months of inside or on-line training; they will be suspended for 60 days and must set up a meeting with the Assistant Chief before return.• Member must contact must be the Assistant Chief within ten (10) days prior to the end of the suspension; or the suspension will continue.• If the member is unable to have a meeting within thirty (30) days of the end of the suspension, the member will be terminated.• This notice will be retained in the member's active personnel file. Member must be at or above the required department training requirements for the next eight (8) consecutive quarters to be removed from this this disciplinary status
Third Incident	<ul style="list-style-type: none">• If a member misses 3 consecutive months of inside or on-line training, they will be suspended for 90 days and must set up a meeting with the Chief before return.• Member shall be considered in poor standing.• This notice will be retained in the member's active personnel file. Member must be at or above the required department training requirements for the next eight (8) consecutive quarters to be removed from this this disciplinary status

Fourth Incident	<ul style="list-style-type: none"> • The member will be mailed a written training attendance low percentage notice via certified mail. • The member is terminated in poor standing from the Big Lake Fire Department, at this time, and must contact the Fire Chief to discuss an exit interview and any options that may be available to him/her. • This notice will be kept in the member's personnel file indefinitely.
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(See **Section 2.5.6 Non-Compliance to Attendance Requirements.**)

2.5.3 Department (Business) Meeting Attendance Requirement

This guideline specifies the minimum required Department (Business) meetings during each quarter. Members will be required to attend 25% of the yearly business meetings.

2.5.4 Special Detail / Events

Special details and events may be assigned by a Department Officer. Attendance may be required by an officer, unless otherwise excused.

Unexcused absence may be subject to disciplinary action.

Attendance is mandatory at work details, and at any time as directed by a Department Officer, unless otherwise excused

2.5.5 Notice of Absenteeism

All members shall sign out when absent from the approved response area of 6 miles from the fire station, for a period in excess of 24 hours. All Holiday weekends; All members must check out on IAMResponding if gone for more than 24 hours. If members do not have access to IAMResponding they must inform their Captain or superior officer that they will be gone.

2.5.6 Non-Compliance to Attendance Requirements

Any member who fails to contact the Training Officer, Assistant Chief, or Fire Chief when notified about low attendance percentage shall be suspended for a minimum of thirty (30) days or terminated.

Reference:	Section 2.5.1	Call Response Percentage Requirements
	Section 2.5.2	Training Percentage Requirements
	Section 2.5.3	Department (Business) Meeting Attendance Requirements
	Section 2.5.7	Meetings

2.5.7 Meetings

Attendance at all Fire Department meetings is required. These meetings include:

- * Officer meetings (officers only)
- * Association meetings (if assigned)
- * Special meetings

2.6 Complaint Resolution

2.6.1 Complaint Resolution Process

The Big Lake Fire Department is committed to prevent the occurrence of complaints and to deal promptly with those that occur. Members who have complaints may avail themselves of the complaint resolution procedure described in this section. All complaints must be filed in writing within seven (7) calendar days after the occurrence of the event.

2.6.2 Complaint Resolution Procedures

If the complaint is member against member, follow **Steps 1-3**.

If the complaint is member against officer, follow **Steps 2-3**.

If the complaint is member against chief officer, follow **Step 3**.

If a complaint is against the Fire Chief, it goes directly to the City Administrator.

Step	Complaint Resolution Procedures
1	<p>Discussion with Company Captain or Assistant Fire Chief Discussion of a complaint with the company captain and attempt to resolve the complaint situation. In the event a member is unable to reach an acceptable resolution with his/her Company Captain, he/she shall then have the right to carry his/her complaint to Step 2. Complaints will be acknowledged within seven (7) days after the occurrence and solved within a reasonable time frame.</p> <p>Any Company Captain who is unable to resolve a complaint situation shall revert directly to the Assistant Fire Chief with a written report, if necessary. If a complaint is against a member's company captain, it goes directly to the Assistant Fire Chief.</p>
2	<p>Discussion with Fire Chief If the complaint is not settled in Step 1, and/or the complaint is against a member's company captain, the complaint shall be presented in writing directly to the Fire Chief or Assistant Fire Chief within 7 calendar days after the captain's decision in Step 1 or within 7 calendar days after the occurrence if the complaint is against the captain.</p>
3	<p>Big Lake Fire Department's Fire Board If the complaint is not settled in Step 2 and/or the complaint is against the Fire Chief, the complaint shall be presented in writing directly to the City of Big Lake's City Administrator within seven (7) calendar days.</p> <p>The decision of the Big Lake Fire Department's Fire Board is final.</p>

2.6.3 Retaliation for Complaint

Complainants shall be free from unreasonable restraint, interference, discrimination or reprisal in the presentation of their complaint. Problems relating to harassment must be addressed according to the City of Big Lake Harassment Policy.

2.6.4 Waiver of Complaint

If a complaint is not presented within the time limits set forth above, it shall be considered waived. If a complaint is not appealed to the next step within the specified time limit, it shall be considered settled on the basis of the last decision.

If the fire officer does not answer a complaint or an appeal thereof, within the specified time limits, the member may elect to treat the complaint as denied at that step, and immediately appeal the complaint to the next step.

The time limits in each step may be extended by mutual agreement.
All responses should be properly documented and in writing when applicable.

2.7 Progressive Discipline

2.7.1 Disciplinary Process

In general, all members shall be subject to disciplinary action for failing to fulfill their duties and responsibilities, including observance of work rules adopted by the Fire Board. If disciplinary action involves the Chief, the City Administrator shall act as the immediate supervisor, and handle disciplinary actions as required.

It is the desire of the Fire Department to administer disciplinary penalties without discrimination. Every disciplinary action step shall be for just cause, and the member may demand a hearing before the Fire Board or use the complaint resolution procedure (see **Section 2.6 Complaint Resolution**) with respect to any disciplinary action, which he/she believes is either unjust or disproportionate to the offense committed.

The Fire Chief or their designee shall investigate any and all allegations on which disciplinary action might be based before any disciplinary action is taken. In all cases, the investigation shall include:

1. Interview the member with a witness (officer) and put in writing.
2. Consider all facts, past performance, equal treatment, and past practices.
3. Issue a written warning (with a copy to the member and personnel file). If necessary, impose discipline.

2.7.2 Definition of Offense

The definition of offense is:

- Failure to obey orders, carry out instructions, perform routine duties.
- Offenses against another member or property.
- Violation of the department's alcohol and drug policy.
- Disruptive behavior and/or attitude.
- Failure to abide by the department's Operating Guidelines.

This list is not all inclusive.

Minor Offense

Infraction occurs under non-emergency condition and does not affect emergency operations, life safety or involve damage to department apparatus.

Major Offense

Intentionally or unintentionally due to reckless behavior, any infractions that occurs while in preparation for, responding to, during, or returning from emergency operations, involves life safety, or involves damage to department vehicles.

2.7.3 Minor Offense Discipline

The discipline for minor offenses for the same or similar offense is as follows:

Minor Offense Discipline	
First Offense	<ul style="list-style-type: none">• Issue a Reprimand to the member.• Place a written memo stating the date and reasons for the reprimand in the member's personnel file, with a copy to the member.<ul style="list-style-type: none">○ Maintain the memo in the active file, minimum of one (1) year.• Impose a discipline as warranted.
Second Offense	<ul style="list-style-type: none">• Issue a Written Reprimand to the member.<ul style="list-style-type: none">○ Have the member sign it.• Place a Written Reprimand in the member's personnel file with a copy to the member.<ul style="list-style-type: none">○ Maintain the reprimand in the file.• Impose a minimum fifteen (15) days suspension and any additional discipline as warranted.• Advise the member of the procedure to be followed if any further infractions occur.
Third Offense	<ul style="list-style-type: none">• Serve a Termination Letter directly to the member or via certified mail with recommendation from the governing body.• Place a copy of the Termination Letter in the personnel file and maintain it indefinitely.

2.7.4 Major Offense Discipline

The discipline for major offenses for the same or similar offense is as follows:

Major Offense Discipline	
First offense	<ul style="list-style-type: none"> • Issue a Written Reprimand to the member. <ul style="list-style-type: none"> ○ Have the member sign it. • Place a Written Reprimand in the member's personnel file with a copy to the member and maintain the reprimand in the personnel file indefinitely. • Impose a minimum thirty (30) day suspension and any additional discipline as warranted. • Advise the member of the procedure to be followed if any further infractions occur.
Major Offense Discipline – cont'd	
Second Offense	<ul style="list-style-type: none"> • Serve a Termination Letter directly to the member or via certified mail with recommendation, from the governing body. • Place a copy of the Termination Letter in the personnel file and maintain it indefinitely.

2.7.5 Reprimand - General Information

A reprimand shall include the following:

- Have a witness present when giving a reprimand.
- Description of the misconduct and discipline imposed.
- Past actions taken to correct the problem.
- Correction or improvement needed by the member; including time tables and goals for improvement.
- Future penalties should the problem continue.

A member will be given a copy of the written reprimand and required to sign, acknowledging that he/she has received such reprimand. A copy will go into the member's personnel file. The signature of the member does not mean that he/she agrees with reprimand.

2.7.6 Suspension

Any member may be suspended pending investigation of an allegation. A copy of each written statement shall be placed in the member's personnel file. If the suspension is for an investigation and the allegation proves false, the statement will be removed, and the member shall receive any compensation for call and training credits to which he/she would have been entitled had the suspension not taken place.

A suspended member is considered in bad standing with the Department and shall have no voice or vote in the business of the Department.

A member suspended shall promptly surrender all Fire Department property to the Chief or his/her designee.

2.7.7 Other Disciplinary Actions

The following other disciplinary actions may also be taken against any member after steps for an oral reprimand and a written reprimand have been followed:

1. Demotion.
2. Assigned additional work detail or duties.
3. Recommended leave of absence.
4. Other measures as determined by the Chief and/or Fire Board.

2.7.8 Termination Process

1. The Fire Chief may terminate any member. If the member has completed his/her probationary period, the termination shall be made only for just cause. A terminated member will be served a letter of termination stating the reason for termination.
2. Any member who is terminated may request a meeting with the Fire Board to discuss his/her termination. This request must be in writing within Seven (7) calendar days of receipt of the termination letter.
3. All terminations shall be reviewed and approved by the Fire Board.

2.8 Leave Benefits

2.8.1 Medical Leave

Medical leave shall be granted for any illness or injury. A review will be conducted at the end of each three-month period by the Fire Chief and/or the City Administrator to determine the advisability of continuing the medical leave. It shall be the member's responsibility to show cause why he/she should continue a medical leave at the end of each three-month period. In no case will more than three, three-month extensions be granted.

A member not able to return to active status at the end of four three-month periods of medical leave, will be placed in an inactive status for a time period not to exceed one year (12 months). A member of inactive status shall remain in good standing. A member unable to return to active status after this additional 12 months may be terminated. The department's Relief Association shall be notified by any member placed on inactive status.

Members on medical leave may attend such department functions (i.e. meeting) and limited or restricted calls as may be approved by the Chief and shall include a letter of all restrictions and/or limitations from their attending physician.

All approvals must be in writing and on file. Members on medical leave may retain possession of all Fire Department equipment.

2.8.2 Pregnancy Leave

In accordance with M.S.363.03 subd. 1(5), a pregnancy related disability will be treated the same as other disabilities. Appropriate medical leave or limited light duty status may be granted for a pregnancy related disability.

A member may request medical leave for pregnancy and may be granted a leave for up to 6 months. For additional leave, see **Section 2.8.4 Leave of Absence**.

2.8.3 Limited Light Duty Status Leave

Limited light duty status leave may be requested by any active member who has become physically unable to perform the duties of firefighting. Requests for limited light duty status are approved by the Chief.

Duties which may be performed by the member and/or with any restrictions while on limited light duty will be specified in writing by the member's attending physician. The Fire Chief will issue a Return to Duty Statement for the physician to complete before the member can return to duty.

All members on Limited Light Duty Status must meet the attendance and training requirements as permitted by restrictions.

Prior to returning to full duty status and unrestricted firefighting duties, the member will receive permission from the Chief. The member will be required to receive permission from their attending physician. The Fire Chief will issue a Return to Duty Statement for the physician to complete before the member can return to work.

2.8.4 Leave of Absence

A leave of absence for personal reasons will be granted for a period of up to six (6) months. An additional leave of up to six (6) months may be given upon the approval of the Fire Chief. Any member unable to return after said leave shall be terminated. The last active day of duty will be observed as the termination date.

. While on leave, such a member shall surrender all Fire Department property and keys to the Fire Chief or his/her designee for the duration of his/her leave. No department functions shall be attended during said leave except social functions. All requests for leave must be submitted in writing with a specific starting date and approved by the Fire Chief. No member will be granted no more than a total of eighteen (18) months leave total for their career.

No leave of absence will be granted to a member on probation. No leave of absence will be granted to avoid suspension or termination.

No leave of absence will be for more than 18 months.

2.8.5 Military Leave

A member is entitled to military leave for reserve training to active military duty. During this period, no calls, training or departmental functions are counted for or against that individual.

Members who are called to active duty will be carried as an inactive member. Upon separation from military duty, said member is eligible to become an active member again. He/she must comply with the membership eligibility rules for on-going members. Some training requirements may be waived upon agreement with the Fire Chief.

2.8.6 Jury Duty

Members serving on jury duty shall receive credit while serving or required to be present.

2.8.7 Vacation

All Fire Fighters receive two weeks of vacation per calendar year after successfully completing the probation period. Beginning 10 years of service on the Fire Department, members receive 3 weeks of vacation and beginning 15 years of service on the Fire Department, Members receive 4 weeks of vacation. 20+ years of service on the Fire Department, Members received 4 weeks of vacation with one week of calls paid. Members must note on their request the week they would like their calls paid and credited. The remaining 3 weeks are call credit only.

Vacation time needs prior approval with no back dating. During the vacation period, the member receives no pay, but will receive credit for calls during their vacation period. Vacation must be taken in seven (7) day increments, no carry over allowed.

2.8.8 Funeral Leave

All members will be granted seven (7) days of leave and can be used before, during or after the day of the funeral. Member will receive credit for any calls or regularly scheduled training that is missed with no pay. Funeral leave be for the following spouse, brother, sister, parent, child, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, step-child, step-parent, grandparent, grandchild, step brother, step sister.

2.9 Insurance Benefits

This benefit overview is intended to be used for members for information only. It is not intended to be benefits directly or indirectly offered or provided by the Big Lake Fire Department. For information on the conditions and/or exact benefits, the member should consult the appropriate policy and /or provider. (reference insurance benefits file folder in dispatch of the main fire station)

All probationary and active members of the Big Lake Fire Department are covered by various kinds of insurance. This insurance provides security for members and their families in the event of injury, illness or death while on a call, at a training session, or any sponsored or supervised activity or event.

All benefits are subject to the conditions of each policy and /or plan. Most benefits are covered only while in the line of duty which usually includes fire calls, drills, training and meetings.

- Federal Public Safety Officer's Benefit Association Benefits
- City of Big Lake Workers Compensation
- Volunteer Firemen's Benefit Association of Minnesota
- Hartford Accident and Indemnity Company, Volunteer Firefighters Blanket Accident Policy

2.10 Meetings and Committees

2.10.1 General Business

General Business of the Big Lake Fire Department consists of:

- Meetings (business, special, and professional association)
- Committees

Robert's Rules of Order will govern all meetings of the department.

Any member on a leave of absence, or under suspension will have no voice in any department meeting, election, or committee.

The quorum for meetings shall be no *less than 40% of the voting members*.

2.10.2 Business Meetings

The Big Lake Fire Department holds quarterly business meetings held on the 2nd Tuesday of each month at 19:00 hrs. The Fire Chief or designee conducts this meeting.

2.10.3 Special Meetings

Special meetings can be called for the department. Special meetings can only be held after a minimum 3 day notice is given to the membership. Using the current electronic form of communication. (Example: email, text, lamresponding)

Special meetings for the department are called by the Fire Chief, Assistant Chiefs or by petition of at least four (4) members in writing to the Fire Chief, who must respond *within 48 hours*.

2.10.4 Professional Association Meetings

The Fire Chief may appoint representatives to various professional associations. These representatives are responsible for attending the meetings and reporting relevant information back to the Fire Department.

2.10.5 Committees

A Big Lake Fire Department committee addresses on-going concerns or issues of the department, research projects, prioritizes projects, defines the scope of projects and evaluates projects, collects data, make recommendations to the membership.

All department committee meetings are open to the general membership with the exception of Fire Board meetings dealing with discipline issues.

Committees are to seek professional advice as necessary to perform their duties. Whenever possible, this council shall come from the City of Big Lake and Township of Big Lake.

All committee findings, decisions and recommendations shall be advisory in nature.

2.10.6 Call Outs During Department Meetings and Functions

The officer in charge shall appoint or ensure that a duty crew is appointed at all departmental meetings and functions. It will be this duty crew's responsibility to react and respond to any call outs which may occur during the function time frame. Only that assigned crew should react to such call outs. At all other times, members shall remain seated until such assignment is made by the officer in charge.

Additional personnel, equipment needs or requests will be assigned by the officer in charge.

In circumstances when a duty crew is not assigned, it will be the responsibility of the officer in charge to assign a crew. Individual personnel should remain seated or clear of the apparatus until such time as the officer in charge selects a crew. In all cases, no personnel will respond until the officer in charge has had time to evaluate the situation and make appropriate assignments.

2.11 General Benefits

2.11.1 Member Assistance/Critical Incident Stress

A critical incident stress debriefing group session led by a team of specially trained mental health professionals and peer counselors shall be provided to a fire department member. This service is provided by the county sheriff's department.

2.11.2 Fitness Facilities

The Big Lake Fire Department provides fitness facilities at the fire station for all members of the Big Lake Fire Department and their immediate families. The member or family member must have a signed waiver on file.

Additional access may be granted by the Fire Chief and must be accompanied by a signed waiver.

2.11.3 Professional Memberships and Certificates

The Fire Chief may require members to obtain and maintain job required certificates and/or memberships in professional organizations and may be paid for by the department.

2.11.4 Training Costs Reimbursement

Approved costs and tuition for training will be paid by the Big Lake Fire Department. If a member does not successfully complete the training (must provide certificate of completion), reimbursement to the Fire Department is required for all costs and tuition within 30 days. Prior to training written approval is needed by the Fire Chief or Training Officer.

2.12 Responsibilities of Members

2.12.1 General Conduct Guidelines

The Big Lake Fire Department has established these general guidelines for member behavior in an effort to protect its members and the interests of the fire department and the Fire District. The Big Lake Fire Department expects that members:

- Display professional conduct in behavior during performance of duties, in appearance, with communications, during public contact and with security of information.
- Project a positive image.
- Maintain integrity.
- Follow the policies and procedures of the Big Lake Fire Department.
- Keep any problems or matters within the Big Lake Fire Department internal to the department and not communicated outside it without following the chain of command.
- Shall not use obscene, uncivil or boisterous language and/or improper conduct at calls or while engaged in activities in which the Fire Department is participating.
- Shall carry out all orders from their superior officers to the best of their ability, unless there is a life safety issue.

When any member receives an order which is in conflict with a previous order, he/she shall so inform the officer who issued the conflicting order and be governed by his/her instructions.

2.12.2 Conduct Unbecoming

Upon receiving signed and dated written information regarding any behavior that could be deemed unbecoming of a member, the Chief may make the decision to put said member on the appropriate administrative leave for an undetermined amount of time while allegations are being investigated.

If after the investigation, the allegations are found to be substantiated, the Chief will then have 30 days to determine the corrective action

2.12.3 Sexual Harassment (Major Offense)

The Big Lake Fire Department prohibits sexual harassment and/or harassment in any form including verbal or physical harassment. A member who believes he/she has been harassed by a co-worker, supervisor, subordinate or agent of the City should notify the Chief, City Administrator, or City Attorney. Any member who is found to have been the perpetrator of harassment will be subject to appropriate disciplinary action up to and including termination. Any member found to have made a false complaint of harassment will also be subject to disciplinary action up to and including dismissal.

2.12.4 Alcohol and Drugs (Major Offense)

It is the policy of the Big Lake Fire Department that:

If a member of the fire department has been consuming alcohol, but is not impaired, this member may respond to calls, but is not to respond to medical calls, or drive any fire department vehicle if any consumption has occurred and/or if the smell of alcohol is noticeable on the breath of the member. The member may stand by for other calls, thus receiving credit for responding.

No alcohol or other drugs shall be consumed by a member on duty.

It shall be the responsibility of all members of the fire department to report violations of this policy to the person in charge, and for the ranking person in charge of the call to take action pursuant of this policy.

Violation of Policy

In the event that a department member responds in violation of the above, the situation will be handled as follows:

If the ranking member on a call reasonably suspects that a member is in violation of this policy, the ranking member shall request that the member:

- Not respond to the call.
- Remain in a department vehicle during the call if already on the scene.
- Taken back to station as soon as possible.
- Voluntarily submit to a law enforcement officer conduction testing to determine if impairment exists.
- Reference the City of Big Lake **Alcohol and Drug Test Policy** in the Addendum's section

If the testing indicates the party is not impaired, that member may return to duty.

If a member is determined to be impaired, refuses to not respond to a call, or take a test, that member shall be referred to the Fire Chief or Fire Board for action.

Definitions

Reasonable Suspicion: A basis for forming a belief based on specific facts and rational inference drawn from facts.

Under the Influence: When the nervous system, brain, or muscles of a person are affected so as to substantially impair the person's ability to drive vehicles or operate equipment, or to perform the duties required of them, or in violation of state laws pertaining to the operation of motor vehicles.

Impaired: Affected by alcohol or other drugs to the degree that the individual's ability to perform their duties are negatively affected.

2.12.5 Tobacco

All Fire Department buildings will be tobacco free, as required by the Minnesota Clean Air Act.

All tobacco products are prohibited in and on all Fire Department apparatus, all emergency scenes, and training. The officer in charge may approve a smoking area at emergency scenes and training.

2.12.6 Telephone Use

Personal telephone calls are to be limited in number and duration.

2.12.7 Building Usage

General Usage

1. No alcoholic beverages are allowed unless approved by governing body.
2. All users shall be responsible for building security.
3. The user and/or organization shall be responsible for damage to the facility and/or equipment and shall pay for repair and/or replacement.
4. The apparatus area and dispatch room shall be considered off limits to guests during call outs.
5. The City Council/Town Board or City/Township related functions generally shall be exempt from this policy.
6. Stereo and TV volumes shall not affect areas of the building other than the areas in which they are being used.
7. The facility is to be left clean. Any trash generated shall be removed before vacating the premises.
8. All scheduling will be through the Fire Chief or designee.

Apparatus Area

The use of the apparatus area by member for washing their cars is allowed with the following restrictions:

- Access to fire equipment is not to be compromised.
- No overnight parking of personal vehicles or equipment is allowed. Unless proper authorization has been obtained by a Chief officer.
- Active and retired members (see **Section 2.14.3 Retirement**) and their immediate families may wash their vehicles.
- The area is left in a clean condition.
- Fire Department apparatus may only be moved by active members only.
- Glass containers are not allowed in the apparatus area.
- No storage of personal equipment or repair items will be allowed.
- Lockers and apparatus area are for Fire Department equipment only.

Exercise Room

- Clean equipment after use.
- Beverages may be consumed when using the exercise equipment.
- Food is not allowed.
- Athletic equipment, towels, clothing, etc., cannot be left overnight in the exercise room.
- Must fill out a waiver to use the area.

2.12.8 Fire Department Reports

Following all Fire Department Activity, the following reports shall be filled out, when appropriate:

- Big Lake Fire Department Roll Call form
- Minnesota Fire Incident Report (MFIR) form
- Truck Check form

If any injury should occur, however minor, the Accident/Injury forms filed in dispatch, must be complete.

2.13 Safety and Health

2.13.1 Employee Right to Know

The Big Lake Fire Department will comply with the Minnesota Employee Right to Know Act of 1983, M.S. 182.65-182.675.

2.13.2 Employee Safety

The Big Lake Fire Department is committed to providing a safe and healthy work environment for all of its members. Members are required to comply with all safety policies and procedures.

Reference: City of Big Lake Safety Program

2.13.3 Injury Reporting: Line-of-Duty

All members shall immediately report to an officer any accident, sickness or injury occurring to themselves while on duty, no matter how trivial. Said officer shall ensure that the member completes all appropriate forms pertaining to the injury and notifies a Chief Officer. Injury is to include any blood borne or airborne pathogen exposures.

Note: **Firefighter First Report of Injury** forms are located in dispatch and must be filled out within 24 hours and given to a Chief Officer or designee.

2.13.4 Property Damage Reporting

All damage to Fire Department equipment and/or apparatus must be reported to a department officer immediately. A written report may be requested.

Any accident involving a Fire Department apparatus shall be investigated by a Chief Officer. A written report is required. Involvement with another vehicle or private property will constitute police investigation.

2.13.5 Employee Safety Concerns and Violations

Any member who has concerns regarding possible violations of situations which might pose a safety threat to themselves or fellow members, should bring these concerns to the attention of the Fire Chief or any department officer immediately for corrective action.

2.14 Death/Resignation/Retirement/Change of Membership Status

2.14.1 Death/Funeral

The Fire Department shall assist with funeral arrangements for active and retired member, upon the request of the member's family.

2.14.2 Resignation

Any member wishing to leave the Big Lake Fire Department in good standing shall provide the Fire Chief with a written resignation stating the last date of work and the reason for leaving at least two weeks prior to the last date of work. The last active day of membership will be observed as the termination date.

2.14.3 Retirement

The Big Lake Fire Department will comply with all federal and state laws regarding retirement.

2.14.4 Changing Status from On-Going Member to Volunteer Member

If an on-going member, otherwise in good standing with the department, chooses to become a volunteer member due to the inability to meet the BLFD - SOG Department Membership Requirement of Residency, he/she may present their proposal to transition to volunteer status to the Big Lake Fire Board. The determination of the Fire Board is the final authority on the decision.

Criteria of the change in status are as follows:

- 1) Volunteer member must maintain a 25% daytime or nighttime call percentage.
- 2) Maintain the training requirements in Section 2.5.2 of SOG.
- 3) Respond to calls as unpaid and non-eligible for pension plan participation. Firefighter would be included in same insurance coverage as compensated fire department personnel.
- 4) Status as a volunteer member will not have an effect on the roster for purposes of: 1) maintaining department strength of 38 members. 2) pension roster membership. 3) call response cost calculation.
- 5) Accrued pension participation from start date on file to date of change of eligibility will be held in the event the member returns to the Big Lake area (6-mile residence requirement) and can rejoin the department as a fulltime, paid on call member.

Big Lake Fire Department

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Revision Date: 06/12/2013 – Section 2.4.3; 1/1/2016; Section 2.3.2; 1/8/2018,

JPB Approved: 05/04/2021; 03/01/2022

3.1 Uniforms and Turnout Gear

3.1.1 General Usage

All dress uniforms and turnout gear are owned by the Big Lake Fire Department. All dress uniforms and turnout gear received by the firefighters from the department shall have proper care. Department issued items are for department use only. Upon leaving the Fire Department, all property issued shall be returned to the Big Lake Fire Department cleaned and in condition for reissue

3.1.2 Uniform Dress Code

1. Approved uniforms shall be worn at all department activities as determined by the Chief.
2. Dress uniforms will not be worn unless engaged in Fire Department activities.
3. All fire department clothing shall be maintained in first class condition. This shall include cleaning and general maintenance.
4. Fire Department clothing is issued when the individual is hired as a new member. If clothing should wear out, the Fire Chief or designee shall review all replacement.
5. Approved uniforms are those approved by the Chief. No other styles of pants, shirts or jackets will be allowed.
6. There will be no other patches, badges or pins on the uniforms except those approved by the Fire Chief.

Big Lake Fire Department	On left and right shoulder
American Flag	Over right side pocket
Officer's/CFD Pins	On shirt/jacket collar
Name Tag	On right side pocket
Uniform Badge	Above left side pocket
EMT/First Responder	On right shoulder or collar in lieu of BLFD

7. Dress uniform shall include:
 - a. Short sleeve shirt - dark blue
 - b. Long sleeve shirt - dark blue
 - c. Appropriate badges, pins, and patches
 - d. Dress dark blue pants
 - e. Black belt
 - f. Black uniform style shoes (provided by member)
 - g. Class A style jacket (officers)

NOTE: White shirts for Chief Officers.

All clothing shall be issued by a Chief Officer or designee.

3.1.2 Personal Protective Equipment/Gear Dress Code

1. Each firefighter will wear the complete turn-out gear issued by the Fire Department when engaged in any emergency necessitating its use. Officers may give permission to alter or downgrade turnout gear use at any time as conditions may dictate.
2. Fire Department issued Personal Protective Equipment/gear shall include:
 - a. Turnout Coat
 - b. Turnout Pants
 - c. Boots
 - d. Nomax Hood
 - e. Firefighting Gloves
 - f. Helmet
 - g. SCBA Face Piece/with Bag
 - h. Spanner Wrench/Belt (Optional)
 - i. Flashlight
 - j. Safety Glasses
 - k. Yellow Wildland Coat
 - l. Yellow Wildland Pants
 - m. Yellow Wildland Helmet with Goggles
 - n. Wildland Boots
 - o. Leather Work Gloves
3. All fire department issued Personal Protective Equipment/gear is the responsibility of the member to be maintained in first class condition. This shall include cleaning and general maintenance and documentation.
4. All fire department issued Personal Protective Equipment/gear shall be for authorized fire department use only.

3.1.6 Damage to Uniforms and Turnout Gear

All members shall notify their company captain/quartermaster of any damage to dress uniforms or Personal Protective Equipment/gear.

1. Replacement of department dress uniforms or Personal Protective Equipment/gear that is damaged within reasonable use and/or conditions of use shall be replaced at department expense.
2. Replacement of department dress uniforms or Personal Protective Equipment/gear that is damaged outside of reasonable use and/or abnormal conditions of use shall be replaced at the member's expense.
3. A Chief Officer or designee must approve all replacements. The Fire Chief will have the final say and decision on all replacement matters without recourse on any contested replacement expenses.

3.2 Seat Belt Usage

All Big Lake Fire Department members are required to wear their seat belt when responding in their personal vehicles to and from a call out and when riding in any Big Lake Fire Department apparatus, as required by state law and city ordinance.

3.3 Fire Department Equipment Usage

No member shall remove any equipment for personal use from the department without authorization from a department officer with the exception for officers that respond from home. Any unauthorized use shall result in disciplinary action.

3.4 Department Apparatus Usage

3.4.1 Official Use

Use of the apparatus for other than emergency use and training shall be approved by an officer. Personal use of any fire department apparatus is prohibited.

All fire department apparatus shall be available for official use by qualified fire department members. Qualified means having been trained and approved in apparatus use by the Chief or his/her designee.

Official use includes, but shall not be limited to:

- All emergency responses and activities.
- Transportation to schools and training, fire department functions and details.
- Equipment repair and demonstrations.
- Demonstration rides.
- Public relations functions.

3.4.2 General Rules

1. All drivers shall be qualified and responsible for the apparatus and related functions.
2. Drivers shall not move the apparatus until the crew is seated, seat belts are fastened and all cab doors are shut. The apparatus shall not be moved until it is determined that all personnel are clear of the apparatus.
3. The driver shall operate apparatus in a safe and efficient manner.
4. At no time shall more members or equipment approach the emergency scene than is absolutely necessary for existing conditions. It shall be the Incident Commander's duty to cancel and excuse all unneeded or unnecessary personnel and equipment in a timely and prudent fashion.
5. All firefighters shall stay with their apparatus unless ordered to assist at the scene.
6. All firefighters must return to the station after each call, unless excused, to prepare all equipment for the next emergency.
7. No personnel shall be released until such apparatus and/or equipment is cleaned, replaced and in proper working order without permission.
8. The driver/crew shall be responsible for putting the apparatus back in proper working order.
9. The driver shall properly care for the apparatus, complete the after-run sheets and report problems to the officer in charge.
10. All department apparatus must be kept in a clean and presentable condition at all times.

3.4.3 Driving/Operation

1. It's the driver's responsibility to know the location of the call and its associated route before leaving the station.
2. All apparatus shall be operated with their headlights on, at all times.
3. Use of the emergency warning devices (light, siren, and horn) is the responsibility of the driver. The driver should request assistance from the apparatus officer in operating the emergency warning devices.
4. When responding to an emergency situation, all apparatus shall make maximum use of the emergency warning devices (light, siren, and air horn).
5. Drivers shall exit the apparatus bays in a slow and cautious manner, driving straight out and being alert to obstacles and/or personnel in the vicinity of the apparatus.
6. All apparatus shall respond to emergencies in a safe and reasonable manner. Speeds in excess of the posted limit should be avoided. All apparatus shall be in a position to stop at all times if conditions should require. Should the apparatus approach a green light, such light shall be considered red for stopping purposes. Speeds not to exceed 10 mph over posted limit.
7. While responding with lights and siren, if traffic is unable to clear your path or due to a red light preventing movement, all emergency lighting and sirens should be shut down until normal traffic flow can resume.
8. All drivers should be prepared to come to a complete stop at all red lights and stop signs.
9. All apparatus should avoid passing on the right. When demanded by the situation encountered, extreme caution should be exercised.
10. When approaching an emergency scene consider shutting off the siren.
11. Drivers must be aware of the potential that exists for vehicle accidents on or near the incident due to distractions caused by the emergency.
12. Apparatus shall have and utilize guides for any backing maneuver. If backing is unavoidable and no guide is available, the driver should dismount and walk completely around the apparatus prior to backing.
13. Driver shall stay with the apparatus, at all times unless directed by an officer.

3.4.4 Pumping

The driver shall act as the pump operator on all engines and aerial.

3.4.5 Parking

1. All apparatus vehicles shall be parked so as not to obstruct the arrival of ambulances or other emergency equipment.
2. All apparatus vehicles shall be parked so as to protect the victim, accident scene or other hazardous condition.
3. The driver shall chock the vehicle properly when parked, placing chocks both in front and behind the wheel.

3.4.6 Personal Safety

During all events involving the public, personal safety must be of paramount importance when fire department apparatus is being used for demonstrations and other public events. Safe and prudent operation of all fire department apparatus is especially important at these times. Such operation shall include the use of seat belts by all occupants.

3.4.7 Aerial Truck Operations

All aerial truck non-emergency operations must be approved by a Chief Officer, Chief Engineer or Ladder Company Officer. Aerial truck uses other than training (such as demos, public relations, etc.) should not utilize any elevated operations unless approved by a Chief Officer.

3.4.8 Apparatus Equipment

No firefighter shall remove, change, or alter the arrangement of equipment without the approval of a Chief officer.

All equipment used in an emergency or drill must be cleaned and returned to its proper place immediately after return to the fire station.

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4.1 Self-Contained Breathing Apparatus (SCBA)

4.1.1 Policy

This guideline shall constitute the operational guidelines governing the selection, care, use and maintenance of self-contained breathing apparatus for the Big Lake Fire Department (per CFR 29, 1910.134). Said procedures may be changed or amended by the Fire Department as deemed necessary to improve efficiency and/or safety.

4.1.2 Selection of Apparatus

The selection of self-contained breathing apparatus by the Big Lake Fire Department shall be a Positive Pressure Demand System. The SCBA (self-contained breathing apparatus) selected shall be on the basis of reliability and serviceability dealing with the hazards that fire personnel encounter and are exposed to.

The self-contained breathing apparatus selected shall comply with or exceed standards established by N.I.O.S.H. and M.S.H.A. (Mine Safety and Health Association).

Each member that is permitted to use SCBA equipment shall be issued a face mask for his/her own exclusive use.

4.1.3 Training

All personnel shall be trained in the proper use and limitations of the self-contained breathing apparatus. Said training shall be conducted at least yearly. Records will be maintained by the department.

Training shall include, but not be limited to, donning of equipment, proper use, limitations, cleaning and inspection.

4.1.4 Usage

1. Physical ability to use SCBAs will be determined through an annual screening provided by “physical testing”. Testing shall include, but not be limited to, pulmonary function tests, physical exams and health interviews. Screening will be done by an independent service.

2. Personnel shall utilize self-contained breathing apparatus at all times while respiratory protection is required or when the Incident Commander and/or Safety Officer deems it necessary.
3. SCBA will be worn by all firefighters who enter a hazardous breathing atmosphere. A hazardous breathing atmosphere shall include, but not be limited to, a smoke room, a hot drill, a car fire, an LP or natural gas fire, an electrical fire, a petroleum fire or any environment considered hazardous by the Incident Commander.

Note: All members will wear the mask that they have been assigned.

4. Personnel who can use SCBA are:
 - A. Only those who have been trained in the proper use and limitations of the SCBA.
 - B. Only those who feel themselves physically fit to perform firefighting duties while wearing SCBA.
 - C. Only those determined to be physically fit by department physicals.
5. The following restriction applies for the use of SCBA:

The user of the SCBA shall be monitored for workload, exposure, stress, etc. and where appropriate, discontinue work and rest prior to continuing with their duties.
6. Approved fire department glasses can be worn with the SCBA mask. Contact lenses are also permitted.
7. An officer may give permission to alter or downgrade SCBA use anytime as conditions may dictate. Command will have ultimate authority in SCBA use.
8. During salvage and overhaul, and after Incident Command has determined the atmosphere is safe, SCBA use shall be optional but is recommended.

4.1.5 Maintenance: Cleaning

1. Respirators (face piece) shall be cleaned and disinfected and inspected at least monthly or after each use, whichever occurs first.
2. Self-contained breathing apparatus shall be inspected and disinfected during cleaning and checked to be in proper working order.
3. Said inspection shall be made monthly or after each use, whichever occurs first.

4. Air cylinders shall be hydrostatically tested every *three years* in accordance with D.O.T. methods and procedures specific to the cylinder under test.
5. After use, inspection shall be conducted.
6. After use tank fill must be recorded.

4.1.6 Maintenance: Repair

1. Defective self-contained breathing apparatus shall be repaired by qualified repair service before use.
2. All repairs to defective self-contained breathing apparatus shall be recorded.
3. All repairs shall follow the exact procedures stated in Owner's Manual for Operation and Maintenance of the Air-Pack.
4. All repair parts used shall be authorized manufacturer's replacement parts.

4.1.8 Storage

Self-contained breathing apparatus shall be stored in appropriate manner on fire apparatus. Face pieces shall be kept in protective bags and stored in individual firefighters' lockers.

4.1.9 Respiratory Protection Inspection Program

1. The Respiratory Protection Inspection Program is the job of the SCBA Coordinator and shall be evaluated yearly.
2. SCBA procedures may be changed or amended as deemed necessary to improve efficiency and/or safety.

4.1.10 Low Air Alarm

When firefighters are in a hazardous breathing atmosphere area and their low air alarm sounds, they shall notify their team members of the low air alarm. The firefighters and team members shall notify Incident Command and immediately leave the hazardous breathing atmosphere area in a safe and expeditious manner.

4.1.11 Point of No Return

All firefighters wearing SCBA and working in a hazardous breathing atmosphere shall always keep track of their location, duration they have been on SCBA air, and distance and time required to exit the hazardous breathing atmosphere area. All firefighters shall perform their duties without going past the point of no return, when they would not be able to exit the hazardous breathing atmosphere area without running out of SCBA air.

4.2 Testing and Maintenance

4.2.1 Responsibility

The Fire Chief shall have the overall responsibility for the proper and timely testing of equipment and maintenance of all department vehicles and equipment. The Fire Chief shall ensure that all test and maintenance records are maintained according to OSHA and NFPA standards.

4.2.2 Apparatus Maintenance

All apparatus maintenance shall be the responsibility of the Big Lake Fire Department. All records, testing and inspections shall be maintained and conducted by the Big Lake Fire Department.

4.2.3 Apparatus Pump Testing and Maintenance

All apparatus pump testing and maintenance shall be the responsibility of the Fire Chief. All records, testing and safety inspections shall be maintained.

4.2.4 Fire Hose and Ladder Testing and Maintenance

All fire hose and ladder testing and maintenance shall be the responsibility of the Chief. All records, testing and inspections shall be maintained and conducted by the Chief. Any fire hose or ladders that cannot be repaired shall be removed from service.

4.2.5 SCBA and Compressor Testing, Maintenance and Air Quality

All SCBA and compressor testing and maintenance shall be the responsibility of the SCBA Coordinator. All records, testing and inspections shall be maintained and conducted by the SCBA Coordinator. The air quality of the compressor shall be tested as required.

4.3 Fire Department Budgets

1. An annual budget shall be the responsibility of the Fire Chief. This annual budget shall be prepared with assistance from the Fire Board and submitted to the Governing Body by the Fire Chief.
2. Specific Fire Department budgets, such as training, rescue, and fire education, may be assigned to and be the responsibility of that officer.
3. All purchases by any member(s) or department officer must have the express approval of an Officer. Any purchase(s) exceeding \$100.00 must have the express approval of the Chief.

4.4 Physical Fitness Screening (Agility Test)

4.4.1 Purpose of Test

The purpose of physical fitness screening (the agility test) is to assure the ability of personnel to safely perform the activities required of a firefighter. The objective of the test is to assess the ability of the firefighter to meet the physical demands and working conditions of firefighters.

4.4.2 Schedule for Testing

New Applicants	Must pass physical agility entrance test.
Active Members	Annually

Note: Any member, not on “limited light duty status”, who misses a scheduled test, must schedule a make-up date for the test within six weeks. Failure to do so will result in 30-day suspension and will not be allowed to return until completed.

Unsuccessful Completion of Assessment: Failure to pass the physical agility test for active members will result in a meeting with the members immediate officer and or chief officers to discuss options on how to successfully pass the agility test. If an active member cannot fulfill the agility requirements after consultation and preparation the member will be placed on leave and be inactive until they can successfully pass the physical agility requirements.

4.4.3 Testing Gear / Equipment

New Applicants	Tested in full turnout gear with SCBA.
Active Members	Tested in full turnout gear with SCBA. Must pass SCBA annual compliancy test.

Big Lake Fire Department

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5.1 Medical Training

5.1.1 Emergency Medical Responder (EMR) or EMT

1. All Fire Department members shall meet the following minimum first aid requirements:

A current Emergency Medical Responder (EMR) or higher certificate

2. No member shall let his/her certification expire.
3. Department members not meeting the minimum first aid requirements shall not act or respond on rescue calls.
4. It shall be the responsibility of each member to keep the Fire Department updated with copies of current certificates.
5. All members shall take and successfully pass a Emergency Medical Responder (EMR) or higher refresher course at least once every two (2) years, or may be placed on suspension until completed.

5.1.2 CPR Requirements

All members shall take a CPR refresher course at least once every two (2) years. Member must provide Fire Department with updated certificate for their file.

5.1.3 Bloodborne and Airborne Pathogen Requirements

All members shall take a bloodborne and airborne pathogen training refresher every two years.

5.1.4 AED Requirements

All members shall take a AED (Automatic External Defibrillator) training refresher every two years.

5.2 Fire Training

5.2.1 Fire Training Requirements

1. All members must meet the minimum requirements as set forth in **Section 5.3 Position Training Requirements.**
2. All officers shall attend 12 hours of outside (extra) training annually. Extenuating circumstances will be considered by the chief (ie Pandemic, governors executive orders)
3. All members other than officers shall attend 12 hours of outside (extra) training bi-annually. Extenuating circumstances will be considered by the chief (ie Pandemic, governors executive orders)
4. It shall be the responsibility of each member to turn in all certificates of courses of outside (extra) training taken to the department training officer.

5.2.2 Outside Training

1. All available outside training, sectional schools, conferences, and seminars will be posted on the training board.
2. It shall be the member's responsibility to periodically review available outside training.
3. All outside (extra) training must be approved by the Chief, prior to taking the course. Failure to do so will result in disciplinary action, signed by the chief.
4. Outside training expenses will be paid according to the following chart. (See **Section 2.4.5 Travel and Training Pay Reimbursement Schedule and Section 2.11.4 Training Costs Reimbursement.**)
5. If a member is accompanied by spouse or significant-other they shall have a private room and the department will only pay for the member's expense.

A. Metro schools or schools within one (1) hour driving time.	Must use BLFD vehicle. No overnight lodging unless approved by Fire Chief. Meals as defined in 2.4.5.
B. Schools one (1) to two (2) hours driving time (i.e., Mankato).	Must use BLFD vehicle. Lodging for duration of school as defined in 2.4.5 Meals as defined in 2.4.5.

C. Schools in-excess of two (2) hours driving time (i.e., Duluth).	Must use BLFD vehicle. Lodging for duration of school as defined in 2.4.5 Meals as defined in 2.4.5.
D. Schools requiring air travel must be approved by the Fire Chief.	Meals as defined in 2.4.5 Lodging as defined in 2.4.5 Car rental as defined in 2.4.5

5.2.3 Training Responsibility

Fire training will be the responsibility of the Fire Training Officer / Coordinator.

5.2.4 Training Board

1. The Training Board shall consist of:

Assistant Chief

Company Captains

2. The Assistant Chief shall assist the Fire Training Officer / Coordinator in establishing training goals, outlines, and scheduling. The Board shall meet at regular intervals or at the request of the Fire Training Officer.

3. Training sessions may include all members with a written quiz at the end of each subject trained on. The test shall be maintained in the firefighters training file.

5.3 Position Training Requirements

Position Training Requirements			
Position	Required Minimum Training Requirements	Recommended Training Courses	Outside Training Hours
Firefighter	<ul style="list-style-type: none"> • Probationary Period • Firefighter I & II • First Responder/EMT • Drivers Training • Hazardous Materials Awareness 	<ul style="list-style-type: none"> • Pump Operation • Tactics • Incident Command • Building Construction • Auto Extrication • Confined Space • HazMat Technician 	12 hours every 2 years

Captain	<ul style="list-style-type: none"> • Firefighter qualifications • 3 years on department or fire service • Tactics • Incident Command • Building Construction • Officer 1 or equivalent Leadership Classes signed off by the chief or fire board. • Be in good standing. 	<ul style="list-style-type: none"> • Instructor • Leadership II, III • Fire Cause Determination • Haz Mat Operations 	12 hours every year
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Position Training Requirements			
Position	Required Minimum Training Requirements	Recommended Training Courses	Outside Training Hours
Assistant Chief	<ul style="list-style-type: none"> • Must have served as Captain • 5 years on department • Administration • Be in good standing 	<ul style="list-style-type: none"> • Arson • HazMat operations • Fire Codes • Disaster Management 	12 hours every year
Chief	<ul style="list-style-type: none"> • Disaster Management • Fire Codes • 7 years on department • Be in good standing 		12 hours every year
Lieutenant	<ul style="list-style-type: none"> • 3 years on department • Officer 1 • Be in good standing 	<ul style="list-style-type: none"> • Disaster Management • Administration 	12 hours every year

Big Lake Fire Department

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6.1 Communications, Safety, Incident Command

6.1.1 General Communications

All Department apparatus shall report in service and subsequent arrival on the county radio channel one (1). Department tactical operations will utilize the Big Lake Fire tactical channels. Requests for additional channel assignments should be made to the incident command.

During mutual aid operations, communications should be on that city's fire tactical channel assigned by the county. On all call outs, the apparatus officer shall be responsible for all enroute radio communications.

All apparatus officers shall identify the apparatus in which they are responding, for example, "**E-12 in service with Captain 1**", "**Crew of 5**".

Proper radio etiquette shall be used on all radio communications, at all times. No profanity shall be used at any time.

6.2 Truck Communications

6.2.1 Truck Communications

When the apparatus is ready to respond, the officer shall put the truck in service on the county radio by giving:

- City name
- Truck number
- Number of crew members
- Identity of officer
- Statement: "**in service**"

The officer shall keep in contact with the county dispatcher and other apparatus enroute as may be required.

The first arriving apparatus shall announce on the county radio their arrival by giving:

- City name (**Big Lake**)
- Truck type (**Grass**)
- Truck number (**14**)
- Brief description (**large brush fire**)
- Size up of conditions encountered (**spreading rapidly to the S. W.**)
- Statement: “__in command.” (**“Captain 1 in command”**)

6.3 Mutual Aid Communications

6.3.1 Mutual Aid Communications

When requesting mutual aid, the officer in charge shall state the following to the county dispatcher:

1. Specific equipment and personnel being requested.
2. The staging area to which incoming apparatus are to report.

The officer in charge should be aware of and monitor all channels. Incident command could receive calls from one or all channels and should assign personnel to monitor the required radio channels.

6.4 Incident Command System (ICS)

6.4.1 Purpose of Incident Command System

The Big Lake Fire Department responds to a wide range of emergency incidents. In order to manage effectively our personnel, resources and provide for the safety and welfare of the public and ourselves, the Big Lake Fire Department will always operate within the Incident Command System (ICS).

At all Fire Department call outs, it shall be clearly understood who the officer in charge will be on each piece of apparatus. This individual may delegate his/her responsibility at any time to a more qualified person. At all callouts, it shall be clearly defined which member will be the officer in charge.

In the absence of an officer the most senior man on the apparatus becomes the officer in charge of the apparatus.

6.4.2 Responsibilities of Incident Commander

The Incident Commander (IC) shall be responsible for the following at any incident:

- A. Assess incident priorities.
Incident priorities provide a framework for command.
 - 1. Life safety.
 - 2. Incident stabilization.
 - 3. Property conservation.

- B. Perform size-up.
Size-up is not static and must be continued throughout the duration of the incident.
 - 1. What have we got? (situation)
 - 2. Where is it going? (potential)
 - 3. What do we need to control? (resources)

- C. Select the strategic mode.
Operations may be conducted in either an offensive or defensive mode. This decision is based upon the answers to the following two questions:
 - 1. Is it safe to conduct offensive operations?
 - 2. Is resource capability (present and projected) adequate for offensive operations to control the incident?

- D. Establish tactical objectives.
Tactical objectives are the specific operations that must be accomplished to achieve strategic goals.
 - 1. Assignment of resources.
 - 2. Nature of the tactical activity.
 - 3. Location in which the tactical activity must be performed.
 - 4. If the tactical action must be performed in sequence or coordinated with any other tactical action.

- E. Define the strategic goals.
Strategic goals define the overall plan that will be used to control the incident.
 - 1. Protection or removal of exposed persons.
 - 2. Confinement and extinguishment of the fire or control of the hazard.
 - 3. Minimal loss to involved or exposed property.

- F. Implement the incident action plan.
Implementation of the incident action plan requires that the IC establish an appropriate organizational structure to manage the required resources and communicate the tactical objectives.
- G. Select the command mode.
The IC must determine if the initial command activity will be conducted from a fixed position, or if it will be conducted simultaneously with the tactical operations of the first arriving company. Command from a fixed position is preferred. The IC must answer the following two questions:
1. Will the initial tactical operations of the first arriving apparatus have a significant impact on the eventual outcome of the incident?
 2. Will the personal efforts of the Apparatus Officer in the performance of the tactical activity have a significant impact on the ability of the Officer to achieve their assigned tactical objectives?

If the answer to these two questions is No, command from a fixed position should be established.

If there is a need for immediate tactical activity, and the incident necessitates that the Apparatus Officer be an integral part of the tactical operations, command in the offensive mode should be initiated. Command in the offensive mode should only be performed until command can be transferred.

6.4.3 Establishing Incident Command

All radio traffic and instructions shall be requested through IC (incident command). This will reduce the confusion as to who is in command of the scene.

The first fire department officer or senior firefighter to arrive at a scene, shall assume command. The initial officer or firefighter shall remain in command until command is transferred.

Incident Command includes assuming the role of and responsibility for accountability and Safety Officer.

The first arriving officer or senior firefighter initiates the command process by giving an initial radio report which includes:

1. Officer taking command (Chief 2 in command).

2. A brief description of the incident situation.
3. Obvious conditions.

4. A brief description of the action being taken.
5. Any obvious safety concerns.

One apparatus responses, that are not going to escalate beyond the commitment of one apparatus, **does not require a formal activation** of the incident command system. However, the first on-scene officer/senior firefighter shall remain responsible.

If the situation has not stabilized and/or the department officer must withdraw to the exterior, the officer shall establish formal command and identification of command location/command post.

6.4.4 Organization for Larger Incidents

The Incident Command structure should be based on the management needs of the incident and should be developed on a proactive basis. Incident resource and management needs must be projected adequately ahead to allow for the reaction of responding resources.

The IC and other supervisory personnel should anticipate span-of-control and workload. This may necessitate requesting additional command officers to fill these overhead positions. Whenever planning, logistical, or finance functional responsibilities become a significant workload for the IC, the appropriate sections should be staffed. This will prevent overextension of the IC's span-of-control.

6.4.5 Transfer of Command

When command is transferred, it should trigger an upgrade in the command structure. The officer assuming command will conduct communications with the person being relieved via radio, or preferably person to person.

The person being relieved will brief the officer assuming command, indicating the following:

- General situation status.
- Incident conditions.
- Tactical priorities/objectives.
- Safety considerations.
- Assignment of operating companies and personnel.
- Appraisal of need for additional resources.

Command cannot be transferred to any officer that is not on the scene. The arrival of a ranking officer on the incident scene does not automatically mean that command will be transferred. The officer receiving command must acknowledge receipt and announce that command has been transferred.

Other chief officers arriving on the scene shall report to the command post. They shall assume duties to assist the Incident Commander.

If command has been established by a firefighter, command shall be transferred to the first arriving Officer. Command shall be transferred to the first arriving Chief at that Chief's discretion. When a Chief or Chief Officer allows a lower ranking Officer to retain command this does not remove the responsibility for the incident from the higher-ranking individual.

6.4.6 Communications

All unnecessary radio communications shall be eliminated. All communications channels shall be established by Incident Command. All communication to the sheriff's communication center shall be on Sherburne County Fire (Channel 1).. All other communications shall be on the incident frequency.

If resources outside of Sherburne County are requested, Incident Command shall operate on assigned channel. If mutual aid is requested from non-Sherburne County departments or agencies, communications shall be switched to all regional or statewide mutual aid channels or helping agencies must be provided with compatible portable radios.

6.4.7 Staging

All incoming apparatus shall report to the staging area. When the IC has not defined an assignment for on-scene or responding resources, staging shall be established automatically by incoming apparatus.

When an incident is not yet stabilized, resources sufficient to meet potential incident development should be available in staging.

Incident Command shall establish staging by defining its location and communicating this information to the dispatch center. The dispatcher or IC shall inform all responding resources of the location of staging.

If responsibility is not specifically assigned the officer of the first apparatus to arrive in staging shall assume the function of the staging officer. The staging officer shall keep the Incident Command advised of resource availability in staging.

Incident Command shall request on-scene resources through the staging officer and shall specify where and to whom these resources shall report, as the complexity of the incident mandates.

6.4.8 Divisions

Divisions may be mandated and IC should anticipate this need and assign divisions as indicated.

Note: Divisions should include but are not limited to: Interior, roof, exterior, directional areas, staging, relief, water supply, logistics, finance, planning, ventilation, safety, accountability, etc.

6.5 AM/FM Radio Usage

6.5.1 Emergency Calls

Vehicle AM/FM radios should not be used during an emergency call.

6.5.2 Training

Vehicle AM/FM radios should not be used during training without the permission of the officer in charge of training.

6.5.3 Usage Authorization

Vehicle AM/FM radios shall be kept in the off position and shall be used only with the approval of the apparatus officer. Any requests from members that the radio *not be turned* on shall prevail.

6.6 Emergency Evacuation

6.6.1 Emergency Evacuation Signal

A steady blast of an airhorn(s) shall be the signal for all firefighters and/or other personnel to evacuate the hazardous area or structure *immediately*.

6.6.2 Notification for Emergency Evacuation

A safety officer, a sector officer and/or a firefighter shall notify the Incident Commander instantly of any emergency situation requiring the immediate evacuation of an area and/or structure.

6.6.3 Communication of Emergency Evacuation

When there is an emergency evacuation required of the hazardous area and/or structure, the Incident Commander must do the following:

1. Immediately transmit the following on all radio channels:
“Evacuate Immediately.”
2. Order that all available apparatus sound their airhorns in a steady blast emergency evacuation signal.

This shall be repeated as necessary. An accountability roll call shall be taken.

6.7 Safety Officer

6.7.2 Purpose of Safety Officer

All Fire department operations shall have a Safety Officer, if possible, if this is not possible the I.C. will be the safety officer.

It shall be the responsibility of the safety officer to ensure that all department operations are conducted safely. These operations include, but are not limited to, emergency operations and training.

6.7.3 Position of Safety Officer

The position of Safety Officer shall be assumed automatically by the Incident Commander or Training Officer at any emergency operations or training. A Safety Officer should be appointed by Incident Command or the Training Officer when and where resources permit.

6.7.4 Responsibilities of Safety Officer

1. Maintain contact with Incident Command and/or the Training Officer.
2. Wear appropriate identification.
3. Identify hazardous area of operations.
4. Assess apparatus placement.
5. Identify, assess and make appropriate changes and/or stop any unsafe actions.
6. Maintain a continuous assessment of the condition of the structure and any potential for collapse.
7. Maintain a continuous assessment of the total area of operations to make sure that it is a safe scene.
8. Assess all firefighters' physical and mental ability to perform their duties.
9. Assume responsibility of accountability if no accountability officer is assigned.

6.8 Safety Committee

6.8.1 Purpose of Safety Committee

It shall be the responsibility of the Safety committee to conduct research, develop recommendations, and study and review matters pertaining to and the management of occupational safety and health within the Fire Department.

6.8.2 Composition of Safety Committee

The Safety Committee shall consist of the following members:

1. One Officer
2. 3 members of the department
3. Chairperson (non-officer)

6.9 Accountability System

6.9.1 Use of Accountability System

The Fire Department shall have an accountability system designed to provide the Fire Department with an accounting for each firefighter enroute to, during, and following all Department operations.

6.9.2 Responsibility for Accountability

The responsibility for accountability shall be assumed automatically by the Incident Commander. An Accountability Officer should be appointed when and where resources permit at any emergency operations or training, or when the incident may dictate. This person shall assist with or take responsibility for accountability.

6.9.3 Accountability System Components

The Accountability System consists of the following components:

1. All members will be supplied with two (2) name tags to be attached to their helmet or turnout gear.
2. All apparatus will have one (1) apparatus and one (1) team board.
3. Two-way radios will be utilized by all crews operating in a hazardous area.
4. Personal department issued flashlight.

6.9.4 Firefighter Responsibility

It shall be the responsibility of all firefighters operating at emergency operations or training to participate in the Department's Accountability System.

6.9.5 Implementation of System

The Accountability System shall be fully implemented on all calls and training. Only plain language will be used in communications relating to accountability. No abbreviations or acronyms will be permitted.

6.9.6 Using the Accountability System

Using the Accountability System	
In Service/ Responding to	<ul style="list-style-type: none">• All firefighters responding in each apparatus shall place and/or ensure the placement of one of their name tags on the apparatus crew board and on one team board.• The crew board shall remain in the apparatus on or adjacent to Officer's seat.• The crew board's security will be the responsibility of the apparatus driver.• The crew board will be utilized should a roll call of the entire scene be deemed necessary by Incident Command.
Arrival	<ul style="list-style-type: none">• Upon arrival, all firefighters shall stay with their apparatus until assigned by Incident Command or the Apparatus Officer.• There shall be no freelancing by any firefighter at any time.

Using the Accountability System

Entering a Structure and/or Hazardous Area

- Prior to entering a structure and/or hazardous area, a firefighter and/or Officer shall obtain an entry board from their apparatus and place it at the entry point of the structure and/or hazardous area.
- Note: If any entry board is already in place, they are to use that entry board.
- As each firefighter enters the structure and/or hazardous area entry point, they shall place and/or ensure placement of one of their name tags on the entry board and activate their PASS (Personal Alert Safety System).
- Special Note: A structure and/or hazardous area may have more than one entry area.
- Incident Command or the assigned Accountability Officer must be informed of and maintain an accountability of the placement and location of all entry boards.
- A hazardous area includes the close proximity to a burning or damaged structure.

Working in a Structure and/or Hazardous Area

- When working in a hazardous atmosphere or area, all firefighters will:
- Operate as team of two (2) or more.
 - Enter, stay, work and leave as a team.
 - Remain in contact with all team members through visual, audible, physical, safety ropes or by other means in order to conduct their activities.
 - Maintain two-way radio contact with Incident Command.
 - If radio communication is lost, the affected crew shall exit the hazardous area immediately or team up with another crew and advise Incident Command of the change.

Using the Accountability System	
Exiting from a Structure and/or Hazardous Area	<ul style="list-style-type: none"> • All teams exiting a structure and/or the hazardous area should make an effort to exit from the same point as entry was made. • All team members shall retrieve their name tags from the entry board, regardless of their exit point • Upon exiting and retrieval of their name tags, all team members should report to the relief area, Incident Command or their apparatus as the incident may dictate.

6.9.7 Call for Par

A call for par may be requested to account for and verify the safety of any or all firefighters and to ensure accountability. The Incident Commander, Safety Officer, Accountability Officer and/or any firefighter may request a call for par be implemented. Two (2) types of calls for par may be taken:

Structure and/or Hazardous Area Call for Par	<ul style="list-style-type: none"> • This call for par shall be called whenever there is a change from offensive to defensive attack, flashover, backdraft, collapse, wind change, trapped firefighters, fire under control, etc. • This will be conducted using the entry boards.
Total Fireground Call	<ul style="list-style-type: none"> • This call for par shall be called if there is a missing firefighter and/or the emergency evacuation signal is activated. • This will be conducted using the crew boards.

The call for par shall be conducted by the Incident Commander and/or Accountability Officer who will call for verification of each firefighter from crew leader from the appropriate entry and/or crew Accountability boards. This may be done with the assistance from other officers. When a call for par is called, Incident Command will state the following over the radio a minimum of two (2) times:

“Stand by for Par”

Or if it is perceived as an emergency:

“Stand by for emergency Par”

Special Note: A call for Par may be sector specific. All names on the entry and/or crew boards must be accounted for.

At **no time** shall the names of missing personnel be transmitted over radio traffic.

6.9.8 Termination of System

The Accountability System will be maintained until all operations are complete. Prior to leaving the scene, each Apparatus Officer will roll call the apparatus crew board. It shall be the responsibility of each Apparatus Officer to retrieve and/or remove the name tags of their crew and place them on the appropriate crew board on the apparatus on which the firefighters will return.

Note: The rescue apparatus shall be the default apparatus crew board.

When each apparatus returns to the station, it shall be the responsibility of each firefighter to retrieve his/her name tag from the crew board.

6.9.9 Downgrading of System

The accountability system may be downgraded at any time from full implementation by Incident Command as the ongoing scene operations and conditions permit and warrant.

Big Lake Fire Department

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7.1 Firefighter Positions

7.1.1 Probationary Firefighter

Purpose

To provide fire suppression, first aid or other emergency assistance as qualified and under the appropriate supervision of any officer or designated firefighter. The physical requirements of this position are demonstrated by the successful completion of a physical test

Responsibilities:

A. Call Outs

1. Respond to the station for all call outs. Do not board any apparatus until authorized by the Fire Chief.
2. Respond to the station for mutual aid call outs, once FFI has been completed with approval from the Chief they may respond at the discretion of an officer or senior person.
3. Only one probationary member may operate as a crew member per rig / company.

B. Overall

1. Participate in required Fire Department training.
2. Attend work details as scheduled.
3. Maintain equipment and station. (roll hose, empty trash, see station duty list, see station duty list)
4. Be responsible for all property issued to him/her and any equipment utilized in the performance of his/her duties.
5. Keep secure all information that is not to be communicated outside the department.
6. Be cognizant of and adhere to department policies and operating procedures.
7. Maintain required call and training percentages.
8. Present a professional, constructive image and attitude in the performance of duties.
9. Be able to work with other members of the department.

C. Driving

Do not drive an apparatus until approved by the Chief or Training Officer. In no cases shall a probationary member operate or drive a Department vehicle on any emergency using the lights and siren.

D. Firefighting

All probationary members must confine their fire ground activities to exterior duties until authorized by the Chief.

Position Relationships

- Report to their Captain on all matters related to this position.
- Work closely with other firefighters and officers.
- Accept specific responsibilities assigned by the officer in charge.

Position Requirements

- Must meet requirements in the sections listed below:

Section 2.2.4	Membership Eligibility
Section 5.3	Position Training Requirements

Reimbursement

Reference: Section 2.4 Member Compensation and Current Pay Scale Addendum

7.1.2 Firefighter

Purpose

To provide fire suppression, first aid or other emergency assistance as needed and directed.

The physical requirements of this position are demonstrated by the successful completion of an annual physical test.

Responsibilities:

A. Fire Ground or Rescue Scene

1. In the absence of an officer, the most qualified firefighter shall assume the responsibility of an officer and be in command of the Incident scene.
2. Operate equipment in an efficient and safe manner.
3. Perform firefighting, rescue and first aid tasks as needed using proper techniques and procedures as prescribed by operating guidelines.

B. Overall

1. Participate in required Fire Department training.
2. Attend work details as scheduled.
3. Maintain equipment and stations.
4. Recommend changes that would be beneficial to the department.
5. Present a professional, constructive image and attitude in the performance of his/her duties.
6. Serve on Fire Department committees and/or activities.
7. Be responsible for all property issued to him/her and any equipment utilized in the performance of his/her duties.
8. Maintain required call and training percentages.
9. Keep secure all information that is not to be communicated outside the department.
10. Be cognizant of and adhere to department policies and operating procedures.
11. Be able to work with other members of the department.

Position Relationship

- Report to your assigned Captain on all matters related to this position.
- Accept specific responsibilities assigned by the officer in charge.

Position Requirements

- Must meet requirements in the sections listed below:

Section 2.2.4	Membership Eligibility
Section 5.3	Position Training Requirements
- Completion of probationary period.

Reimbursement

Reference: Section 2.4 Member Compensation and Current Pay Scale Addendum

7.2 Officers

Captain

7.2.1

Purpose

To provide guidance and direction to assigned personnel during fire suppression, first aid or other emergency assistance activities as needed.

The primary responsibilities of this position are to serve as a Firefighter, and to provide fire suppression and emergency rescue services as needed. The physical requirements of this position are demonstrated by the successful completion of an annual physical test.

Position Specific Responsibilities:

A. Fire Ground or Rescue Scene

1. Direct a crew in firefighting, first aid, or other emergency service. The Captain is a line officer and will lead a designated crew with assigned tasks.
2. Assure that all equipment and crews are operated in a safe and efficient manner.
3. Assume Incident Command in the absence of a senior officer. This may be reassigned to other officers if appropriate.

B. Overall

1. Work with the officers to determine and assign work tasks and coordinate work details.
2. Direct maintenance and cleaning of station and equipment.
3. Assist with the recruiting, hiring, and evaluation of personnel as directed by the Fire Chief.
4. Attend required meetings which are over and above those required of a Firefighter.
5. Serve on the training board and instruct training sessions as required.
5. Assure that all incident reports are complete and accurately entered into MNFIR System, (currently Image Trend).
6. Attend the extra training that is required.
7. Report all personnel problems to the Chief or Assistant Chief(s).
8. Assist company members with developing and achieving individual goals.
9. Assist the Chief(s) in the handling of personnel problems in the station.
10. Present a positive and constructive attitude in performance of duties.
11. Strive to improve morale within the station and improve working relations, team building and communication with other stations and agencies.

12. Work with the Fire Chief to establish the annual Fire Department objectives.
13. Track work details and advise the Assistant Fire Chief of members not meeting requirements.
14. Instruct new member(s) on equipment operations, department policies, and operational guidelines.
15. Maintain required call and training percentages.

C. Administrative and Special Duties

1. Organize, coordinate and run Fire Department functions.
2. Attend the assigned quarterly association meetings.
3. Report to the Assistant Fire Chief, on all matters related to this position.
4. Accept specific responsibilities assigned by the Chief and Assistant Chief.
5. Supervise Firefighters.
6. Work closely with all Officers and Firefighters.
7. Assume the duties of the Chief and/or Assistant Chief, in their absence.

Position Requirements

Eligible members may apply for an open Captain position, provided they meet **all** of the requirements in the sections listed below:

Section 2.2.4
Section 5.3

Membership Eligibility
Position Training Requirements

Reimbursement

<i>Reference: Section 2.4 Member Compensation; Current Pay Scale Addendum and Captain Duties Stipend Addendum</i>

7.2.2 Assistant Chief

Purpose

To provide guidance and direction of administration, training activities and maintenance of stations and equipment.

The primary responsibilities of this position are to serve as a manager and to provide fire suppression and emergency rescue services as needed. The physical requirements of this position are demonstrated by the successful completion of an annual physical.

Responsibilities:

A. Fire Ground or Rescue Scene

1. Respond directly to all calls as deemed necessary.
2. Assure that all equipment and crews are operated in a safe and efficient manner.
3. Assume Incident Command as deemed necessary at all incidents. Portions of this duty may be reassigned to other officers.
4. Assist Chief, as directed.

B. Training

1. Instruct training sessions as required.

C. Station

1. Periodically inspect stations and equipment.
2. Assure that all maintenance and cleaning of stations and equipment is completed.
3. Assign work details.

D. Overall

1. Be responsible for enforcing the rules, regulations and policies of the department.
2. Serve as a Department representative to Fire Board.
3. Assist in recruiting, hiring, and evaluation of members.
4. Attend additional training and meetings, as required by the position.

5. Present a positive and constructive attitude, in performance of duties.
6. Strive to maintain morale within the department and working relations with other agencies.
7. Work with the officers in the preparation of the annual objectives for the department.
8. Monitor all activities and the progress of department objectives.
9. Assist with developing department goals.
10. In the absence of Chief, assume all responsibilities of the Chief.
11. Maintain required call and training percentages.

Position Relationships

1. Report to department Chief, on all matters related to this position.
2. Accept specific responsibilities assigned by the chief.
3. Supervise all officers and firefighters.
4. Work closely with the chief, firefighters, officers and other agencies.

Position Requirements

Members may be eligible for the Assistant Chief position, provided they meet **all** requirements in the sections listed below:

Section 2.2.4
Section 5.3

Membership Eligibility
Position Training Requirements

Reimbursement

Reference: Section 2.4 Member Compensation; Current Pay Scale Addendum and Assistant Chief Stipend Duties Addendum

7.2.3 Fire Chief

Purpose

To be responsible for the overall management, supervision, and administration of the Big Lake Fire Department.

The primary responsibilities of this position are to serve as an administrator/manager and to provide fire suppression and emergency rescue services, as needed. The physical requirements of this position are demonstrated by the completion of an annual physical.

Responsibilities:

A. Fire Ground or Rescue Scene

1. Respond directly to all calls as deemed necessary.
2. Assure that all equipment and crews are operated in a safe and efficient manner.
3. Assume Incident Command as deemed necessary at all incidents and/or ensure Incident Command is assumed and maintained.

B. Training

1. Instruct training sessions as required.
2. Ensure the firefighters are receiving quality training.
3. Appoint a training officer/coordinator.

C. Station

1. Periodically inspect stations and equipment.
2. Assure that all maintenance and cleaning of stations and equipment is completed.
3. Assign work details.

D. Overall

1. Be responsible for enforcing the rules, regulations, guidelines and policies of the Fire Department.
2. Serve as a Department representative to the Fire Board.
3. Be responsible for recruiting, hiring, and evaluation of members.
4. Supervise the maintenance of all Fire Department records and reports as required.
5. Assure that all reports are complete and accurate.
6. Attend extra training and meetings as required.

7. Present a positive and constructive attitude in performance of duties.
8. Strive to maintain morale within the department and working relations with other agencies.
9. Monitor all activities and the progress of department objectives.
10. Work with the officers in the preparation of the annual objectives for the department.
11. Developing department goals.
12. Serve as a liaison between the Big Lake Fire Department and the Fire Board. May appoint an officer to attend in his/her absence.
13. Meet with the Fire Board on a regular basis.
14. Review all recommendations from department committees prior to submitting to bid or other processes of purchase.
15. Ensure proper testing of all department equipment and apparatus as required. (Example: pumps, hoses, air compressor unit, ladders, air bottles, etc.)
16. Operate the department within applicable NFPA and OSHA recommended standards.
17. Maintain required call and training percentages.
18. Maintain a good relationship with mutual aid departments.

Position Relationships

1. Report to Fire Board.
2. Accept specific responsibilities assigned by the Fire Board.
3. Supervise all officers and firefighters.
4. Work closely with Assistant Chief, firefighters, officers, and other agencies.

Position Requirements

Members may be eligible for the Chief position, provided they meet **all** requirements in the sections listed below:

Section 2.2.4 Membership Eligibility

Section 5.3 Position Training Requirements

Length of Appointment Section 2.3.2 Officer Appointments

Reimbursement

Reference: Section 2.4 Member Compensation; Current Pay Scale Addendum and Chief Stipend Duties Addendum

7.3 Supplemental Training Assignments

7.3.1 Fire Training Officer

Purpose

To provide guidance and direction of all training and safety.

The primary responsibilities of this position are to serve as a Firefighter and to provide fire suppression and emergency rescue services as needed. The physical requirements of this position are demonstrated by the successful completion of an annual physical.

Responsibilities:

A. Fire Ground or Rescue Scene

1. Meet the same position requirements as defined in Section 7.2 Officer Positions.

B. Training

1. Define and develop training programs, needs, and lesson plans for the department.
2. Schedule training sessions.
3. Prepare, maintain and keep up-to-date all course outlines and training materials.
4. Maintain training and attendance records for each firefighter.
5. Conduct training sessions as required.
6. Be responsible and provide direction for training of all members.
7. Be in charge at all training or assign a designee.

8. Develop safety requirements for training and all operations with the Training Board and or Chief.
9. Serve as a member and chairperson of the training board.
10. Submit yearly budget requests to the Chief.
11. Coordinate all outside training.
12. Chief and Assistant Chief will approve all outside training.

C. Overall

1. Work closely with the person who is leading any of the special response crews.
2. Attend extra training and meetings as required.
3. Prepare activity reports.
4. Present a positive and constructive attitude in performance in his/her duties.
5. Strive to maintain morale within the department and good working relations with other agencies.
6. Possess good verbal and written communication skills.
7. Set annual goals and objectives for the training department.

Note: The Training Board shall consist of:
Training Officer
Company Captains
Assistant Chief
Chief

Position Relationships

1. Report to Assistant Chief and Chief on all matters related to this position.
2. Accept specific responsibilities assigned by Fire Chief.
3. Work with training instructors and coordinate all training activities.
4. Work closely with Chief and Assistant Chief, firefighters, and other agencies.

Position Requirements

This is an appointed position by the Fire Chief.

Length of Term

Fire Chief will determine the length of time for the training officer position.

Reimbursement

Reference: Section 2.4 Member Compensation and Current Pay Scale Addendum;

7.4 Supplemental Department Assignments

7.4.1 SCBA Coordinator

Purpose

To procure, issue, repair and maintain all SCBA equipment.

The primary responsibilities of this position are to serve as a Firefighter and to provide fire suppression and emergency rescue services as needed. The physical requirements of this position are demonstrated by the successful completion of an annual physical.

Responsibilities:

A. Fire Ground or Rescue Scene

1. Act as Firefighter and assist with SCBA related events and repairs.

B. Overall

1. Maintain all SCBA equipment, air fill system, and spare parts inventory.
2. Prepare and maintain records for SCBA equipment and air fill system.
3. Submit an annual budget request to Fire Chief.
4. Attend extra training and meetings as required.
5. Order SCBA supplies as necessary, with approval from the Fire Chief.
6. Maintain all personal alarm locators (PAL).

Position Relationships

1. Reports to Fire Chief on all matters related to this position.
2. Accepts specific responsibilities assigned by Fire Chief.
3. Works closely with all department members.

Position Requirements

This is an appointed position by the Fire Chief.

Length of Term

The Fire Chief will determine the length of this position.

Reference: Section 2.4 Member Compensation and Current Pay Scale Addendum

7.4.2 Fire Board

The governing body of the Department shall be the “Big Lake Fire Department Board” (hereinafter referred to as the “Board”). Per the Big Lake Fire Department Joint Powers Agreement; The Board shall consist of the following members:

1. Voting Members: The governing body of each Party shall appoint two (2) “Voting Members,” of whom shall be an elected official of the governing body.
2. Ex-Officio (non-voting) Members: One (1) manager, administrator, or staff member of each Party (City employee and township employee) shall serve on the Board as a non-voting Ex-Officio Member.

Big Lake Fire Department

Effective Date: 01/01/2002

Revision Date: 06/12/2013 – Section 2.4.3; 1/1/2016 – Section 2.3.2; 1/8/2018;

JPB Approved: 05/04/2021; 03/01/2022

8.1 General Response

8.1.1 Responding to Callouts

All members responding to Big Lake Fire Department callouts shall drive with caution and obey all traffic laws, rules, and regulations of the State of Minnesota.

All members shall report directly to the station unless the incident is in the direct route to the fire station, then only one (1) member may stop to do a size-up. Upon the arrival of the first apparatus, they must return to the station, or arrange to get their gear.

Chief/Assistant Chief officer to respond directly to scene when possible.

The member must stay out of harm's way until they have the proper turnout gear on.

The Chief may authorize other officers to respond directly to the scene.

8.1.2 Mutual Aid Requests: Scene callouts

Big Lake Fire Department shall respond to requests, for mutual aid. An officer will be responsible for dispatch of the requested units concurrent with the available members and needs of the Big Lake fire district. Each apparatus responding to a mutual aid request should have an officer in command.

Reference: Section 8.5.6 Mutual Aid to Scene of Requesting Fire Department

8.1.3 Mutual Aid Requests: Stand-by at Station Callouts

Requests for a crew to stand by at a neighboring station will be a routine response only. The Chief, Assistant Chief, or officer shall remain in the city until completion of the mutual aid detail.

Reference: Section 8.5.5 Mutual Aid to Standby at Neighboring Station

8.1.4 Requesting Mutual Aid

Mutual aid requests from other communities should be called if, in the judgment of the Incident Commander, the apparatus, equipment and/or personnel available are inadequate to handle the situation.

8.1.5 Incident Completion

When a police officer/deputy is in charge at an incident, the Fire Department officer in charge shall request permission to clear the scene when Fire Department activities appear to be complete.

8.2 Response Protocols

8.2.1 Response Protocols Enroute to Scene

The response protocols for each driver, officer and firefighter while enroute to the scene of an emergency are listed below:

Response Protocols Enroute to Scene			
Step	Driver	Officer	Firefighter
1	Know truck operations.	Officer or senior seat.	Have on full turnout gear.
2	Know exact destination.	Don air packs.	Don air packs.
3	Drive with extreme caution.	Know destination and route.	Wait for instructions from an officer.
4	Be prepared to yield and stop at all times.	Check in service and give "responding to" location.	
5	Ensure all vehicle functions enroute, lights, siren, air-horn.	Handle all radio communications. Assign duties as required.	
6		Assist with warning devices as needed.	
7		Give initial instructions to crew enroute.	
8		Pick hydrant or be aware of nearest water supply.	
9		Review preplan enroute.	

8.2.2 Initial Response Protocols at Scene

The initial response protocols for each driver, officer and firefighter at the scene of an emergency are listed below:

Initial Response Protocol at Scene			
Step	Driver	Officer	Firefighter
1	Position vehicle at officer's direction.	First in, give size-up.	Advance predetermined line.
2	Chock rear wheel.	Carry radio.	Assist catching hydrant, hook up if appropriate.
3	Engage pump.	If first in, take command.	Call for charge when line is ready.
4	Engage generator.	Give initial directions to crew.	Initiate attack on officer's command.
5	Set radios to exterior. Take over radio control, of that apparatus.	Direct/assist crew in initial attack.	Gain entry – a tool, radio, flashlight, and imager (is optional) shall accompany all advances.
6	Assure water supply.	Ensure accountability and safety are in place.	

8.3 Fires and Alarms

8.3.1 Residential Fire and Fire Alarms

Definition: Any single and duplex (two-family) dwelling used as a residence.

Residential Dwelling Structure Fire, Fire Alarm, Chimney Fires: Response Order	
City Calls With Hydrants	Non-hydrant City/Township
1. Engine – 1	7. Engine – 1
2. Ladder – 1	8. Water tender - 2
3. Engine - 12	9. Ladder – 1
4. Rescue – 15	10. Water tender - 1
5. Water tender -2	11. Water tender - 17
6. Additional apparatus as needed	12. Additional apparatus as needed

Residential Dwelling Structure Fire, Fire Alarm, Chimney Fires (cont.):
General Procedures

<p>Second tender (non-hydrant)</p>	<p>The second arriving tender shall:</p> <ul style="list-style-type: none"> • Stage at the designated staging area. • Notify incident command and wait for instructions. <p>This tanker's primary responsibilities shall be for additional water supply for the engines.</p>
<p>Aerial</p>	<p>The arriving Aerial shall:</p> <ul style="list-style-type: none"> • Park in front of building, access is left for the aerial in front of the home. Set up for roof and aerial operations. • Support the operations of the first truck or other engine companies operating in other areas of the building, <p>If not committed to an exterior rescue operation, elevated stream, or other task as identified by command, the inside truck crew shall begin support activities that enable the engine company to extinguish the fire. This involves forcible entry.</p> <p>In as much a chronological order as can be expected:</p> <ol style="list-style-type: none"> 1. Ventilation from the interior. 2. Search for the fire. 3. Search for occupants.
<p>Heavy rescue</p>	<p>The arriving heavy rescue shall:</p> <ul style="list-style-type: none"> • Position itself as close to the scene as practical. <p>The heavy rescue's primary responsibilities shall be for additional personnel, relief setup, salvage and overhaul.</p>
<p>Second Engine</p>	<p>The second arriving engine shall:</p> <ul style="list-style-type: none"> • Stage at the designated staging area. • Notify command and wait for instructions. <p>This engine's primary responsibilities shall be for additional pumping capability, personnel, establish water source, and equipment.</p>

8.3.2 Commercial Structure Fire and Fire Alarm

Definitions: Any structure designed for commercial usage.

Commercial Structure Fire and Fire Alarm: Response Order	
City Calls WITH Hydrants	Non-hydrant City/Township
1. Engine – 1	1. Engine – 1
2. Ladder – 1	2. Water tender - 2
3. Engine - 12	3. Ladder – 1
4. Rescue – 15	4. Water tender - 1
5. Water tender -2	5. Water tender - 17
6. Additional apparatus as needed	6. Additional apparatus as needed

Commercial Structure Fires: Response Order	
City call with Hydrants	Non-hydrant City/Township
1. Engine – 1	7. Engine – 1
2. Ladder – 1	8. Water tender - 2
3. Engine – 12	9. Ladder – 1
4. Water tender – 2	10. Water tender– 1
5. Rescue – 15	11. Water tender -17
6. Additional apparatus as needed	12. Additional apparatus as needed

Commercial Structure Fires (cont.):

Commercial Procedures

Incident Command	<p>The Officer shall:</p> <ol style="list-style-type: none">1. Assume incident command, review preplans, and designate a staging area.2. Radio a brief description of the conditions encountered upon arrival and determine the need for rescue, ventilation and fire suppression.3. Find the alarm location, alarm panel, utility shut offs, and hydrants.
First Engine	<p>The first arriving engine shall;</p> <ul style="list-style-type: none">• Pull past the structure leaving room for other apparatus to position directly in front of the structure when possible.• Drop supply line when possible and proceed to the main entrance or the entrance that allows the best access to the affected area. <p>This engine's primary responsibilities shall be forcible entry, rescue and fire suppression.</p> <p>The booster tank on this engine shall be its primary water source.</p> <p>The driver/pump operator shall immediately notify incident command and/or the next arriving apparatus of the need for additional water and supply line status.</p>
Second Engine	<p>The second arriving engine shall:</p> <ul style="list-style-type: none">• Locate the fire department sprinkler connection and adjacent hydrant.• Connect to the sprinkler connection and hydrant and support the sprinkler system.
Aerial	<p>The arriving Aerial shall:</p> <ul style="list-style-type: none">• Park in front of building allowing for aerial access, in front of the home.• Set up for roof and aerial operations.• Support the operations of the first truck or other engine companies operating in other areas of the building.

Commercial Structure Fires Commercial Procedures (cont'd)	
Aerial (cont'd)	<p>If not committed to an exterior rescue operation, elevated stream, or other task as identified by command, the inside truck crew shall begin support activities that enable the engine company to extinguish the fire. This involves forcible entry.</p> <p>In as much a chronological order as can be expected:</p> <ol style="list-style-type: none"> 1. Ventilation from the interior. 2. Search for the fire. 3. Search for occupants.
Heavy Rescue	<p>The arriving heavy rescue shall:</p> <ul style="list-style-type: none"> • Position itself as close to the scene as practical. • Be prepared to become the incident command support apparatus. • Be prepared to lay lines. <p>The heavy rescue's primary responsibilities shall be for additional personnel, relief setup, salvage, and overhaul.</p>

8.3.3 Multiple Residential Dwelling Structure Fires

Multiple Residential Dwelling Structure Response Order	
City Calls With Hydrants	Non-hydrant City/Township
<ol style="list-style-type: none"> 1. Engine – 1 2. Ladder – 1 3. Engine - 12 4. Rescue – 15 5. Water tender -2 6. Additional apparatus as needed 	<ol style="list-style-type: none"> 1. Engine – 1 2. Water tender - 2 3. Ladder – 1 4. Water tender - 1 5. Water tender - 17 6. Additional apparatus as needed

Definition: Any dwelling housing three or more units as a residence.

Multiple Residential Dwelling Structure Fires: General Procedures	
Incident Command	<p>The Officer shall:</p> <ul style="list-style-type: none"> • Take incident command, review preplans, and designate a staging area. • Radio a brief description of the conditions encountered upon arrival and determine the need for rescue, ventilation and fire suppression. • Assign tasks such as alarm location, alarm panel, utility shut-offs and hydrants.
First Engine	<p>The first arriving engine shall:</p> <ul style="list-style-type: none"> • Drop supply line when possible and pull past the structure leaving room for other apparatus directly in front of the structure. <p>The driver/pump operator shall immediately notify incident command and/or the next arriving apparatus of the need for additional water and supply line status.</p> <p>This engine's primary responsibilities shall be forcible entry, rescue, and fire suppression.</p> <p>The booster tank on this engine shall be its primary water source. All equipment shall be used from this engine until it is exhausted.</p>

Multiple Residential Dwelling Structure Fires General Procedures (cont'd)	
First Tender (non-hydrant)	<p>The first arriving tender shall:</p> <ul style="list-style-type: none"> • Position itself near the first engine. • Connect its 5" to the hydrant. • On the engine's order, be prepared to: <ul style="list-style-type: none"> ○ Place its dump tank ○ Connect the hard suction hose. ○ Dump its water. <p>The tender's officer shall:</p> <ul style="list-style-type: none"> • Have the responsibility of locating a refill site with all responses to and from the refill site Code 3 until notified by command. • Notify incident command of the refill site location.
Aerial	<p>The arriving Aerial shall:</p> <ul style="list-style-type: none"> • Park in front of building or scene, allowing for aerial access in front of the structures, as directed by a commanding officer. • Set up for roof and aerial operations. • Support the operations of the first truck or other engine companies operating in other areas of the building. <p>If not committed to an exterior rescue operation, elevated stream, or other task as identified by command, the inside truck crew shall begin support activities that enable the engine company to extinguish the fire. This involves forcible entry.</p> <p>In as much a chronological order as can be expected:</p> <ol style="list-style-type: none"> 1. Ventilation from the interior. 2. Search for the fire. 3. Search for occupants.
Second Tender (non-hydrant)	<p>The second arriving tender shall:</p> <ul style="list-style-type: none"> • Stage at the designated staging area. • Notify incident command and wait for instructions. <p>This tender's primary responsibilities shall be for additional water supply.</p>
Second Engine	<p>The second arriving engine shall:</p> <ul style="list-style-type: none"> • Locate the fire department sprinkler connection and adjacent hydrant or if not sprinkled, stage at the designated staging area. • Notify command and wait for instructions.

Multiple Residential Dwelling Structure Fires General Procedures (cont'd)	
Second Engine (cont'd)	<ul style="list-style-type: none"> Be prepared to lay supply lines for additional water needed by the first arriving engine <p>This engine's primary responsibilities shall be for additional pumping capability, additional personnel, and equipment.</p>
Heavy Rescue	<p>The arriving heavy rescue shall:</p> <ul style="list-style-type: none"> Position itself as close to the scene as possible. <p>The heavy rescue's primary responsibilities shall be for additional personnel, relief setup, salvage and overhaul.</p>

8.3.4 Multiple Residential Dwelling Alarms

Multiple Residential Dwelling Fire Alarm: Response Order	
City Calls With Hydrants	Non-hydrant City/Township
1. Engine – 1	1. Engine – 1
2. Ladder – 1	2. Water Tender – 2
3. Engine – 12	3. Ladder – 1
4. Rescue – 15	4. Water Tender – 1
5. Water Tender – 2	5. Water Tender – 17
6. Additional apparatus (as needed)	6. Additional apparatus (as needed)

Multiple Residential Dwelling Fire Alarm: General Procedures	
Incident Command	<p>The Officer shall:</p> <ul style="list-style-type: none"> Assume incident command, review preplans, and designate a staging area. Radio a brief description of the conditions encountered upon arrival and determine the need for rescue, ventilation and fire suppression. Locate the alarm location, alarm panel, utility shut-offs and hydrants.
First Engine	<p>The first arriving engine shall:</p> <ul style="list-style-type: none"> Proceed to the main entrance and wait for assignment from incident command.
First Tender (non-hydrant)	<p>The first tender shall:</p> <ul style="list-style-type: none"> Position itself near the first engine. On the engine's order, be prepared to: <ul style="list-style-type: none"> Place its dump tank. Connect the hard suction hose. Dump its water.

Multiple Residential Dwelling Fire Alarm: General Procedures (cont'd)	
Second Engine (suppression-equipped buildings only)	The second arriving engine shall: <ul style="list-style-type: none"> • Locate and position by the fire department sprinkler connection and adjacent hydrant and wait for assignment from incident command.
Aerial	The arriving Aerial shall: <ul style="list-style-type: none"> • Park in front of building or scene, allowing for aerial access in front of the structures, as directed by a commanding officer. • Set up for roof and aerial operations. • Support the operations of the first truck or other engine companies operating in other areas of the building. <p>If not committed to an exterior rescue operation, elevated stream, or other task as identified by command, the inside truck crew shall begin support activities that enable the engine company to extinguish the fire. This involves forcible entry.</p> <p>In as much a chronological order as can be expected:</p> <ol style="list-style-type: none"> 1. Ventilation from the interior. 2. Search for the fire. 3. Search for occupants.

8.3.5 Grass and Brush Fires

Grass and Brush Fires Response Order
<ol style="list-style-type: none"> 1. Grass – 14 2. Grass – 16 3. Grass – 1 (with a minimum 3 F.F.) 4. Water Tender -2 5. Water Tender – 1 6. Water Tender – 17 7. Check with incident command 8. for which to respond next 9. Engine – 1 10. Rescue - 15 11. Additional apparatus as needed

Grass and Brush Fires (cont'd) General Procedures	
Incident Command	The Officer shall: <ul style="list-style-type: none"> • Take incident command and designate a staging area as required. • Radio a brief description of the conditions encountered upon arrival.
First Grass Rig	The first arriving grass rig shall: <ul style="list-style-type: none"> • Perform fire suppression and extinguishment.
Second Grass Rig	The second arriving grass rig shall: <ul style="list-style-type: none"> • Perform fire suppression and extinguishment.
First Engine	First engine shall: <ul style="list-style-type: none"> • Stage for use as an engine or possible tanker function.
Tenders	The arriving tenders shall: <ul style="list-style-type: none"> • Provide additional water supply.
Heavy Rescue	The arriving heavy rescue shall: <ul style="list-style-type: none"> • Provide additional personnel.

8.3.6 Vehicle Fires

Vehicle Fires: Response Order
<ol style="list-style-type: none"> 1. Engine 1 2. Water Tender-2 (non-hydrant)

Vehicle Fires: General Procedures	
Incident Command	The Officer shall: <ul style="list-style-type: none"> • Assume incident command. • Radio a brief description of the conditions upon arrival and determine the need for rescue, fire suppression, engine placement and traffic control. • Determine wind direction, vehicle type, if hazardous materials are being carried, presence of air bags and if vehicle is propane powered.
First Engine	The arriving engine shall: <ul style="list-style-type: none"> • Position 75 to 100 feet from the fire, uphill and up-wind from the vehicle, when possible. <p>All members shall wear full turnout gear and SCBA and approach the vehicle at a 45-degree angle.</p>

Vehicle Fires: General Procedures (cont'd)	
First Engine (cont'd)	The fire attack crew shall consider special hazards as being: <ul style="list-style-type: none"> • Hydraulic front and rear bumper mounts. • Tires • Gas tanks • Contents of trunk and vehicle • Fumes during and after extinguishment • Pneumatic/hydraulic assist struts • Hood and/or rear liftgate
Tender (non-hydrant)	The arriving tender shall: <ul style="list-style-type: none"> • Stage clear of the scene and wait for orders from incident command.

8.3.7 Carbon Monoxide Alarms

Carbon Monoxide Alarms Response Order
1. Engine – 1
2. Additional apparatus as needed

Carbon Monoxide Alarms: General Procedures	
Incident Command	The Officer shall: <ul style="list-style-type: none"> • Assume incident command. • Determine the need for medical evaluation, any signs or symptoms and ventilation.
Engine – 1	The arriving engine shall: <ul style="list-style-type: none"> • Pull in front of the structure. • Be prepared to perform air monitoring of the residence upon assignment from incident command.

8.3.8 Lift Assist

Lift Assist Response Order
1. R15 – 1 Routine- 4 Firefighters
2. Additional apparatus as needed

Lift Assist: General Procedures	
Incident Command	The Officer shall: <ul style="list-style-type: none"> • Assume incident command. • Determine the need for medical evaluation.

Lift Assist: General Procedures (cont'd)	
Rescue – 15	<p>The arriving engine shall:</p> <ul style="list-style-type: none"> • Pull in front of the structure. • Be prepared to perform medical attention upon assignment from incident command.

8.4 Accidents and Water Related Incidents

8.4.1 Personal Injury Accidents

Personal Injury Accidents: Response Order
<ol style="list-style-type: none"> 1. Engine – 1 2. Rescue – 15 3. Water Tender – 2 4. Additional apparatus as needed

Personal Injury accident General Procedures	
Incident Command	<ul style="list-style-type: none"> • Rescue prior to arrival at the scene, shall designate an incident commander. • Upon arrival, position apparatus to protect the scene and radio a brief description of the conditions encountered upon arrival. • Secure the scene; locate and identify all persons injured and/or involved; prioritize and determine treatment; and gain access and extrication.
Rescue Personnel	<p>The arriving rescue personnel shall:</p> <ul style="list-style-type: none"> • Follow the department's Rescue Squad Protocols (see Appendix) on all personal injury accident calls. • Position apparatus as close to the scene as possible. <p>The primary responsibilities shall be for rescue, extrication, place for shelter and command post.</p>
Engine	<p>The arriving engine shall:</p> <ul style="list-style-type: none"> • Upon arrival, position apparatus 75 to 100 feet away from vehicles involved. <p>The primary responsibilities shall be for fire protection, and suppression, additional rescue personnel and traffic control.</p>

8.4.2 Emergencies in or on the Water and Drowning

Emergencies In or On the Water and Drowning Response Order
1. Rescue – 15 2. Engine – 1 3. Additional apparatus as needed

Emergencies In or On the Water and Drowning General procedures	
Incident Command	Upon arrival shall: <ul style="list-style-type: none"> • Radio a brief description of the situation and determine the need for search and rescue. • Begin interviewing witnesses using the Witness/Interview Forms to ascertain the location, any clothing and a time frame.
Heavy Rescue	The arriving heavy rescue shall: <ul style="list-style-type: none"> • Respond to scene and establish a command post. <p>The primary responsibilities shall be for rescue, assist county water patrol.</p>

8.4.3 Ice-Related Emergencies

Ice-Related Emergencies: Response Order
<ol style="list-style-type: none"> 1. Rescue –15 2. Grass – 1 with Rescue Snowmobile 3. Engine – 1 4. Grass – 16 with ATV 5. Additional apparatus as needed

Ice-Related Emergencies	
First Arriving Officer or Senior Person shall take Command	<p>Upon arrival shall:</p> <ul style="list-style-type: none"> • Radio a brief description of the situation upon arrival and determine the need for search and rescue. • Begin interviewing witnesses to ascertain the location, any clothing and a time frame.
Heavy Rescue	<p>The arriving rescue shall:</p> <ul style="list-style-type: none"> • Be positioned upon arrival at the scene following instructions of incident command. <p>Once on the scene:</p> <ul style="list-style-type: none"> • Minimum of four members don the cold-water rescue suits. • Two members in the cold-water rescue suits shall tether themselves to a rescue rope, which shall be controlled by another crew member. • All members on the ice shall wear personal floatation devices and one shall take a portable radio. They shall proceed to the area of the incident upon direction of the incident commander. • Two members in the cold-water rescue suits have primary responsibility to get to the person or persons in distress. • Two additional members shall be in suits for backup.
Engine	<p>The arriving engine shall:</p> <ul style="list-style-type: none"> • Be positioned upon arrival to protect the scene and/or following instructions of incident command. <p>The primary responsibilities shall be for additional rescue personnel and equipment (pike poles, roof ladder, hoes, etc.)</p>

Special Notes:

1. When necessary snowmobile is used to haul equipment/victim.
2. All personnel will wear a personal floatation device when on or near the ice.
3. No Fire Department Vehicles shall be driven onto the ice.
4. All personnel working on the ice shall be tethered and attended by a shore crew.
5. All personnel working on the ice shall take along a set of ice picks.

8.5 Miscellaneous Incidents

8.5.1 Natural Gas or Propane Leaks, Outdoors

Natural Gas or Propane Leaks, Outdoors: Response Order
<ol style="list-style-type: none"> 1. Engine – 1 2. Water Tender -2 (non-hydrant) 3. Ladder – 1 4. Water Tender – 2 (non-hydrant) 5. Rescue – 15 6. Additional apparatus as needed

Natural Gas or Propane Leaks, Outdoors General Procedures	
Incident Command	<p>The Officer shall:</p> <ul style="list-style-type: none"> • Assume incident command and designate a staging area. • Check to see if the gas provider has been notified. • Request in route from dispatch current weather conditions (wind direction and velocity) and upon arrival radio a brief description of the conditions encountered. • Determine the source of and type of gas leak, exposures, traffic control and evacuation.
Engine	<p>The first arriving engine shall:</p> <ul style="list-style-type: none"> • Stage and wait up wind a minimum of 300' away for assignment from incident command.
Tender (non-hydrant)	<p>The arriving tender shall:</p> <ul style="list-style-type: none"> • Stage and wait behind engine for assignment from incident command.
Heavy Rescue	<p>The arriving heavy rescue shall:</p> <ul style="list-style-type: none"> • Stage behind the engine or tanker and wait for assignment from incident command.

<i>Reference: Section 9.7 Gas Leaks</i>

8.5.2 Natural Gas or Propane Leaks, Indoors

Natural Gas or Propane Leaks, Indoors: Response Order
<ol style="list-style-type: none"> 1. Engine – 1 2. Water Tender – 2 (non-hydrant) 3. Ladder - 1 4. Water Tender – 1 (non-hydrant) 5. Engine – 12 6. Rescue – 15 7. Additional apparatus as needed

Natural Gas or Propane Leak, Indoors General Procedures	
Incident Command	<p>The Officer shall:</p> <ul style="list-style-type: none"> • Assume incident command and designate a staging area. • Request in route from dispatch current weather conditions (wind direction and velocity) and upon arrival radio a brief description of the conditions encountered. • Determine the source of the leak, exposures, traffic control and evacuation.
Engine	<p>The arriving engine shall:</p> <ul style="list-style-type: none"> • Be positioned a minimum of 300' from the structure, uphill and up-wind when possible. • Wait for assignment from incident command.
Tenders (non-hydrant)	<p>The arriving tenders shall:</p> <ul style="list-style-type: none"> • Stage and wait for assignment from incident command.
Rescue	<p>The arriving rescue shall:</p> <ul style="list-style-type: none"> • Stage and wait for assignment from incident command.

<i>Reference Section 9.7 Gas Leaks</i>
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8.5.3 Hazardous Materials

Hazardous Materials: Response Order
<ol style="list-style-type: none"> 1. Engine – 1 2. Grass – 1 with HazMat trailer 3. Ladder - 1 4. Engine – 12 5. Rescue - 15 6. Additional apparatus as needed

Hazardous Materials: General Procedures	
Incident Command	<p>The Officer shall:</p> <ul style="list-style-type: none"> • Assume incident command and designate a staging area. • Radio a brief description of the conditions encountered upon arrival. • Establish safety zones and need for evacuation. Refer to DOT guidebook. • Determine if HazMat team is needed, also contact state duty officer if needed.
First Engine	<p>The first arriving engine shall:</p> <ul style="list-style-type: none"> • Stage at the designated staging area. • Notify command and wait for instructions.
Grass rig with trailer	<p>Arriving trailer shall:</p> <ul style="list-style-type: none"> • Stage at designated staging area. • Notify command and wait for instructions. • Be prepared to supply incident command with Hazmat equipment.
Second Engine	<p>Second arriving engine shall:</p> <ul style="list-style-type: none"> • Stage at designated staging area. • Notify command and wait for instructions.
Rescue 15	<p>Arriving Rescue shall:</p> <ul style="list-style-type: none"> • Stage at designated staging area. • Notify command and wait for instructions.

8.5.4 Search and Rescue

Definition: May include lost children and assisting Police/Sheriff's Department.

Search and Rescue: Response Order
<ol style="list-style-type: none"> 1. Rescue – 15 2. Grass – 1 3. Grass – 14 4. Grass – 16 5. Additional apparatus as needed

Search and Rescue: General Procedures	
Incident Command	<p>The Officer shall:</p> <ul style="list-style-type: none"> • Contact the Police Officer/Deputy Sheriff in charge upon arrival for instructions. <p>If the Fire Department is first on-scene (arrives prior to Police/Deputy):</p> <ul style="list-style-type: none"> • Assume incident command. • Determine the nature of the incident. • Determine search and rescue objectives, additional resources needed, and start appropriate action. • Keep the Police/Sheriff's Department continuously advised of the situation.
Rescue	<p>Arriving rescue shall:</p> <ul style="list-style-type: none"> • Stage and wait for assignment from incident command.
Additional apparatus	<p>Arriving apparatus shall:</p> <ul style="list-style-type: none"> • Stage and wait for assignment from incident command.

8.5.5 Mutual Aid to Standby at Neighboring Station

Mutual Aid to Scene of Requesting Fire Department:	
<u>Requested Apparatus:</u>	
Engine	Ladder – 1
Ladder	Water Tender -2
Tender	Grass – 14
Grass	Grass – 16
Rescue	Rescue – 15

Mutual Aid to Standby at Station: General Procedures	
Required Apparatus	<p>The required apparatus shall:</p> <ul style="list-style-type: none"> Respond routine to the appropriate mutual aid fire station for standby. <p>The apparatus officer shall:</p> <ul style="list-style-type: none"> Contact the appropriate personnel for instructions.

Reference: Section 8.1.3 Mutual Aid Requests: Standby at Neighboring Station

8.5.6 Mutual Aid to Scene of Requesting Fire Department

Mutual Aid to Scene of Requesting Fire Department:
<ul style="list-style-type: none"> • Requested Apparatus: • Engine • Tender • Grass Rig • Rescue/Man Power • Ladder – 1 • Water Tender -2 • Grass – 14 • Grass – 16 • Rescue – 15

Mutual Aid to Scene of Requesting Fire Department: General Procedures	
Required Apparatus	<p>The required apparatus shall:</p> <ul style="list-style-type: none"> • Respond to the scene and follow the instructions of the requesting mutual aid fire department. <p>The apparatus officer shall:</p> <ul style="list-style-type: none"> • Contact incident command or the staging officer upon arrival for instructions.

Reference: Section 8.1.2 Mutual Aid Requests: Scene of Requesting Fire Department

NOTE: Respond following instructions of the mutual aid department, as long as it can be done safely.

Big Lake Fire Department

Effective Date: 01/01/2002

Revision Date: 06/12/2013 – Section 2.4.3; Section 2.3.2; 1/8/2018.

JPB Approved: 05/04/2021; 03/01/2022

9.1 Special Fires, Incidents and Operations

9.1.1 Basement Fires

A fire in a basement area can be particularly hazardous due to limited access, weakened structural members, little or no ventilation, and high fuel loads.

1. Prior to entering a basement, open an avenue of ventilation away from the entrance point.
2. Place a back-up line and crew along with a light at the entrance to guide the basement crew out.

9.2 Transformer, Electrical Fires

9.2.1 Electrical Fires

An electrical fire can be particularly hazardous due to the conductivity of water.

1. Use dry chemical or carbon dioxide type extinguishers first when applicable.
2. Extinguish this type of fire with water under the advice of a power company official and then only with a 30-degree fog stream or greater.

9.3 Confined Space and Trench Rescue

A confined space and/or trench rescue can be particularly hazardous due to danger of oxygen deficiency, hazardous gases, collapse, and or/limited access.

1. No member shall perform a confined space rescue who has not been trained.
2. Establish a perimeter and keep all unnecessary personnel out of the confined space.
3. SCBA should be used in all cases.
4. Determine length of time victim(s) have been trapped, exact location, oxygen, and hazardous gases level. Determine if rescue or recovery.
5. All crews should be alert to determine if shoring is needed, length/width of trench and if additional expertise is required.

6. All apparatus should be kept at least 500 feet away and all unnecessary motors turned off.

9.4 Ventilation Operations

Ventilation operations are often necessary to provide a rapid and safe conclusion to fire suppression. Proper ventilation contributes to fire control, rescue protection of exposures, advancement of hose-lines and the general performance of the firefighters on the scene. Ventilation operations will be coordinated with the fire attack.

1. First-in subsequent arriving apparatus will start positive pressure ventilation at the suppression entry point, when deemed beneficial on structural fires involving an interior attack.
2. The following ventilation practices will be accomplished when requested by command:
 - a. Use horizontal ventilation or cross ventilation when natural pressurization will achieve the desired result using existing structural openings.
 - b. Use vertical ventilation when there is extensive fire, back-draft conditions or an attic fire.

NOTES:

- * Sound for structural integrity and safe travel is required whenever personnel are present on a roof.
 - * Use existing roof opening when possible.
 - * Cut a ventilation opening if necessary. The minimum size hole for ventilation is 16 square feet (4ft. x 4 ft.). ***** Care must be taken not to cut any structural support members such as rafters. *****
 - * Use extreme caution on all interior or confined area fires. Smoke conditions should be examined carefully, and the danger of backdraft always considered. Cockholds or cocklofts (example, dead spaces during overhaul) present an ever-present danger and should be approached only after effective ventilation of trapped carbon monoxide or other dangerous gases.
3. If positive pressure is used to push heat and gases away from advancing firefighters; a backup line must be in place to assist the interior crew should the blower fail.
 4. Firefighters will use extreme caution if working on truss or flat roofs. Horizontal ventilation or the aerial truck shall be utilized in such condition.

9.5 Use of Ground Ladders

Prior to raising any ground ladder, the presence and location of overhead electrical wires or other hazards shall be determined.

1. All ladders to roofs or other elevations shall be extended so that three (3) to five (5) rungs extend over the working surface when possible.
2. All hose and nozzle operations from a ladder shall require that the firefighter be “locked in” using a leg lock or other means to prevent being knocked off.
3. All roof activities should make use of roof ladders as work platforms. Special caution should be given to truss or flat roof type construction. **(Section 9.4 Ventilation Operations – item #4)**
4. All ground ladders shall have a firefighter at the base performing stabilization when the ladder is being used.
5. Use of all protective gear is mandatory.
6. At no time shall firefighters work on an arched roof.

9.6 Gas Leaks

9.6.1 General Information

1. Notify appropriate gas company.
2. Propane gas (LPG) is heavier than air.
3. Natural gas is lighter than air.
4. Natural gas may hug the ground in high humidity or if strong winds are present.
5. The odor of natural gas may not be present in underground leaks. In all cases notify the utility company.
6. The “hot zone” will usually not expand beyond 200 to 300 feet downwind from the break.
7. A formal HazMat response may be necessary if evacuation or a danger zone needs to be established.

8. Response action will depend on the following factors:
 - a. Size of leak and/or broken line.
 - b. Time of day and/or season.
 - c. Exposures.
 - d. Weather conditions, humidity, wind direction/velocity.
 - e. Location of line/break/leak.
 - f. Type and condition of leak.
9. Static build-up may be present in leaking gas lines.
10. Full turnout gear with SCBA shall be worn and a charged line available.

9.6.2 Exterior Leaks

DANGERS include:

- a. Minor explosion, depending on size and density of gas cloud.
- b. Radiant heat upon ignition.
- c. Impingement on exposures upon ignition.
- d. Suffocation (oxygen deficiency).

9.6.3 Interior Leaks

DANGERS include:

- a. Catastrophic explosion.
- b. Fire
- c. Suffocation (oxygen deficiency).
- d. Exposures and life safety.
- e. Do not use radios, doorbells or turn on lights.
- f. Use intrinsically safe flashlights only.

9.6.4 Special Considerations

1. Attempt to shut off gas at the meter.
2. Ventilate the structure.
3. Evacuate the surrounding area and/or houses/buildings.

9.7 Hazardous Materials Incident

9.7.1 Definition and Primary Responsibility

1. A hazardous materials incident is defined as an incident involving the release of potentially hazardous substances to the environment or a material which has escaped from its container and has the potential to harm people, property and/or environment.
2. The initial response to all incidents is at an Awareness Level Response Team.
3. The Department is responsible for isolating the hazardous area and confining the release and material identification.

9.7.2 General Information

1. All responses follow standard operating procedures which include, but are not limited to: Respiratory Protection, Protective Clothing, Incident Command, Response Guidelines.
2. Mutual Aid is especially important during all incidents.
3. All personnel and apparatus responding to the incident must not approach the scene but maintain a safety perimeter upwind and uphill so that any release does not create the potential for injury, death, or unnecessary damage. Only when the hazard has been identified and the potential for danger has been defined shall the Incident Commander initiate the proper approach. ***The Incident Commander applies this rule to all police, fire, ambulance, and other responders.***
4. A command post is established at all incidents.
5. A Safety Officer is designated who is knowledgeable in hazardous material incidents. The Safety Officer identifies and evaluates hazards and maintains the safety of operations.

6. Incident Command establishes safety zones for all response activities. Interior safety zones are established for various levels of activity as determined by the type of safety equipment required to operate in that zone.
7. Initial identification is made from the most remote position available using driver information, binoculars and/or container markings. Upon identifying the material, the DOT Emergency Response Guidebook is to be used in the initial response.
8. The incident site security and control are accomplished by the City of Big Lake Police/County Sheriff's Department.
9. At all incidents, an evacuation plan is established with priority zones. Evacuation routes are determined, and the predicted sequence of events established.
10. The number of personnel in the hazardous zones is limited to those actively performing emergency operations. Operations in the hazardous zones is performed using the accountability system.
(See Section 6.9 - Accountability System)
11. Incident Command reviews all known information with the personnel assigned to the hazard zones. This information consists of all chemical, physical, and toxicological properties of the materials in concern.
12. Emergency medical personnel (paramedic ambulance) is present during all Hazardous Materials Incident.
13. A determination of all governmental agencies which must and/or need to be notified is made.
14. All personnel and equipment in contact with the hazardous material are decontaminated according to the procedures specifically for the material and the incident.
15. All response personnel critique all incidents as soon as practical after the conclusion of each incident.
16. Training is given to all department members for response to hazardous materials incidents.

9.7.3 Immediate Actions for Incidents

1. Determine wind direction and weather conditions.
2. Approach cautiously, upwind.

3. Consider the best approach to the scene.
4. Establish Incident Command.
5. Identify the product and any immediate hazards. (Using 3 sources of identification – MSDS, Placard & Manifest)
6. Secure the scene.
7. Establish a safe perimeter zone.
8. Establish a staging area.
9. Consider life safety concerns such as fire, explosion, toxicity, reactivity, etc.
10. Perform air monitoring.
11. Establish best possible entry points for entry team.

9.7.4 Required Incident Notification

Local Notification	<ol style="list-style-type: none"> 1. Big Lake Police Department 2. Public Works Department 3. Hospitals/Clinics 4. Sherburne County (Sheriff's Dispatch) 5. Sherburne County Emergency 6. Management Coordinator 7. Hennepin County Poison Control 8. Elk River (Police Department) 9. Wright County (Sheriff's Department) 10. Becker (Police Department).
State Notification	<ol style="list-style-type: none"> 1. State Duty Officer Note: The State Duty Officer must be notified as soon as possible of every spill, regardless of its size, failure to notify is a violation of state law. 2. Minnesota Pollution Control Agency (MPCA) 3. Department of Natural Resources (DNR) 4. Department of Agriculture. Note: The Agronomy Services Division must be notified whenever the substances released is a pesticide, herbicide, rodenticide, insecticide, or fungicide (or a mixture of substances, such as a fertilizer formulation, which contains a pesticide). 5. Department of Public Safety. 6. Metropolitan Waste Control should be notified of any hazardous substance spilled into the sanitary sewer system, which could affect the performance of treatment plants.

Federal Notification	<ol style="list-style-type: none">1. Coast Guard. Note: The U.S. Coast Guard must be notified of any release into navigable water (i.e., the Minnesota River).2. Fish and Wildlife (Cambridge).3. U.S. EPA Region V (Chicago).
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9.7.5 Identification of Responsible Parties

1. Obtain information on the party or person causing the release: name, title, address, phone number, fax number, method of identification, etc.
2. Obtain information on the establishment or company responsible: name, address, contact person, phone number, fax number, insurance information, etc.
3. Obtain vehicle identification: make, model, license plate number, VIN number, description, color, etc.

9.7.6 Identification of Substance

1. Obtain container information: labels, documents, placards, etc.
2. Obtain statements from persons familiar with the substance released.
3. Review Material Safety Data Sheets (MSDS).
4. Call Chemtrec, Infotrec and/or the emergency number listed on the shipping papers.

Duty Officer Position

Objective:

To assign a current Officer or active Member, a 12-hour shift to supervise and represent the Big Lake Fire Department, on all calls. The Duty Officer position will be primarily utilized on Holidays or at the Fire Chief's discretion.

Assigning of Position:

The position will be offered to Officers by order of rank. Should no Officers be available, the position will be offered by seniority to Members with Captain's qualifications, then to Members by order of seniority.

Responsibilities While on Shift:

Carry the Duty Officer pager at all times.

Respond/reply to ALL pages.

Must have Command vehicle in possession at all times and drive to all calls.

Wear Big Lake Fire Department's duty shirt when responding to calls.

Stay within set boundaries;

Highway 10 to County Road 11

Highway 10 to Orrock Township (County Road 5/County Road 4)

Big Lake to the North side of Interstate 94

Highway 10 to the Sherburne County Court House

Position Pay:

While on shift and not on an active call, the Duty Officer shall receive \$5.00 per hour. All pages received on the Duty Officer pager, during the shift, must have an immediate reply to be eligible for Duty Officer pay.

Should response to a call be required, the Duty Officer shall receive the normal call pay, currently at \$12.00 per hour, for the call.

The printed job description of Duty Officer will be added to the bound copy of the Big Lake Fire Department's Standard Operating Guide (SOG) upon the next re-print, after October 25, 2018.

Each Member shall receive a single sheet of the printed job description of Duty Officer, to include in their current copy of the Big Lake Fire Department's Standard Operating Guide (SOG).

SOG ADDENDUM

Assistant Fire Chief Stipend Duties

Approximately 35 -40 hours per month

Reporting directly to the Fire Chief, the Assistant Fire Chief will assist with all aspects of the Department including administration, records retention, employee management, training, fire suppression, fire prevention, emergency medical services, rescue activities, and hazardous material response. When necessary, the Assistant Fire Chief will assume and perform the role and responsibilities of the Fire Chief.

Fire, Rescue or Hazardous Material Scene

- When necessary, assume the role of Fire Chief (refer to Fire Chief Stipend Duties).

Administrative

- When necessary, assume the role of Fire Chief (refer to Fire Chief Stipend Duties).
- Provide assistance to the Fire Chief as directed.
- Attend Joint Powers Agreement Fire Board Meetings.
- Attend BLFD Officer Meetings.
- Attend various meetings in the Fire Chief's absence or as directed.
- Evaluate and assist with Member positions and promotions.
- Review, enter and submit payroll.

- Enter and ensure the National Fire Incident Reporting System (NFIRS) reports are accurately filled out and submitted.

Members

- When necessary, assume the role of Fire Chief (refer to Fire Chief Stipend Duties).
- Provide assistance to the Fire Chief as directed.
- Enter Member's training records.
- Enter Member's call percentages.
- Manage and ensure that Captains are fulfilling their duties.

Asset Management

- When necessary, assume the role of Fire Chief (refer to Fire Chief Stipend Duties).
- Provide assistance to the Fire Chief as directed.
- Oversee all communication devices. Coordinate and schedule maintenance, inspections and repairs.

Captain Stipend Duties

Approximately 10 – 15 hours per month

Under direction of the Fire Chief and Assistant Fire Chief, the Captain will provide supervision, training, direction, and mentoring to help Members, provide fire suppression, fire prevention, emergency medical services, rescue activities and hazardous material response to the Community. Also, when necessary, assume the responsibility of other Captain's assigned Members and in absence of Fire Chief and Assistance Fire Chief assume their duties.

Administrative

- Evaluate and assist with Member positions and promotions.
- Enter Reports into the National Fire Incident Reporting System (NFIRS).

Members

- Attend BLFD Officer Meetings.
- When necessary, attend Monthly City and Town Meetings.
- Mentor and ensure Members fulfill their duties in a safe, efficient and proper manner while upholding the Departments rules, regulations and standards.
- Ensure Members have all necessary turn out gear, safety equipment and supplies.
- Identify, schedule and coordinate monthly training.
- Enter Member's training records.
- Enter Member's call percentages.

- Ensure events, training and inter-department communications are disseminated to all Department Members.

Asset Management

- Work with and ensure Members are continually and thoroughly performing truck and equipment checks to uphold the standards of the Department.
- Work with and ensure Members are continually and thoroughly performing maintenance and repairs to the property, building and property to uphold the standards of the Department.

Fire Chief Stipend Duties

Approximately 50 – 55 hours per month

Reporting to the Town of Big Lake and City of Big Lake's Joint Powers Agreement (JPA) Fire Board, the Fire Chief will manage, plan, direct and control all aspects of the Fire Department including administration, employee management, training, fire suppression, fire prevention, emergency medical services, rescue activities and hazardous material response, as directed and authorized by the JPA Fire Board.

Fire, Rescue or Hazardous Material Scene

- Respond directly to calls, as deemed necessary. *Note: For fastest response time, the use of a personal vehicle is allowed and often used. Mileage driven to and from scene can be submitted for reimbursement at the current IRS reimbursement rate.*
- Assume sole authority responsible to command scene and direct all activities.
- When necessary, coordinate Duty Officer shift scheduling for call coverage.

Administrative

- Compile/present monthly reports at the City Council and Town Board Meetings.
- Compile/present an Annual Report at the City's and Town's Annual Meetings.
- Attend Joint Powers Agreement Fire Board Meetings.
- Attend JPA Fire Board Personal Committee Meetings.
- Attend JPA Fire Board Finance Committee Meetings.
- Coordinate and attend BLFD Officer Meetings.
- Attend Sherburne County Fire Chief's Meetings.
- Assist with the annual budget and long-range financial plans.
- Identify, seek out and oversee fundraising campaigns and individual donations.
- Oversee, review and approve all expenditures.
- Communicate with Vendors, as necessary.
- Identify and work with Fiscal Agent and Vendors to correct billing errors.
- Seek out, complete or oversee writing and submission of Grant applications (FEMA and other Grants).
- Review and approve payroll.
- Monitor and respond to phone calls, voicemails and emails at station.

- Ensure the National Fire Incident Reporting System (NFIRS) reports are accurately filled out and submitted.
- Pick up and process mail from City Hall.
- Oversee Big Lake Fire Department's Ordinances compliance, violations and report illegal burning and violations to Law Enforcement, for assessment and Citation, if necessary.
- Compose article(s) for newsletters, as necessary.

Members

- Recruit Members to ensure that trained Firefighters are available to serve the Community.
- Ensure Members complete and pass the required physical and medical exams/tests, and accurate records are retained.
- Schedule and coordinate Member's exams and testing.
- Coordinate and oversee internal promotion interview process.
- Administer annual Member review/evaluation process. *(creating process now)*
- Ensure all Members have current, adequate, and quality training. Create and lead training sessions, as necessary.
- Ensure accurate training records are retained.
- Schedule and coordinate Member's training and testing.
- Ensure Member certifications are current and retained.
- Ensure Members are knowledgeable of and strictly adhere to data privacy policies and all Local, State and Federal Statues.
- Ensure Member call percentage reports are current.
- Monitor Member call percentages, and if required, follow up with the low call notice, as outlined in the Standard Operating Guide (SOG).
- Manage and ensure that all Members are fulfilling their duties.
- Administer & follow up with Member non-compliance of Standard Operating Guidelines (SOG), when necessary.
- Address personal issues within the Department.
- Keep up to date on and provide resources for Member's mental and emotional wellbeing and debriefing procedures.
- Coordinate and schedule Critical Incident Stress Debriefings (CISD), as necessary.

Community

- Identify, coordinate and oversee Community outreach opportunities.
- Coordinate and oversee the Department's Annual Open House.
- Coordinate and oversee Community education on safety and fire prevention.
- Coordinate and oversee the Annual Fire Prevention Week activities.

Asset Management

- Ensure safety equipment is available, monitored, is in good working order and coordinate/schedule maintenance, inspections and repairs.
- Ensure the self-contained breathing apparatus (SCBA) system is monitored regularly, maintained and is in good working order and coordinate/schedule maintenance, inspections and repairs.
- Ensure turn-out gear is monitored, safe and properly maintained and coordinate repairs and replacement, when necessary.
- Ensure all communication devices and programs are monitored, in good working order and coordinate/schedule maintenance, inspections and repairs.
- Ensure vehicles are monitored, in good working order and coordinate/schedule maintenance, inspections and repairs.
- Ensure extrication equipment is monitored, is in good working order and coordinate/schedule maintenance, inspections and repairs.
- Ensure hoses are monitored, in good working order, properly maintained, and coordinate/schedule testing and replacement.
- Ensure pumps are monitored, in good working order, and coordinate/schedule maintenance, inspection/testing and repairs.
- Ensure ladders are monitored, in good working order and coordinate/schedule maintenance, inspection/testing and repairs.
- Ensure appropriate supplies are in stock and available, as required.
- Ensure building, is in good working order, coordinate/schedule routine maintenance, cleaning and repairs.
- Ensure property and landscaping is maintained.
- Oversee, coordinate, schedule and assign work detail, as necessary.

Quartermaster Stipend Duties

Administrative

- Monitor, maintain and update the lamResponding ~ Emergency Responder Reply System.

Community

- Coordinate and oversee Social Media for the Department, as direct by the Chief.

Asset Management:

- Ensure all equipment, gear & supplies* are available, and stocked to the standard of the Department. **Supplies include items for call response, Members, building, property, landscaping, office, community relations, etc.*
- Research vendors/suppliers for quality products and competitive pricing.
- Place, monitor and receive orders.
- Pick up packages from City Hall or arrange for delivery to other location.
- Ensure orders are complete and billing is correct.

Self-Contained Breathing Apparatus (SCBA) Coordinator

Stipend Duties

Asset Management:

- Ensure the self-contained breathing apparatus (SCBA) system is monitored regularly, maintained, in good working order and coordinate/schedule maintenance, inspections and repairs.
 - Routinely inspect all SCBAs and report any findings.
 - Coordinate maintenance & repairs.
 - Rotate the SCBAs to the standards of the Department.
 - Enter and ensure all SCBA records are accurate and retained.
 - Every six (6) months replace batteries in ALL SCBAs, and test for performance, after process.

SCBA Coordinator

Purpose

To procure, issue, repair and maintain all SCBA equipment.

The primary responsibilities of this position are to serve as a Firefighter and to provide fire suppression and emergency rescue services as needed. The physical requirements of this position are demonstrated by the successful completion of an annual physical.

Responsibilities:

A. Fire Ground or Rescue Scene

1. Act as Firefighter and assist with SCBA related events and repairs.

B. Overall

1. Maintain all SCBA equipment, air fill system, and spare parts inventory.

2. Prepare and maintain records for SCBA equipment and air fill system.
3. Submit an annual budget request to Fire Chief.
4. Attend extra training and meetings as required.
5. Order SCBA supplies as necessary, with approval from the Fire Chief.
6. Maintain all personal alarm locators (PAL).

Position Relationships

1. Reports to Fire Chief on all matters related to this position.
2. Accepts specific responsibilities assigned by Fire Chief.
3. Works closely with all department members.

Position Requirements

This is an appointed position by the Fire Chief.

Length of Term

The Fire Chief will determine the length of this position.

Fire Department Pay Schedule - Effective January 1, 2022

Objective:

To fairly and competitively compensate Big Lake Fire Department members for their dedication, knowledge and skills. Initial implementation will be solely based on the members years of service. Annual performance evaluations will be performed to ensure the member is achieving or striving to achieve the duties of their position, as defined within the Department's SOG. A satisfactory performance review will be necessary for member to be eligible, for an increase to the next pay scale increase. Members who do not meet the criteria to advance in pay scale, will be given the opportunity to improve t by the member's Captain.

Performance Evaluations:

Each member will be evaluated annually, to ensure member is fulfilling their obligations as defined within the Department's SOG.

Hourly Pay Schedule	
Classification	Hourly Rate
Probationary	\$12.61 per hour
STEP 1	\$12.86 per hour
STEP 2	\$13.12 per hour
STEP 3	\$13.38 per hour
STEP 4	\$13.65 per hour
STEP 5	\$13.92 per hour
STEP 6	\$14.20 per hour
STEP 7	\$14.48 per hour
STEP 8	\$14.77 per hour
STEP 9	\$15.07 per hour
STEP 10	\$15.37 per hour
STEP 11	\$15.68 per hour
STEP 12	\$15.99 per hour
STEP 13	\$16.31 per hour
STEP 14 – MAX	\$16.64 per hour
Court Appearance	\$25.00 per hour
Duty Officer – Stand By	\$ 5.00 per hour

Activity Pay Schedule

Activity Pay Schedule	
Activity	Reimbursement
All Calls	Member's Current hourly rate
Department Training	Member's Current hourly rate
Work Details (Requires PRE-approval by a chief officer)	Member's Current hourly rate
Department Business Meeting	N/A
Committee Meeting	N/A
HazMat Call	Member's Current hourly rate
Rescue Call	Member's Current hourly rate
Duty Officer Stand By	Current Stand By hourly rate
Court Appearance on behalf of Department	Current Court Rate (minimum 4 hours paid per appearance)
Code Compliance Site & Plan Meetings	Member's Current hourly rate

Position Pay Schedule

Position Pay Schedule		
Position	Reimbursement	Based on Monthly Hours
Fire Chief	\$700.00 per month (\$8,400.00 per year)	50-55 hours per month
Assistant Chief	\$550.00 per month (\$6,600.00 per year)	35-40 hours per month
Captain	\$200.00 per month (\$2,400.00 per year)	10-15 hours per month
Lieutenant	\$50.00 per month (\$600.00 per year)	
SCBA Coordinator	\$50.00 per month (\$600.00 per year)	