

Town of Wilbur

FIRE AND EMS DEPARTMENT

Updated April 2, 2008

LETTER OF RECEIPT AND NOTIFICATION

I do hereby certify that I have read and understand the content of this policy and procedures manual.

I understand that a copy of the policies and procedure manual is available in the Wilbur station and is available for my review. I further agree that I shall read any addition or revision to this manual at such time as it is posted in the stations.

I further understand my responsibility to be obedient to these policies and to faithfully serve the citizens of Town of Wilbur Fire and EMS Department Fire and EMS Department in the discharge of my duties as a member to the best of my knowledge and ability.

Signature

Print Name

Date

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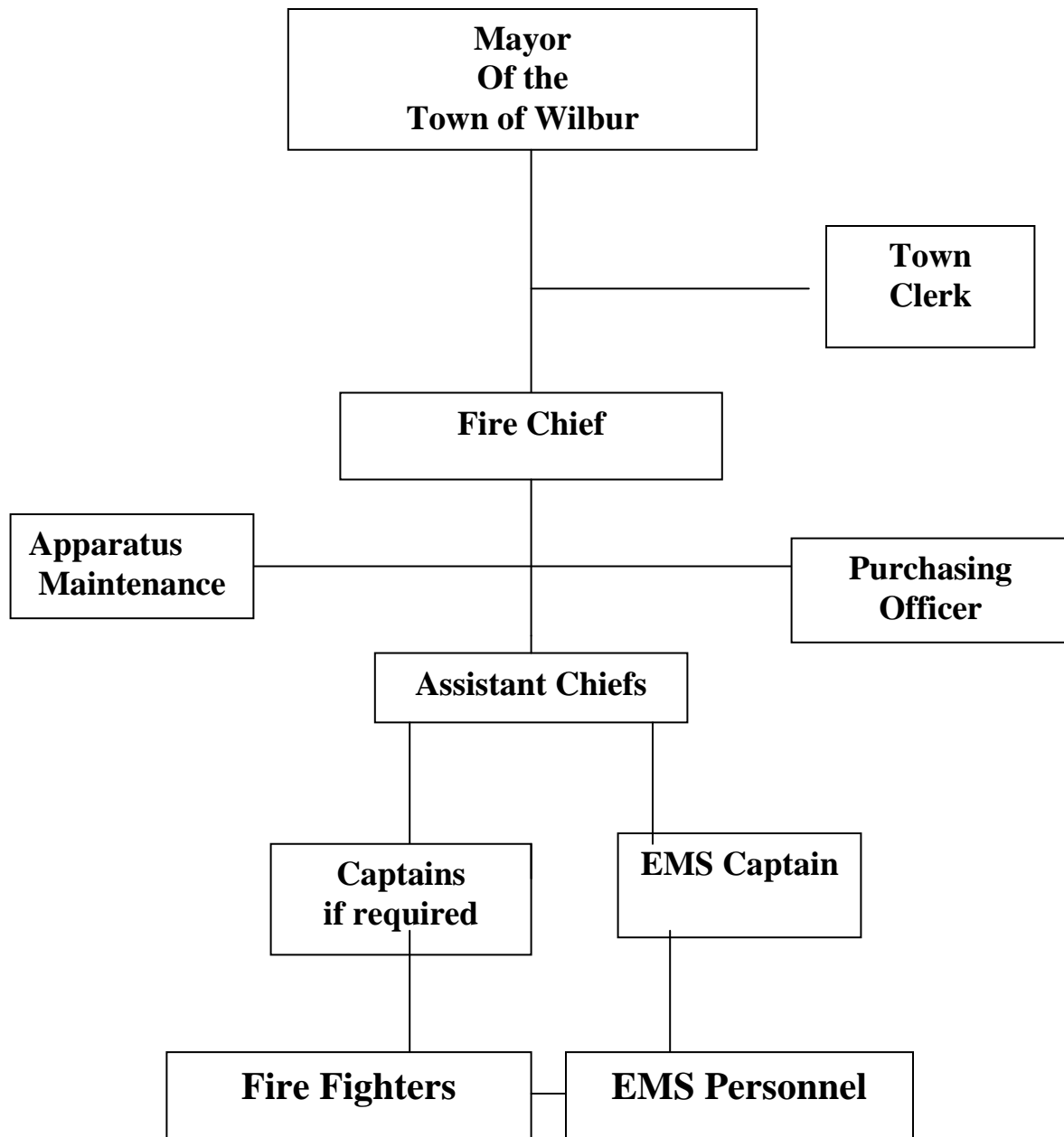
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**TOWN OF WILBUR
FIRE AND EMS
DEPARTMENT**

POLICIES AND PROCEDURES

**Town of Wilbur
Fire/EMS Department
Organizational Structure**



Town of Wilbur Fire and EMS Department

The rules, regulations directions and provisions contained in this manual shall constitute departmental policy for all members of the Town of Wilbur Fire and EMS Department. These policies shall be amended or modified as need arises by written memos. Such amendments shall be inserted into this manual by revisions of the appropriate section.

These policies cannot, nor are they expected to, provide a solution to every question or problem, which may arise in the organization. It is expected, however, that they will be sufficiently comprehensive to cover, either in a specific or general way, the obligations and duties of the members of the Town of Wilbur Fire and EMS Department. These policies are not designed, nor intended to limit any member in the exercise of their judgment or initiative in extraordinary situations. By necessity, much must be left to the loyalty, integrity and discretion of each member. Only by the degree that each member demonstrates possession of these qualities, in the conscientious discharge of his/her duties will this organization measure up to the high standards of the Fire Service.

ORGANIZATIONAL STRUCTURE

The Town of Wilbur Fire and EMS Department was formed in the early 1900s to provide fire protection to the incorporated area of the Town of Wilbur. Today, the Department also provides EMS services for the surrounding area and responds to all risk emergencies.

The Fire Chief manages the Department. The Fire Chief is a public officer appointed by the Mayor of the Town of Wilbur. He/she is responsible for all activities under the broad categories of administration, fiscal, emergency operations, and training and fire prevention. The Fire Chief reports directly to, and is accountable to the Mayor of the Town of Wilbur. The position of Fire Chief is an appointed position by The Town of Wilbur and Lincoln County Fire Protection District #7, they have however, allowed the option for the election of a new fire chief candidate every 5 (five) years. Following election by the membership the candidate will be recommended to the Mayor of Wilbur and the Fire District. The existing chief retains the right to be a candidate in any election process unless he/she has been removed or suspended from the position by the Town of Wilbur and/or the Board of Fire Commissioner of Fire District #7.

The next level of management in the department is the Assistant Chief. The Assistant Chief positions are assigned functional responsibilities. One Assistant Chief is assigned to operation to oversee all aspects of emergency management. The other Assistant chief is assigned to administration. The Chief will assign one of the Assistant Chiefs to the position of training officer. Either Assistant Chief may act as Fire Chief in the absence of the Fire Chief. The Assistant Chiefs primarily help manage training, equipment and facilities maintenance at their assigned station. See Appendix B

Assistant Chiefs shall be elected to a 5-year term by the membership of the Wilbur Volunteer Fire Department. The election shall take place on a regular meeting night. There shall be at least 75% of the personnel in attendance to validate the election. The existing Assistant Chief shall retain the right to be a candidate in any election. The position of Assistant Chief shall become effective after the approval of the Fire Chief. The Assistant Chiefs shall serve at the discretion of the Fire Chief and shall be subject to a

performance review by the Chief. This paragraph shall become effective immediately upon approval of the Wilbur Town Council.

At the Chiefs discretion, each station may assign line staff including Captains as needed. The Captain of each station is responsible for the station facility and equipment as well as the management of assigned firefighters.

The next level of management is the EMS Captain. The EMS Captain is responsible for a wide range of duties involving Emergency Medical Services. (See EMS Captain Duties)

The position of EMS Captain shall be elected to a 1-year term by the membership of the Wilbur Volunteer Fire Department. Only those members possessing a current EMS certification of Advanced First Aid or higher, shall have voting privileges. The election shall take place on a regular meeting night. There shall be at least 75% of the EMS personnel in attendance to validate the election. The existing EMS Captain shall retain the right to be a candidate in any election. The position of EMS Captain shall become effective after the approval of the Fire Chief and the Mayor. The EMS Captain shall serve at the discretion of the Fire Chief and shall be subject to an annual performance review by the Chief and Assistant Chiefs. The EMS Captain is under the direction and supervision of the Chief and can be disciplined, up to and including termination by action of the Chief in accordance with these policies. This paragraph shall become effective immediately upon approval of the Wilbur Town Council.

The Firefighter/EMS personnel are the backbone of the operation of the Department. The Volunteer Firefighter/EMS personnel are the members of the Department who deliver quality emergency services to our community. The Town of Wilbur makes every effort to maintain a force of Firefighter/EMS personnel adequate to meet the emergency response needs of the Department

VOLUNTEER POSITION DESCRIPTION

Assistant Fire Chief

Duties

1. Reports directly to the Chief.
2. Shall adhere to, as well as enforce, the authorized policies, rules, regulations, practices and procedures of the department
3. Shall maintain a high standard of efficiency within their command and shall consider it their duty to set examples of the highest degree.
4. Shall take all necessary precautions to maintain control of the emergency, prevent the spread of fires, preserve life and property at the scene and preserve evidence.
5. Evaluate department performance to determine if training objectives are being achieved.
6. Assist in scheduling training for department personnel.
7. Assist in coordinating training objectives.
8. Act as a liaison between the volunteers, and the Fire Chief.
9. Inspect fire station, equipment and apparatus and make recommendations or issue orders to comply with established standards of appearance and conditions.
10. Conduct and administer tests or examinations for proficiency and assist in recruit processing.

Recommended Qualifications

1. Must have been on the Department for a minimum of 4 years and/or equivalent
2. Must have good knowledge of the Department's policies and procedures.
3. Must have good verbal communication skills with an ability to instruct.
4. It is recommended that the Assistant Chief be a certified EMT. This shall be at the discretion of the Chief.

VOLUNTEER POSITION DESCRIPTION

Captain

Duties

1. Have considerable knowledge of streets and principle buildings within the department boundaries.
2. Have considerable knowledge of the principles and practices of firefighting.
3. Direct and assist subordinates at the scene and at the station until command is assumed by a chief officer.
4. Inspect conditions at the fire scene to prevent re-ignition.
5. Oversee equipment, grounds and station to insure proper order and condition.

EMS Captain

Duties

1. Actively recruit and maintain a full EMS staff while promoting fellowship, teamwork and positive relationships while acting as a liaison between the Chief and EMS personnel.
2. Conduct quarterly reviews of all EMS personnel training records to assure that recertification requirements are current. Advise personnel when it becomes apparent that additional training is necessary to meet recertification requirements.
3. Have considerable knowledge of the principals and practices of the Emergency Medical System as well as the Wilbur Fire Department Standard Operating Procedures and both State and Local Protocols.
4. Have considerable knowledge of the operations of the ambulance, aid vehicles and equipment.
5. Inform the Chief of all arrangements with regard to training needed by the EMS personnel.
6. Inform the Chief of the maintenance of inventories of ambulance supplies, equipment and the certification of equipment.
7. Have considerable knowledge of the billing process and train EMS personnel in the proper procedure for filling out billing information needed by the Town to bill for services.

8. Act as a liaison between the Chief and regional regulators by representing Wilbur EMS at the Lincoln County EMS Council. In addition, the EMS Captain must provide a written report of the EMS Council meetings and must appoint an alternate representative to attend meetings.
9. Advise EMS personnel of regional meetings, area training classes and new regulations in a timely manner as to allow participations and/or compliance.
10. Assist the Chief in maintaining proper licenses.
11. The EMS Captain may appoint one or more assistants as needed.

Recommended Qualifications

1. Must be an EMT to be EMS Captain.
2. Must have been active with the Wilbur Fire Department for a minimum of four years and/or equivalent.
3. Possess good verbal communication skills with an ability to instruct.
4. Must possess a valid Washington State Driver's License.

VOLUNTEER POSITION DESCRIPTION

Firefighter

Duties

1. Attend training, read and study assigned materials.
2. Respond to alarms with the station, operate firefighting equipment, lay and connect hose, maneuver nozzles and direct fire streams, raise and climb ladders, and use extinguisher and all firefighting hand tools.
3. Ventilate buildings by opening windows and skylights or by cutting holes in roofs or floors.
4. Remove citizens from danger and administer first aid.
5. Perform salvage operations, which include placing salvage covers, sweeping water and removing debris.
6. Exercise precautions to avoid unnecessary damage to or loss of property.
7. Ensure safe keeping and proper care of all fire department property.
8. Be obedient, respectful and courteous to superiors and to those performing duties of higher rank.
9. Be respectful and courteous to citizens and the general public.
10. Know department organization, operation and procedures.
11. Know the department roads and geographical layout.
12. Establish and maintain effective working relationships with other volunteers.
13. Understand and follow oral and written instructions.
14. Perform other duties as assigned by officers.

Recommended Qualifications

1. Maintain a first aid card.
2. Be a minimum of 21 years of age
3. Meet minimum health and physical fitness standards.
4. Must attend Department alarms when available and 75% of training/maintenance drills unless excused by prior arrangements.
5. Must have a clean driving record and no felony convictions

EMS Personnel:

Duties

1. Attend training, read and study assigned materials.
2. Respond to all alarms when available, operate ambulance, and all equipment in ambulance,
3. Remove citizens from danger and administer first aid and transport as needed.
4. Exercise precautions to avoid unnecessary damage to or loss of property.
5. Ensure safekeeping and proper care of all fire/ems department property.
6. Be obedient, respectful and courteous to superiors and to those performing duties of higher rank.
7. Be respectful and courteous to citizens and the general public.
8. Know department organization, operation and procedures.
9. Know the department roads and geographical layout.
10. Establish and maintain effective working relationships with other volunteers.
11. Understand and follow oral and written instructions.
12. Perform other duties as assigned by officers.
13. Operate all extrication equipment
14. Recognize all hazards, bloodborne, airborne, contact, environmental, and physical
15. Perform all duties required of an EMT as per applicable R.C.W.s, W.A.C., the regional EMS council guidelines and procedures and the Town of Wilbur.

Recommended Qualifications

1. Maintain a basis EMT certification
2. Be a minimum of 18 years of age
3. Meet minimum health and physical fitness standards.
4. Must attend Department alarms when available and 75% of training/maintenance drills unless excused by prior arrangements.
5. Must have a clean driving record and no felony convictions

Section 1

INDIVIDUAL/MEMBER POLICIES

INDIVIDUAL/MEMBER POLICIES

MEMBERSHIP CRITERIA

Membership in the Town of Wilbur Fire/EMS Department shall be open to the general public. It shall be understood that upon acceptance of this application, members will also be a member of Lincoln County Fire Protection District #7 and the Wilbur Fire Department. All applicants shall meet the following criteria as defined herein:

- (a) Shall complete the application and submit to background check to qualify for membership.
- (b) Shall be of good moral character as testified by three non-family references named on the application.
- (c) Shall obtain any necessary training as specified by the organization's Standard Operating Procedures (SOP'S)
- (d) Shall maintain a CPR, first aid card, or higher EMS certification.
- (e) Be a minimum of 18 years of age.
- (f) Meet minimum health and physical fitness standards including a physical examination performed by a licensed health care provider. The applicant must have the provider complete the exam sheet provided by the department and return to the Chief. The applicant shall be responsible for the cost of the exam; however, they may be reimbursed for a portion of out of pocket expenses through the Washington State Board of Volunteer Fire Fighters. Proof of a current DOT physical or other physical exam within the last 3 months is also acceptable.
- (g) Must attend alarms when available and 50% of regular meetings; and required to make specific training meetings unless excused by the Fire Chief. Only 5 unexcused absences per year will be allowed.
- (h) Must have a Washington State driver's license and a clean driving record with no felony convictions.
- (i) Must live within 10 minutes from station.
- (j) Failure to meet any of the above-required qualifications may lead to your dismissal.

INDIVIDUAL/MEMBER POLICIES

All Members

Members shall be responsible for the proper use, care and maintenance of all department property under their control.

Members shall attend all fires or alarms for which they are available and summoned and shall exert their greatest energy and best ability to perform their full duty under any and all circumstances.

Members shall exercise precautionary measures to avoid injury to themselves and others and to avoid unnecessary damage to, or loss of, department property.

Members shall practice economy in the use of supplies and metered services and see that waste is avoided.

Members shall be courteous and respectful in their dealings with the public.

Members shall promptly notify their superior officer of all matters coming to their attention affecting the interest and welfare of the department.

Members shall become familiar with the Rules, Regulations and Orders.

Members shall not use profane or abusive language and shall not allow subordinates to indulge in this practice.

Any comments regarding discriminatory reference by any member shall not be condoned.

Pets are not allowed in the fire station. Members visiting the station are encouraged to leave pets in their personal vehicle while conducting business.

All Officers

- Officers shall be responsible for the full performance of duties delegated to them and shall require subordinates under their command to comply with all orders, rules and regulations, practices and procedures of the department. Any flagrant violation or dereliction shall promptly be reported with well-sustained charges. Every officer shall acquaint himself/herself with the qualifications of members under his/her immediate supervision and control and shall instruct said members in their duties. At emergency incidents, officers shall ensure personnel accountability system is in place and being utilized.
- Officers shall use good judgment in the performance of their duties. At fires, they shall be particularly judicious in laying lines, placing ladders, spotting equipment, calling for assistance and in other operations necessary to the preservation of life and property.
- Officers shall cause all fires to be extinguished with the least possible danger to life and property, prevent unnecessary damage by water or other extinguishing agents, take proper precautions against rekindle and leave the premises in a safe condition.
- Officers shall take precautionary measure to prevent unnecessary risks to members of the department.
- The officer in command at a fire or EMS situation shall order additional resources at the earliest possible moment that he/she deems them necessary. Units shall be relieved from duty only by the officer in command and shall return to stations promptly as soon as said officer dispenses with services.
- Officers shall see that department members keep all fire station, apparatus, hose, ladders, and other appliances in a neat and clean condition and ready for use at all times.
- Acting officers shall have the authority of the office to which they have been assigned and shall be held responsible for the proper discharge of duties pertaining to that office.
- Acting officers shall be subordinate to those officers of regular appointment who are at a parallel level of authority.
- Acting officers shall make no changes in the administrative program of the office assigned to them unless they have a specific approval of the proper Chief
- Acting officers shall have access only to those departmental files, records and supplies necessary for the discharge of their assigned duties.
- Acting officers shall perform such other duties as their superior officers may direct.

General Conduct

In matters of general conduct, members shall be governed by the ordinary rules of good behavior observed by law abiding and self-respecting citizens. They shall commit no act tending to bring reproach or adverse reflection upon the department or its members.

No member shall knowingly give false testimony or make false statements for the purpose of influencing the outcome of any official disciplinary procedure. Penalty for violation of this section shall be not less than suspension from duty without compensation for not less than thirty (30) days.

Members shall constantly bear in mind that they are public servants and as such their conduct on or off duty is subject to critical review by the general public. They shall observe the traditional unwritten social rules of good conduct as are most widely recognized by law-abiding and self-respecting citizens. They shall commit no act tending to bring reproach or discredit upon the department or its members.

All fire/EMS department personnel are absolutely prohibited from using their status as a member of the fire department in selling or making recommendations of any product or company that deals with any fire/EMS department fire alarm, sprinkler system, or other such equipment.

No member shall solicit or accept the personal or financial aid of any subordinate to promote his private interest or those of any superior officer.

No member shall use the name, uniform, or prestige of the department; publicly for or against any candidate for any public office.

No member shall solicit compensation, reward or other consideration from private sources with the exception of a fund raising event for the department.

All members are charged with the complete responsibility of determining the facts before passing on information about department business where wrong or incomplete information could result in dissatisfaction, dissension or lowering of morale of other members.

The falsification of records, the making of misleading entries or statements with intent to deceive or the willful mutilation of any useful department record, book, paper or document will be considered cause for disciplinary action.

Smoking by members while on fire apparatus, pre-fires, EMS scene, ambulance, station office or while on duty at the emergency scene shall not be permitted. The officer in charge when no emergency exists may make reasonable exception.

Members shall not loan, sell, give away or appropriate any property of the department without approval from a Chief Officer. Theft at the scene of a fire or elsewhere shall be cause for immediate dismissal and the institution of criminal action against those guilty thereof.

All members shall forward all communications of an official nature through normal channels unless otherwise directed by superior authority.

Inefficiency, incompetence or indifference of members in the performance of their duties shall be sufficient cause for disciplinary action.

No member shall willfully disobey any lawful order issued by a superior officer nor shall he speak disrespectfully of or to any superior officer.

Members shall promptly notify their immediate supervisors of any personal changes in marital status, residence, telephone or similar conditions that affect their position with the department.

Members shall be responsible for maintaining their assigned storage spaces in clean and orderly condition.

All official requests for information from the press will be forwarded to the Mayor of the Town of Wilbur. The Mayor of the Town of Wilbur will appoint someone to serve as "Public information Officer" when the situation dictates. Members shall neither initiate arrangements to appear or use the name of the department on radio or television programs, nor shall they represent the department on any broadcast or telecast without specific approval of the Mayor of the Town of Wilbur. All scheduled public appearances in representation of the department shall

first be authorized. In the absence of the Fire Chief, Assistant Chief, news releases regarding fires and/or emergencies shall be made only by the officer in charge of the scene with commissioner's approval.

Members detailed to places of public assembly, EMS scene, fire duty or fire watch shall not leave their posts or duty without permission or otherwise being properly relieved.

During, or in the performance of emergency duties, members shall not physically examine or handle the personal property, merchandise or stock in trade except as necessary for the protection of such property or merchandise.

All entrance doors on all stations will be kept locked

Except for certain specified instances, regularly scheduled meetings/drills for Wilbur shall be held on the first and third Thursday of each month. All Thursday night drills shall begin at 7:00 p.m. at the predetermined location. During Fire season meeting nights will be every Thursday night.

Special fire/EMS meetings may be held at any time during the month

All members shall reflect cleanliness about themselves and their gear. All persons will be shaven such that facial hair shall not interfere with the seal of respiratory protective equipment per Washington State WAC 296-62-07109.

Public Contact

All members shall be courteous and respectful in their contact with the public.

Intoxicating Liquors and Drugs

No member, while on duty, shall have in his possession or be under the influence of intoxicating liquors or drugs. Alcohol is not authorized on Department property or in Department vehicles. See Appendix C (Ordinance 352)

Testimony

Each member shall, when called upon to give evidence or make depositions before any legally constituted panel, conduct himself/herself with dignity, courtesy and respect. The member shall fully, clearly and without reservation, state all facts pertaining to the case or matter under consideration or investigation.

Call to Duty and Home Telephones

All members are subject to be called to duty in cases of emergency and shall maintain a telephone at their place of residence.

All members will be issued a pager with respect to their station. This pager is to be treated as personal equipment. Report the loss or malfunction immediately to an officer.

Pagers sent in for repair shall be directed to the officer in charge of equipment. A replacement will be issued during repair.

All members shall notify their Chief within one week of any change of residential address or telephone number.

Smoking

Smoking will not be permitted while driving or riding in Department vehicles or in any office areas.

Lending of Names to Commercial Enterprises

All members shall abstain from lending their names, as members of the department, to any commercial or business enterprise or approving of countenancing the use of the names and the prestige of the department for any such purpose.

Rewards for Service Rendered

Members shall not accept any reward, fee or valuable gift from any person for service incidental to the performance of duty except with the permission of the Fire Chief.

Personal Business

There shall be no personal business for profit conducted on Fire Department property.

Return of Equipment

Any member leaving the department through any cause must return through his immediate supervisor, all department property that has been assigned to him. The cost of the articles not so returned will be deducted from his final compensation check. Members will be billed for such equipment as necessary to recover the Department's property.

Familiarity with Rules and Orders

All members shall read and become familiar with the rules, orders and policy of the department. It shall be up to each member to read and be familiar with each memo and/or supplement to this or any other department correspondence.

MEMBERSHIP COMMITTEE

The Membership Committee shall consist of three regular members and one officer.

It shall be the Committee's duty to review all membership applications submitted, and to interview all applicants. The Committee shall present its recommendations to the Chief in a timely fashion.

A quorum of the Membership Committee shall consist of at least two members and one officer. The Membership Committee shall not consider any business without a quorum.

Section 2

ACCEPTANCE OF MEMBERS

ACCEPTANCE OF MEMBERS

- (a) Membership shall be considered upon completion of the application process. Applications shall be presented to the membership committee at any regular monthly business meeting. The Membership committee shall meet and act upon the applications no later than 60 days following their receipt. Upon recommendation from the Membership Committee (duties as defined in Section 5), the Chief shall have the final decision.
- (b) PROBATIONARY: New applicants for membership shall be probationary for six months. New members do not have voting privileges and generally do not hold office unless the membership authorizes an exception by a 60% vote. At the end of the probationary period, the applicant's performance and participation will be considered by the Membership Committee. The Membership Committee shall make a recommendation to the Chief to deny membership altogether, or accept the applicant as a member. The Chief shall notify the applicant if he/she has been accepted as a member. The Chief shall notify an applicant not accepted for membership under this section by certified mail that membership has been denied. The Chief shall have the final decision on all membership applications.

Section 3

DEPARTMENT PROCEDURES

DEPARTMENT PROCEDURES

Discrimination

No member shall be segregated or discriminated against on the basis of:

- Race, sex, color, national origin or religious creed
- Their compliance with departmental policies, rules regulations or orders

The workplace and emergency scene shall be a harassment free environment. The Department's complete Non-Discrimination policy is attached at Appendix A

Organization Recognition

Other fire/ems department groups or committees may petition the Fire Chief for recognition on any matter on a continuing or individual basis.

Safety

When engaged in emergencies or any and all activities, members shall exercise proper precautionary measures to avoid injury to self or others. All safety equipment shall be kept clean and in a state of readiness. Any member who is found to have tampered with any safety equipment will be subject to disciplinary action. Personnel accountability is an important issue on the emergency scene.

It shall be everyone's responsibility to:

1. Check in at an incident
2. Make sure you are assigned to an officer or resource
3. Check in when requested
4. Report any problems
5. Check out prior to leaving

Also see the Department's safety manual for more information on safety procedures.

Injury Reporting

The Fire Chief Exercises control over all aspects of accidents and injury treatment and the members return to duty.

All duty related injuries should be reported to the Chief immediately. The Chief will initiate the accident investigation process and notify the Mayor of the Town of Wilbur.

A Washington Volunteer Firemen's Relief and Pension Fund "Report of Accident" form shall be taken with the member if treatment at a care facility or private physician is required. This form must be completed and returned to the administrative office for the claim to be processed.

No member may return to work after having been off duty for an on-the-job injury or a serious illness without the approval of the Fire Chief. A "serious" injury or illness is defined as a NFPA 1500 Standard Category A condition.

Purchasing:

All purchases shall be directed to and confirmed by the Department purchasing officer.

Department Property

All personnel shall exercise caution to avoid unnecessary damage or loss of department property and be responsible for the safekeeping and proper care of all department property in their charge

All personnel shall report in writing, without delay, all accidents or damage to department property through regular channels.

Under no circumstances shall department property be loaned or borrowed or be permitted to be removed from premises to which it has been assigned or designated without permission of the Chief.

Information Regarding Fires

All persons making inquiries relative to fires, alarms or department business of any nature shall be referred to an officer or the Mayor of Wilbur

Political Policy

No member shall circulate any questionnaire, poll, petition, letter or other document relating to any department policy, for signature by any member, unless circulation of such has received the proper written approval of the Chief.

Time System

The department shall operate under a 24-hour time system commencing at one minute after midnight (0001) and progressing for 24 hours until midnight (2400) the following day.

Members shall familiarize themselves with the proper method of denoting time to facilitate the keeping of reports and records.

Recreational Activities

Recreational activities, authorized by the Chief, shall be carried out in a safe and prudent manner.

Personal Vehicles on Truck Deck

When vehicles are on the truck deck, the ignition keys shall be left in the ignition. In no case shall personal vehicles be parked in such a manner as to restrict the exit of the apparatus.

Repair Request

Any request for repair must be in writing using Town of Wilbur Fire and EMS Department Request for Maintenance Form. This form may be faxed or called into the repair facility so maintenance is aware of the problem.

Emergency Repair

Any officer may call back the mechanic if they deem that repairs are needed to keep a piece of equipment in service.

Emergency Fire Ground Repair

The maintenance staff may be called out on an incident to which their services may be needed.

Animal Rescue

Town of Wilbur Fire and EMS Department is not responsible for animal rescues.

The Chief may use discretion in determining the application of this policy in regard to public relations, but at no time shall jeopardize a person's safety.

Section 4

DISCIPLINARY ACTION

DISCIPLINARY ACTION

Any member violating any of these SOP's shall be subject to disciplinary action by the Chief or his designee.

Whenever discipline is a possibility, a full, fair and impartial investigation of any allegation will be conducted. The member against whom discipline is possible will be given the opportunity to present pertinent information as part of the investigation.

The Chief or designee(s) will meet with the member, explain the findings of the investigation and the proposed discipline and the member will have the opportunity to respond. The Chief will notify the member of any discipline in a timely fashion. Whenever any member is disciplined, suspended or terminated, the Chief shall notify the Mayor and the Clerk of the Town of Wilbur of the action taken.

Obedience to Rules & Orders

All members shall conform to and promptly obey all rules and orders of the department. Infractions of the rules and orders of the department may cause offending members to be subject to reprimand, disciplinary probation, suspension, demotion or dismissal.

Payment of Just Debts

All members must promptly pay all liabilities contracted during the term of their service. Repeated complaints of failure or refusal to do so will constitute sufficient cause for disciplinary action. Ref: Cell phones

Insubordination

Members of the Department refusing to obey the order of an officer shall be reported immediately in writing to the Fire Chief, through the chain of command. Failure on the part of any officer to report will constitute a violation of this rule.

Reprimand, Disciplinary Probation, Suspension, Demotion or Dismissal

Reprimand, disciplinary probation, suspension, demotion or dismissal of a member may result for any one or more of the following reasons:

Conduct of a disgraceful or scandalous nature

Misconduct in office

Conviction or forfeiture of bail for any misdemeanor involving moral turpitude or any felony.

Having one's privilege to operate a motor vehicle on the public highway in the State of Washington suspended or revoked by the Department of Motor Vehicles where a drivers license is required for the performance of one's duties.

Multiple moving violations within a specified period of time or unsafe driving practices with district owned equipment.

Repeated tardiness

Inability to establish and maintain proper working relationships with fellow officers or employees.

Reporting for duty or being on duty under the influence of alcohol, drugs or any combination thereof.
Unfit to perform fully one's duties for reasons attributable to, or produced by, indulgence in alcohol, drugs or any combination thereof.

Unauthorized use of Fire District tools, equipment or property.

Abuse or gross negligence in the care and operation of Fire District tools, equipment or property.

Conduct unbecoming to a public servant.

Receiving gratuity or any personal favor in exchange for the performance or for the non-performance of an assigned duty.

Discussion of confidential Fire District business or information with unauthorized person.

Continued and persistent refusal to pay just debts.

Willfully making any false statement, certificates or reports or in any manner committing or attempting fraud.

Violations of administrative rules and regulations

Illegal possession or use of drugs or narcotics

Incompetence or inefficiency on the performance of required duties.

DISMISSAL

In the event it becomes necessary to dismiss a member, the Chief shall notify him or her, by certified mail.

Section 5

GENERAL TRAINING REQUIREMENTS

GENERAL TRAINING REQUIREMENTS

All members who engage in emergency operations shall be trained commensurate with their duties and responsibilities. Training shall be as frequent as necessary to ensure that members can perform their assigned duties in a safe and competent manner but shall not be less than the frequencies specified in this policy.

The Chief shall provide or arrange for training and education for all members commensurate with those duties and functions that members are expected to perform.

Such training and education shall be provided to members before they perform emergency activities. Documentation of successful completion of the following will be acceptable proof of such training:

- Firefighter/ I (or higher) certificate with an International Fire Service Accreditation Congress seal (or equivalent), Region 9 Recruit School, Spokane Community College Fire Science Program, Town of Wilbur Fire and EMS Department, Washington State EMT training provider, or other programs on a case by case basis.
- Proof of attendance for Hazardous Materials Recognition and Identification training
- Proof of attendance for the academic portion of Emergency Vehicle Accident Prevention (EVAP). Practical training for EVAP must be accomplished within Department 7
- Washington State certification of Emergency Medical Technician - Basic.
- Proof of a current basic first aid card

Emergency Medical Training

Emergency Medical Training will be provided in the Ongoing Training and Educational program format. The Town of Wilbur has formally adopted the Inland EMS Training Council's OTEP plan and will provide medical training utilizing the training van. Additional training opportunities in the local area are readily available and attendance is encouraged and will be supported by the Town of Wilbur. Current WAC 246-976 related WAC's and RCW's, and the Lincoln County EMS council guide lines shall be referenced for all matters pertaining to the Emergency Medical System of the Town of Wilbur

New Emergency Medical Service Personnel

The Town of Wilbur encourages new EMT's and will pay for initial training in the following manner. The Member will pay one half (1/2) of tuition and the Town of Wilbur will pay one half (1/2) of tuition. Upon Completion and certification as a basic EMT the Town of Wilbur will reimburse the member for the one half (1/2) of the tuition he or she paid.

State requirements found in current WAC 246-976 and all referenced RCW's and WAC's will apply to all new members. Appendix D

Driver/Operator Training

A Chief approved driver trainer shall conduct driver/operator training on an individual basis. Department EVAP program, checklists and safety procedures shall be adhered to. Driver certification for being an approved driver/operator shall be conducted by a chief officer or an approved officer. Training records will be maintained IAW the Chief desires, but as a minimum, must indicate what training was performed, who was the trainer, when the training took place and a roster of who was trained.

Member Responsibilities

Each member, instructor and officer is responsible for safety in the training environment. All members shall utilize personal protective equipment appropriate for the training.

Training Officer Responsibilities

The training officer shall assure that training and education are conducted frequently enough to assure that each member is able to perform the member's assigned duties and functions satisfactorily and in a safe manner so as not to endanger members or other employees. The training officer shall maintain a comprehensive training plan and schedule with input from all members.

The training officer shall keep records on all training for members to assure compliance with this policy.

Scheduled Training

The Wilbur Fire/EMS Department meeting is held on the first and third Thursday of the month. Station Training - held on second meeting of each month to deliver continuing firefighting/ems education and station specific training.

Special training meeting may be called at any time as needed.

Station Training may be held at any meeting/ or special meeting

Guidelines

Training on hearing conservation shall conform to the Hearing Protection Policy.

Training on medical procedures shall conform to the Emergency Medical Protection Policy.

Training on respiratory equipment shall conform to the Respiratory Equipment Protection Policy.

Training on employee right-to-know procedures shall conform to chapter 296-62 WAC, Part C, and Hazard Communication.

Training on overhaul procedures and operations shall conform to the Emergency Fire Ground Operations Policy.

Training on wildland fires shall conform to the Wildland Fire Operation Policy.

Training on confined space entry and/or rescue shall conform to the Confined Space Rescue Policy.

Live fire training in structure shall conform to the Live Fire Structural Fire Training Policy.

Section 6

GENERAL ADMINISTRATION

VOLUNTEER PENSION & RELIEF ACT

All volunteer members of Town of Wilbur Fire and EMS Department are covered under the Volunteer Firefighter Relief and Pension Act. The Volunteer Firefighter Relief and Pension Act provides coverage for line of duty disability and death as well as a pension plan. A summary of the program can be obtained from the Department Secretary.

The Department Secretary will collect the member's" contributions to the pension fund in January of each year. It is the member's responsibility to turn in their contribution on time.

MILEAGE & TRAVEL

A claim may be made for mileage expense incurred by Department personnel using their private vehicles for authorized Department business.

The Chief will approve the use of a personal vehicle for Department business prior to any trip

No mileage expense shall be allowed for alarm response, local department training, drills or other normally incidental travel.

Claims for mileage and authorized subsistence must be turned in to the Department Secretary for auditing and voucher preparation.

The rate of reimbursement for mileage expense shall be the rate allowed for deduction by the IRS and is subject to automatic adjustment on an annual basis (January 1).

All plans for travel expenses must be pre-approved by the Chief and then forwarded to the Department Secretary.

USE OF FIRE DEPARTMENT MEETING ROOMS

The meeting room at any Station is open to other governmental agencies for training and meetings and any organizations for open meetings. All requests must be submitted in writing and approved by the Chief. This is on first come, first serve basis. Town of Wilbur Fire and EMS Department 1st, other groups are subject to cancellation if Town of Wilbur Fire and EMS Department has a use for the room. The room shall be returned to the same condition as it was and all tables shall be clean.

EQUAL EMPLOYMENT OPPORTUNITY

Town of Wilbur Fire and EMS Department is an equal opportunity employer. The Department treats all volunteers and applicants on the basis of merit, qualifications and competence. This policy shall be applied without regard to any individual's gender, race, color, religion, national origin, pregnancy, age, marital status, medical condition, physical handicap or disability. The Department will not discriminate against a sensory, physical or mental impairment that can reasonably be accommodated and does not prevent proper performance of an essential element of the job.

Volunteers with life threatening illnesses, such as cancer, heart disease, etc., will be treated the same as all other volunteers. They are permitted to continue working so long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The Department will work to preserve the safety of all of its volunteers and reserves the right to reassign volunteers or take other job actions when a substantial and unusual safety risk to fellow volunteers or the public exists.

SEXUAL HARASSMENT

All complaints of sexual harassment will immediately be forwarded to the Mayor of the Town of Wilbur. The Mayor will conduct an investigation of the matter IAW the Departments Non-Discrimination policy contained at Appendix A (ordinance 353). Appropriate action will be taken by the Mayor after the investigation is complete.

WHISTLEBLOWER PROTECTION

It is the policy of Town of Wilbur Fire and EMS Department that employees are encouraged to disclose, to the extent not expressly prohibited bylaw, improper governmental actions of local government officials and employees. Persons making good faith reports to appropriate governmental bodies will not be subjected to retaliation for having made such reports. (See RCW 42.41.010)

APPENDIX A

ORDINANCE #353

AN ORDINANCE ADOPTING A SEXUAL
HARASSMENT POLICY FOR THE TOWN OF WILBUR
AND PROVIDING FOR PUBLICATION
OF ORDINANCE SUMMARY

NOW THEREFORE THE TOWN COUNCIL DOES ORDAIN AS FOLLOWS:

SECTION 1: ADDITION OF CHAPTER 2.27.00 TITLED SEXUAL
HARASSMENT POLICY TO THE WILBUR MUNICIPAL CODE.

2.27.01 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

1. Submission to such behavior is a condition of employment, whether explicitly or implicitly;
2. Submission to or rejection of such conduct is used as a basis for employment decisions;
3. such behavior interferes with an individual's work performance; or if;
4. Such behavior creates an intimidating, hostile, or offensive work environment.

2.27.02 Harassment Complaints

If an employee believes that he or she is a victim of sexual harassment or harassment based on race, color, creed, religion, or national origin, the following complaint/investigation procedure should be observed;

- a. The complainant shall bring the matter to the attention of the immediate non-involved supervisor. Complainant shall include the specific allegation, the date(s) the incident occurred, the individuals involved, and any witnesses. A non-involved supervisor is defined as the first person in an employee's chain of command as who is not the object of the complaint of sexual harassment, or, if no such person is available within the chain of command, then the Mayor. In the case

where the complainant is the Town Clerk and the allegations are against the Mayor, then her/she shall report to the Town Attorney.

- b. The investigating supervisor shall investigate the complaint in a timely manner to determine if it has merit. Due regard shall be given to the wishes of the complainant, and confidentiality shall be maintained if desired and if feasible. If the complaint is founded, the investigating supervisor shall inform both parties (complainant and the offender) of the results of the investigation and of the nature of the disciplinary action. Any disciplinary action shall be in conformance with the sections on discipline set forth in this plan. Either party may appeal the decision to the Mayor if it is felt that the findings were incorrect or the disciplinary action inappropriate.
- c. If a matter is appealed, the investigating supervisor shall consult with the Mayor, who shall review the matter. The Mayor shall render a decision and inform all parties of same.

Section 2: This ordinance shall take effect upon passage and publication.

Passed this 2nd day of August, 2000.

For: 5
Against: 0

Don Rolfe
Don Rolfe, Mayor Pro-tem

Attest:

Mary J. Daniels
Mary J. Daniels, Clerk

Approve as to form:

Cynthia E. McMullen
Cynthia McMullen, Attorney

I, the Town Clerk of the Town of Wilbur, Washington, do hereby
certify that the above Ordinance No. 353 is a true
copy, duly published, and is the order of the Town. Attest
on the 10 day of Aug, 2000.

Signed Irene Bishop Clerk

APPENDIX B

APPENDIX B

THE WILBUR STATION

LINCOLN COUNTY FIRE PROTECTION DISTRICT # 7 TOWN OF WILBUR FIRE/EMS DEPARTMENT THE WILBUR VOLUNTEER FIRE DEPARTMENT

The Wilbur station is a unique blend of two government agencies and a volunteer group.

Lincoln County Fire District # 7 was formed to provide fire protection for the surrounding area outside the towns boundaries.

The Town of Wilbur Fire/EMS Department was formed to provide fire protection within the boundaries of the town. It now also provides EMS services for the Town and surrounding areas.

Lincoln County Fire Protection District # 7 and the Town of Wilbur Fire/EMS Department have operating policies and procedures for the operation of their respective departments. These policies and procedures overlap to provide a uniform and consistent set of policies and procedures for the personnel of these departments.

The Wilbur Volunteer Fire Department is the body of volunteers who provide the manpower for this station, and has been a vehicle for fund raising, and fellowship.

The Volunteer group has operated with the chief, assistant chiefs, treasurer, secretary and a board of firemen as its governing body.

Since its inception the policies and procedures were developed by this group in a form of bylaws to operate the department.

These Bylaws, policies and procedures have been replaced with the policies and procedures from the Town of Wilbur and Lincoln County Fire District # 7 found in this manual.

The volunteer group will continue as the fund raising vehicle, the decision making group for spending funds raised to benefit the departments, the clearing house for benefits (such as the cell phone contract), and for the promotion of fellowship within the departments.

The volunteer group may be used at the request of the Mayor of the Town of Wilbur, and or The Board of Fire Commissioners of Fire District #7, and or the Fire Chief for input on changes in the policies and procedure manuals.

The position of Fire chief is an appointed position by the Town of Wilbur and Lincoln County Fire Protection District #7, they however have allowed the option for the election of a new fire chief candidate every five (5) years (example 2000, 2005, 2010, etc). The new candidate will still need to be appointed by the Town and Fire District. The existing fire chief retains the right to be a candidate in any election process unless he/she has been removed or suspended from the position by the Town of Wilbur and or the Board of Fire Commissioners of Fire District #7

The assistant chiefs shall be an elected position with elections occurring on a five-year basis. If you are elected in 2000, you will be up for reelection in 2005. The existing assistant fire chief retains the right to be a candidate in any election process unless he/she has been removed or suspended from the position by the Town of Wilbur and or the Board of Fire Commissioners of Fire District #7.

This option maybe canceled at anytime by the Mayor of the Town of Wilbur and the Board of Commissioners of Lincoln County Fire District # 7 being in agreeance that said cancellation is in the best interest of their departments.

APPENDIX C

ORDINANCE #352

AN ORDINANCE ADOPTING A SUBSTANCE
ABUSE POLICY FOR THE TOWN OF WILBUR
AND PROVIDING FOR PUBLICATION
OF ORDINANCE SUMMARY

NOW THEREFORE THE TOWN COUNCIL DOES ORDAIN AS FOLLOWS:

SECTION 1: ADDITION OF CHAPTER 2.26.00 TITLED SUBSTANCE
ABUSE TO THE WILBUR MUNICIPAL CODE.

- 26.01 The Town has a strong commitment to provide a safe work environment for its employees and to establish programs promoting high standards of employee health and safety. Consistent with that commitment, this policy establishes prohibitions regarding alcohol and controlled substances and the right of the Town to screen or test employees to determine the presence of alcohol and/or controlled substances.
- 26.02 Prohibition regarding alcohol and/or controlled substances.
1. The unauthorized use, sale, transfer, or possession of alcohol, drugs, controlled substances and/or "mood altering" substances (except the possession or use of prescribed medication, verifiable by a current, properly issued prescription) during work hours (including meal and rest periods), on Town property, or in Town vehicles is prohibited.
 2. Reporting for work or becoming intoxicated during working hours through the use of alcohol, drugs (including prescribed medication), controlled substances and/or mind-altering substances is prohibited. Violation of this section of the policy will result in disciplinary action that may include discharge.
 3. An employee utilizing prescribed an/or "over-the-counter" medication(s) that could adversely affect job safety or

performance must immediately report that fact to the employee's supervisor. Knowledge of cautions and warnings printed on the medication container label are the sole responsibility of the employee. Consultation with the employee's attending physician, concerning the affects a substance may have on that employee, may be appropriate.

In the event the employee does notify the Employer immediately upon reporting to work of the fact that such medication is being or will be taken, but does not immediately submit a physician's release, the Department Supervisor or Mayor may determine that the effects of any over-the-counter or prescribed medication may, under the circumstances, impair the employee's duties and may decline to permit the employees to work until the effects of the medication subside to an acceptable level.

In cases where the employee is instructed by the Employer to remain off work due to the possible side effects of over-the-counter or prescription medication the employee may utilize earned, but unused, sick or annual leave benefits in accordance with the Employer's leave policies.

Violation of this section will result in disciplinary action that may include discharge.

- 26.03 Current Employee Substance Abuse Testing.
The applicable substance abuse testing procedures outlined below may be initiated if one (1) of the following events occur.
1. Management personnel concludes through objective observation, investigation, and evaluation that an employee is under the influence or impaired by the

- use of alcohol, drugs, and/or controlled substances;
2. Where an employee is involved in any accident due to the action, inaction, or inattention of the employee;
 3. Where the Town receives reliable information of involvement by the employee with alcohol and/or controlled substances based upon personnel, parents, or family members of the employee.

All relevant facts pertaining to an investigation conducted pursuant to the above provisions will be documented in writing and preserved for future reference by the Town and the Union (when applicable). Such facts will also be restricted with access and storage as stated in Paragraph 26.04, subparagraph (7) below.

26.04

Substance Abuse Testing Procedures.

1. The Employer will transport the suspected employee to a pre-determined testing facility.
2. The employee will be requested to submit to the testing procedures. The employee has the right to refuse to submit to the tests; however, refusal to submit to the tests will be grounds for discharge.
3. The employee will provide a urine sample, a blood sample or breath sample. The urine sample will be provided for analysis to determine the amount, if any, contained in the employee's urine for all substances listed in paragraph 26.04.06 below. The blood or breath sample will be provided for analysis to determine the amount, if any, of ethyl alcohol contained in the employee's blood or breath. A lab of the town's choosing will analyze the blood and urine samples. Certified law enforcement personnel or medical facility will analyze the breath sample.

4. Collection of the specimens will be under the direction of qualified medical or law enforcement personnel. Collection of the specimens will take place as soon as possible following the observation, accident or incident. The employee will cooperate fully in the collection of the specimens. Employee tampering with the specimens or refusal to submit to the test within a reasonable period of time will result in discharge. If the employee is physically unable to provide a urine sample, the blood sample will be analyzed by the laboratory to determine if any of those substances listed in paragraph (6) below are present in the employee's blood. However, within twenty-four (24) hours following the drawing of the blood sample, the employee will submit to a urine test. If the employee fails to provide the urine sample within a twenty-four (24) hour time frame, that action will result in disciplinary measures, which may include discharge.
5. After collection of the specimens, the employee will be transported to the employee's residence or other safe location. The employee may be suspended from work with pay until the test results become available and are evaluated.
6. All specimens will be forwarded to a lab of the town's choice for analysis. Strict adherence to the chain of custody requirements will be followed during the transportation of the specimen to the laboratory. The laboratory will analyze the specimen for the substances listed herein. The laboratory will perform initial screening, and if positive results occur, confirmatory tests on the specimen will be conducted. The confirmatory test shall be the Gas

Chromatography/Mass Spectrometry
(GC/MS) test.

Levels. The following cutoff levels shall be used for the initial screening of specimens to determine whether they are negative for these drugs or classes of drugs: (Should the cutoff levels change for any reason, the newly revised cutoff levels will be used.)

	Test Level
Amphetamines	700
Barbiturates	300
Benzodiazepines	300
Cannabinoids	50
Cocaine metabolites	300
Methadone	300
Methaqualone	300
Opiates	300
Phencyclidine (PCP)	75
Propoxyphene	300

Level of the positive result for ethyl alcohol 0.04 gr/dl. The laboratory will communicate the test results to the Mayor. The Mayor will evaluate those results, and confer with the Department head to determine the Town's course of action.

7. Test results will be stored by the Mayor in the City Hall vault outside the regular personnel files. Access to the file will be extremely restricted--only the Mayor, Department Head and City Clerk will have access. All records will be treated in the most confidential fashion the Town. Disclosures, without employee consent, may occur when:
 - a. The information is compelled by law or judicial or administrative process.
 - b. The information has been placed at issue in a formal dispute between the employer and the employee.

- c. The information is needed by medical personnel for the diagnosis or treatment of a patient who is unable to authorize disclosure.
 - d. The information is necessary to resolve grievances and/or other issues involving the employer or the employee.
- 8. All costs associated with substance abuse testing, other than an independent analysis requested by the employee, will be paid by the Employer.
 - 9. Should analysis of the specimens indicate a negative level of a substance in an employee's system, the employee will be reinstated to the employee's former position.
 - 10. Should analysis of the specimens indicate a positive level of a substance in an employee's system, the Town will have the following options:
 - a. Discharge the employee; or
 - b. Provide the employee an opportunity to enter into a Last Chance Agreement, which includes: the employee will be evaluated by a qualified drug/alcohol counselor to determine the extent to the employee's chemical dependency. If, in the opinion of the counselor, the employee requires rehabilitation services, the employee will be placed on a non-paid leave-of-absence for a period not to exceed ninety (90) days and be required to enroll in and complete a certified alcohol and/or drug rehabilitation program. An employee may use accumulated sick leave or vacation during this ninety (90) day period. If the employee successfully enrolls and completes the program within ninety (90) days the employee will be reinstated to the employee's former position. The Town reserves the right of concurrence on the selection of the rehabilitation counselor, facility

and program content. Cost of the rehabilitation program will be paid by the employee or medical insurance provider within contractual limitation. The employee will submit semi-weekly written progress reports from the employee's counselor during the entire treatment program. The employee will be reinstated to the employee's former position when the following conditions have been met:

- 1) The employee has successfully completed the treatment program within the ninety (90) day time period; and
- 2) The attending counselor has formally released the employee to return to work; and
- 3) The employee agrees to submit to a substance abuse test.

During the next twelve (12) months following reinstatement, the employee shall consent to be tested for the presence of alcohol, drugs and/or controlled substances at any time, with or without cause. Any subsequent violation of the Agreement will be grounds for immediate discharge.

26.05

Self-Recognized Substance Abuse. Employees with a substance abuse problem must immediately notify their supervisor of their condition. For evaluation purposes, a substance abuse test may be appropriate. If, in the opinion of a qualified drug/alcohol counselor, the employee requires rehabilitation services, the employee will have an option to the guidelines as outlined in Section 26.04.10(B) above. Any employee who complies with the above requirements prior to a violation of this policy shall be

granted leave without pay in accordance with Section 26.04.10(B).

- 26.06 Pre-Employment Substance Abuse Testing. Job announcements will advise job applicants that a pre-employment substance abuse testing is a Town prerogative and will be performed in any manner as determined by the Town.
- 26.07 Employer Conducted Searches. The Town reserves the right to conduct searches of Town property, vehicles, or equipment at any time or place. Failure to cooperate with these procedures, without just cause, will be grounds for discharge. .

Section 2: This ordinance shall be in force upon passage and publication.

Passed the 2nd day of August, 2000.

For: 5

Against: 0

Don Rolfe
Don Rolfe, Mayor Pro tem

Attest:

Mary J. Daniels
Mary J. Daniels, Clerk

Approved as to form:

Cynthia McMullen
Cynthia McMullen, Atty.

I, the Town Clerk of the Town of Wilbur, Washington, do hereby certify that the above Ordinance No. 352 is a true copy, duly published in The Wilbur Register of the Town of Wilbur on the 10 day of Aug., 2000

Signed Irene Bishop Clerk

APPENDIX D

The following are examples of the WAC's that pertain to EMS
These are current as of 09-01-00

WAC 246-976-001

Purpose.

The purpose of these rules is to implement RCW 18.71.200 through 18.71.215, and chapters 18.73 and 70.168 RCW; and those sections of chapter 70.24 RCW relating to EMS/TC personnel and services.

(1) This chapter establishes criteria for:

- (a) Training and certification of basic, intermediate and advanced life support technicians;
- (b) Licensure and inspection of ambulance and aid services;
- (c) Verification of prehospital trauma services;
- (d) Development and operation of a state-wide trauma registry;
- (e) The designation process and operating requirements for designated trauma care services;
- (f) A state-wide emergency medical communication system;
- (g) Administration of the state-wide EMS/TC system.

(3) This chapter does not contain detailed procedures to implement the state EMS/TC system.

Request procedures, guidelines, or any publications referred to in this chapter from the Office of Emergency Medical and Trauma Prevention, Department of Health, Olympia, WA 98504-7853 or on the internet at www.doh.wa.gov.

[Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. 00-08-102, § 246-976-001, filed 4/5/00, effective 5/6/00. Statutory Authority: RCW 43.70.040 and chapters 18.71, 18.73 and 70.168 RCW. 93-01-148 (Order 323), § 246-976-001, filed 12/23/92, effective 1/23/93.]

WAC 246-976-010

Definitions.

Definitions in RCW 18.71.200, 18.71.205, 18.73.030, and 70.168.015 apply to this chapter. In addition, unless the context plainly requires a different meaning, the following words and phrases used in this chapter mean:

"ACLS" means advanced cardiac life support, a course developed by the American Heart Association.

"Activation of the trauma system" means mobilizing resources to care for a trauma patient in accordance with regional patient care procedures. When the prehospital provider identifies a major trauma patient, using approved prehospital trauma triage procedures, he or she notifies both dispatch and medical control from the field.

"Adolescence" means the period of physical and psychological development from the onset of puberty to maturity, approximately twelve to eighteen years of age.

"Advanced first aid," for the purposes of RCW 18.73.120, 18.73.150, and 18.73.170, means a course of at least twenty-four hours of instruction, which includes at least:

- CPR;
- Airway management;
- Trauma/wound care;
- Immobilization.

"Agency response time" means the interval from agency notification to arrival on the scene. It is the combination of activation and enroute times defined under system response times in this section.

"Aid service" means an agency licensed by the department to operate one or more aid vehicles, consistent with regional and state plans.

"Airway technician" means a person who:

- Has been trained in an approved program to perform endotracheal airway management and other authorized aids to ventilation under written or oral authorization of an MPD or approved physician delegate; and
- Has been examined and certified as an airway technician by the department or by the University of Washington's school of medicine.

"ALS" means advanced life support.

"Ambulance service" means an agency licensed by the department to operate one or more ground or air ambulances. Ground ambulance service operation must be consistent with regional and state plans. Air ambulance service operation must be consistent with the state plan.

"Approved" means approved by the department of health.

"ATLS" means advanced trauma life support, a course developed by the American College of Surgeons.

"Attending surgeon" means a physician who is board-certified or board-qualified in general surgery, and who has surgical privileges delineated by the facility's medical staff. The attending surgeon is responsible for care of the trauma patient, participates in all major therapeutic decisions, and is present during operative procedures.

"Available" for designated trauma services described in WAC 246-976-485 through 246-976-890 means physically present in the facility and able to deliver care to the patient within the time specified. If no time is specified, the equipment or personnel must be available as reasonable and appropriate for the needs of the patient.

"BLS" means basic life support.

"Basic life support" means emergency medical services requiring basic medical treatment skills as defined in chapter 18.73 RCW.

"Board certified" means that a physician has been certified by the appropriate specialty board recognized by the American Board of Medical Specialties. For the purposes of this chapter, references to "board certified" include physicians who are board-qualified.

"Board-qualified" means physicians who have graduated less than five years previously from a residency program accredited for the appropriate specialty by the accreditation council for graduate medical education.

"BP" means blood pressure.

"Certification" means the department recognizes that an individual has met predetermined qualifications, and authorizes the individual to perform certain procedures.

"CME" means continuing medical education.

"Consumer" means an individual who is not associated with the EMS/TC system, either for pay or as a volunteer, except for service on the steering committee, licensing and certification committee, or regional or local EMS/TC councils.

"Continuing medical education (CME)" means ongoing education after initial certification to maintain and enhance skill and knowledge.

"CPR" means cardiopulmonary resuscitation.

"Dispatch" means to identify and direct an emergency response unit to an incident location.

"E-code" means external cause code, an etiology included in the International Classification of Diseases (ICD).

"ED" means emergency department.

"Emergency medical services and trauma care (EMS/TC) system" means an organized approach to providing personnel, facilities, and equipment for effective and coordinated medical treatment of patients with a medical emergency or injury requiring immediate medical or surgical intervention to prevent death or disability. The emergency medical service and trauma care system includes prevention activities, prehospital care, hospital care, and rehabilitation.

"EMS" means emergency medical services.

"EMS/TC" means emergency medical services and trauma care.

"EMT" means emergency medical technician.

"General surgeon" means a licensed physician who has completed a residency program in surgery and who has surgical privileges delineated by the facility.

"ICD" means the international classification of diseases, a coding system developed by the World Health Organization.

"ILS" means intermediate life support.

"Injury prevention" means any combination of educational, legislative, enforcement, engineering and emergency response initiatives used to reduce the number and severity of injuries.

"Interfacility transport" means medical transport of a patient between recognized medical treatment facilities requested by a licensed health care provider.

"Intermediate life support (ILS) technician" means a person who:

- Has been trained in an approved program to perform specific phases of advanced cardiac and trauma life support as specified in this chapter, under written or oral direction of an MPD or approved physician delegate; and
- Has been examined and certified as an ILS technician by the department or by the University of Washington's school of medicine.

"Intravenous therapy technician" means a person who:

- Has been trained in an approved program to initiate IV access and administer intravenous solutions under written or oral authorization of an MPD or approved physician delegate; and
- Has been examined and certified as an intravenous therapy technician by the department or by the University of Washington's school of medicine.

"IV" means intravenous.

"Licensing and certification committee (L&C committee)" means the emergency medical services licensing and certification advisory committee created by RCW 18.73.040.

"Local council" means a local EMS/TC council authorized by RCW 70.168.120(1).

"Local medical community" means the organized local medical society existing in a county or counties; or in the absence of an organized medical society, majority physician consensus in the county or counties.

"Medical control" means MPD authority to direct the medical care provided by certified EMS personnel in the prehospital EMS system.

"Medical control agreement" means a written agreement between two or more MPDs, using similar protocols that are consistent with regional plans, to assure continuity of patient care between counties, and to facilitate assistance.

"MPD" means medical program director.

"Must" means shall.

"Ongoing training and evaluation" (OTEP) means a course of education authorized for first responders and EMTs in RCW 18.73.081 (3)(b).

"PALS" means pediatric advanced life support, a course developed by the American Heart Association.

"Paramedic" means a person who:

- Has been trained in an approved program to perform all phases of prehospital emergency medical care, including advanced life support, under written or oral authorization of an MPD or approved physician delegate; and
- Has been examined and certified as a paramedic by the department or by the University of Washington's school of medicine.

"Physician" means an individual licensed under the provisions of chapters 18.71 or 18.57 RCW.

"Practical examination" means a test conducted in an initial course, or a test or series of evaluations during a recertification period, to determine competence in each of the practical skills specified by the department.

"Prehospital agencies" means providers of prehospital care or interfacility ambulance transport.

"Prehospital index" means a scoring system used to activate a hospital trauma resuscitation team.

"Prehospital patient care protocols" means the written procedures adopted by the MPD under RCW 18.73.030(13) and 70.168.015(26) which direct the out-of-hospital emergency care of the emergency patient which includes the trauma care patient. These protocols are related only to delivery and documentation of direct patient treatment.

"Prehospital trauma care services" means agencies that are verified to provide prehospital trauma care.

"Prehospital trauma triage procedures" means the method used by prehospital providers to evaluate injured patients and determine whether to activate the trauma system from the field. It is described in WAC 246-976-930(2).

"Public education" means education of the population at large, targeted groups or individuals, in preventive measures and efforts to alter specific injury-related behaviors.

"Quality assurance (QA)" means an organized quality assessment and improvement program to audit and evaluate care provided in EMS/TC systems, with the goal of improving patient outcomes.

"Regional council" means the regional EMS/TC council established by RCW 70.168.100.

"Regional patient care procedures (RPCP)" means procedures adopted by a regional council under RCW 18.73.030(14) and 70.168.015(23), and approved by the department. Regional patient care procedures do not relate to direct patient care.

"Regional plan" means the plan defined in WAC 246-976-960 (1)(b) that has been approved by the department.

"Registered nurse" means an individual licensed under the provisions of chapter 18.79 RCW.

"Response area" means a service coverage zone identified in an approved regional plan.

"Rural" means unincorporated or incorporated areas with total populations less than ten thousand people, or with a population density of less than one thousand people per square mile.

"Senior EMT instructor (SEI)" means an individual approved to be responsible for the quality of instruction and the conduct of basic life support training courses.

"Special competence" means that an individual has been deemed competent and committed to a medical specialty area with documented training, board certification and/or experience, which has been reviewed and accepted as evidence of a practitioner's expertise:

- For physicians, by the facility's medical staff;
- For registered nurses, by the facility's department of nursing;
- For physician assistants and advanced registered nurse practitioners, as defined in the facility's bylaws.

"Specialized training" means approved training of certified EMS personnel to use a skill, technique, or equipment that is not included in the standard course curriculum.

"State plan" means the emergency medical services and trauma care system plan described in RCW 70.168.015(7), adopted by the department under RCW 70.168.060(10).

"Steering committee" means the EMS/TC steering committee created by RCW 70.168.020.

"Suburban" means an incorporated or unincorporated area with a population of ten thousand to twenty-nine thousand nine hundred ninety nine or any area with a population density of one thousand to two thousand people per square mile.

"System response time" for trauma means the interval from discovery of an injury until the patient arrives at a designated trauma facility. It includes:

"Discovery time": The interval from injury to discovery of the injury;

"System access time": The interval from discovery to call received;

"911 time": The interval from call received to dispatch notified, including the time it takes the call answerer to:

- Process the call, including citizen interview; and

- Give the information to the dispatcher;

"Dispatch time": The interval from call received by the dispatcher to agency notification;

- "Activation time": The interval from agency notification to start of response;
- "Enroute time": The interval from the end of activation time to the beginning of on-scene time;
- "Patient access time": The interval from the end of enroute time to the beginning of patient care;

• "On scene time": The interval from arrival at the scene to departure from the scene. This includes extrication, resuscitation, treatment, and loading;

• "Transport time": The interval from leaving the scene to arrival at a health care facility;

"Training agency" means an organization or individual that is approved to be responsible for specified aspects of training of EMS personnel.

"Training physician" means a physician delegated by the MPD and approved by the department to be responsible for specified aspects of training of EMS personnel.

"Trauma rehabilitation coordinator" means a person designated to facilitate early rehabilitation interventions and the trauma patient's access to a designated rehabilitation center.

"Urban" means:

- An incorporated area over thirty thousand; or
- An incorporated or unincorporated area of at least ten thousand people and a population density over two thousand people per square mile.

"Wilderness" means any rural area not readily accessible by public or private maintained road.

[Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. 00-08-102, § 246-976-010, filed 4/5/00, effective 5/6/00. Statutory Authority: Chapter 18.71 RCW. 96-03-052, § 246-976-010, filed 1/12/96, effective 2/12/96. Statutory Authority: RCW 43.70.040 and chapters 18.71, 18.73 and 70.168 RCW. 93-01-148 (Order 323), § 246-976-010, filed 12/23/92, effective 1/23/93.]

WAC 246-976-021

Training course requirements.

(1) **Department responsibilities:** The department will publish procedures for agencies to conduct EMS training courses, including:

- (a) The registration process;
- (b) Requirements, functions, and responsibilities of course instructional and administrative personnel;
- (c) Necessary information and administrative forms to conduct the course;

(2) **Training agency responsibilities:**

(a) **General.** Agencies providing initial training of certified EMS personnel at all levels (except advanced first aid) must:

- (i) Have MPD approval for the course content;
- (ii) Have MPD approval for all instructional personnel, who must be experienced and qualified in the area of training;
- (iii) Have local EMS/TC council recommendation for each course;
- (iv) Have written approval from the department to conduct each course;
- (v) Approve or deny applicants for training consistent with the prerequisites for applicants in WAC 246-976-041 and 246-976-141.

(b) **Basic life support** (first responder, EMT). Agencies providing initial training of basic life support personnel must identify a senior EMS instructor to be responsible for the quality of instruction and the conduct of the course.

(c) **Intermediate life support** (IV, airway and ILS technicians). Agencies providing initial training of intermediate life support personnel must:

- (i) Have a written agreement with the clinical facility, if it is separate from the academic facility;
- (ii) Ensure that clinical facilities provide departments or sections, personnel, and policies, including:
 - (A) Written program approval from the administrator and chief of staff;
 - (B) A written agreement to participate in continuing education;
 - (C) Supervised clinical experience for students during the clinical portion of the program;
 - (D) An orientation program.
- (d) **Paramedics.** Agencies training paramedics must be accredited by a national accrediting organization approved by the department.
- (3) **Course curriculum.** The department recognizes the following National Standard EMS training courses published by the United States Department of Transportation as amended by the department:
 - (a) First responder: The first responder training course published 1996, amended by the department March 1998;
 - (b) EMT: The emergency medical technician -- Basic training course published 1994, amended by the department February 1999;
 - (c) IV technician: Those parts of the emergency medical technician -- Intermediate course published 1999 which relate to intravenous therapy lessons 1-1, 1-2, 1-3, 2-1, 2-2, 2-3, 2-6, 2-7, 3-2, 3-3, 4-1, and 4-2; amended by the department February 1999;
 - (d) Airway technician: Those parts of the emergency medical technician -- Intermediate course published 1999 which relate to airway management lessons 1-1, 1-2, 1-3, 2-1, 2-2, 2-3, 2-5, 3-2, 3-3, 4-1, and 4-2; amended by the department February 1999;
 - (e) ILS technician: Those parts of the emergency medical technician -- Intermediate course published 1999 which relate to IV therapy and intraosseous infusion, the use of multi-lumen airway adjuncts, and the following medications:
 - (i) Epinephrine for anaphylaxis administered by a commercially preloaded measured-dose device;
 - (ii) Albuterol administered by inhalation;
 - (iii) Dextrose 50% and 25%;
 - (iv) Nitroglycerine, sublingual and/or spray;
 - (v) Naloxone;
 - (vi) Aspirin PO (oral), for suspected myocardial infarction lessons 1-1, 1-2, 1-3, 2-1, 2-2, 2-3, 2-4, 2-6, 2-7, 3-1, 3-2, 3-3, 4-1, and 4-2; amended by the department February 1999;
 - (f) Paramedic: The emergency medical technician --Paramedic training course published 1999, as amended by the department January 2000.
- (4) Initial training for first responders and EMTs must also include approved infectious disease training that meets the requirements of chapter 70.24 RCW.
- (5) Specialized training. The department, in conjunction with the advice and assistance of the L&C committee, may approve specialized training for certified EMS personnel to use skills, techniques, or equipment that is not included in standard course curricula. Agencies providing specialized training must have MPD and department approval of:
 - (a) Course curriculum;
 - (b) Lesson plans;
 - (c) Course instructional personnel, who must be experienced and qualified in the area of training;
 - (d) Student selection criteria;
 - (e) Criteria for satisfactory completion of the course, including student evaluations and/or examinations;
 - (f) Prehospital patient care protocols that address the specialized skills.
- (6) Local government agencies: The department recognizes county agencies established by

ordinance and approved by the MPD to coordinate EMS training. These agencies must comply with the requirements of this section.

[Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. 00-08-102, § 246-976-021, filed 4/5/00, effective 5/6/00.]

WAC 246-976-031

Senior EMS instructor (SEI).

(1) **Responsibilities.** The SEI is responsible for the overall instructional quality of the course, under the general supervision of the MPD. The SEI must conduct courses following department-approved curricula, and follow the department's policies, procedures and administrative requirements.

(2) **Qualifications.** The department will publish procedures to recognize senior EMS instructors (SEIs).

(3) **Initial recognition.** To apply for initial recognition as a SEI, submit to the department:

- (a) Proof of high school graduation, GED or equivalent;
- (b) Proof of current Washington certification as an EMT or above;
- (c) Proof of at least three years prehospital EMS experience at the EMT level or above;
- (d) Proof of at least one recertification;
- (e) Proof of current recognition as a CPR instructor for health care providers by the American Heart Association, the American Red Cross, the National Safety Council, or other nationally recognized organization with substantially equivalent standards to any of the above mentioned;
- (f) Successful completion of an approved instructor workshop;
- (g) Experience assisting with two EMT courses, performing a minimum of three hours of lectures and six hours of practical skills in each course;
- (h) Recommendation by the local EMS/TC council;
- (i) Recommendation by the MPD.

(4) **Renewal of recognition.** Recognition as a SEI is for three years. To renew recognition, submit to the department:

- (a) Proof of current Washington state EMS certification as an EMT or above;
- (b) Proof of current or previous recognition as a senior EMS instructor;
- (c) Proof of current recognition as a CPR instructor for health care providers by a nationally recognized organization approved by the department;
- (d) Recommendation by the local EMS/TC council;
- (e) Recommendation by the MPD.

[Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. 00-08-102, § 246-976-031, filed 4/5/00, effective 5/6/00.]

WAC 246-976-041

To apply for training.

(1) You must be at least eighteen years old at the beginning of the course.

(2) For training at the intermediate (IV, airway and ILS technicians) and advanced life support (paramedic) levels, you must have completed at least one year as a certified EMT or above.

[Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. 00-08-102, § 246-976-041, filed 4/5/00, effective 5/6/00.]

WAC 246-976-141

To apply for certification.

(1) Department responsibilities. The department will publish procedures for initial certification which include:

- (a) Examinations. An applicant may have up to three attempts within six months after course completion to successfully complete the examinations;
 - (b) The process for administration of examinations; and
 - (c) Administrative requirements and the necessary forms.
 - (2) Applicant responsibilities. To apply for initial certification, submit to the department:
 - (a) An application for certification on forms provided by the department;
 - (b) Proof of identity: An official photo identification (which may be state, federal or military identification, drivers' license, or passport);
 - (c) Proof of age;
 - (d) Proof of completion of an approved course or courses for the level of certification sought;
 - (e) Proof of completion of approved infectious disease training to meet the requirements of chapter 70.24 RCW;
 - (f) Proof of successful completion of an approved examination within eighteen months prior to application;
 - (g) Proof of active membership, paid or volunteer, in one of the following EMS/TC organizations:
 - (i) Licensed provider of aid or ambulance services;
 - (ii) Law enforcement agency; or
 - (iii) Other affiliated EMS/TC service;
 - (h) The MPD's recommendation for certification;
 - (i) For EMTs, proof of high school graduation, GED, or equivalent;
 - (j) Other information required by this chapter.
 - (3) Certification is effective on the date the department issues the certificate, and will be valid for three years except as extended by the department for the efficient processing of license renewals. The expiration date will be indicated on the certification card.
 - (4) Certification of intermediate level technicians and paramedics is valid only:
 - (a) In the county or counties where recommended by the MPD and approved by the department;
 - (b) In other counties where formal EMS/TC medical control agreements are in place; or
 - (c) In other counties when accompanying a patient in transit from a county meeting the criteria in (a) or (b) of this subsection.
- With approval of the MPD, a certified intermediate level technician or paramedic may function as an EMT in counties other than those described in (a) through (c) of this subsection.
- [Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. 00-08-102, § 246-976-141, filed 4/5/00, effective 5/6/00.]

WAC 246-976-161

Continuing medical education (CME), skills maintenance, and ongoing training and evaluation (OTEP).

- (1) General requirements. See Tables A and B. You must document your annual CME and skills maintenance requirements, as indicated in the tables. You must complete all CME and skills maintenance requirements for your current certification period to be eligible for recertification.
- (2)(a) You must complete the number of MPD-approved CME hours appropriate to your level of certification, as indicated in Table A.
- (b) If you are a first responder or EMT, you may choose to complete an approved OTEP program instead of completing the required number of CME hours and taking the recertification exams.
- (3) You must demonstrate proficiency in certain critical skills, indicated in Table B, to the satisfaction of the MPD:
- (4) IV starts.
 - (a) During your first year of certification as an IV technician, combined IV/airway technician,

ILS technician, or paramedic, you must perform a minimum of thirty-six successful IV starts.
EXCEPTION: If you have completed a certification period as an IV or ILS technician, you do not need to meet this requirement during your first year of certification as a paramedic.

(b) By the end of your initial certification period, you must perform a minimum of one hundred eight successful IV starts.

(5) Intubations.

(a) During your first year of certification as an airway technician, combined IV/airway technician, combined ILS/airway technician or paramedic, you must perform a minimum of twelve successful endotracheal intubations. **EXCEPTION:** If you have completed a certification period as an airway technician, you do not need to meet this requirement during your first year of certification as a paramedic.

(b) By the end of your initial certification period, you must perform a minimum of thirty-six successful endotracheal intubations.

(6) Description of selected terms used in the table:

TABLE A: Basic Life Support Intermediate Life Support Paramedic CME REQUIREMENTS

	FR	EMT	IV	Air	IV/Air	ILS	ILS/Air	Paramedic
Annual								
CPR & Airway	X	X	X	X	X	X	X	
Spinal	X	X	X	X	X	X	X	
Immobilization								
Patient Assessment	X	X	X	X	X	X	X	
Certification Period								
Infectious Disease	X	X	X	X	X	X	X	X
Trauma	X	X	X	X	X	X	X	X
Pharmacology	X	X	X	X	X	X	X	
Pediatrics	X	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	6 hrs
Other CME, for a total of:	15 hrs	30 hrs	45 hrs	45 hrs	60 hrs	60 hrs	75 hrs	150 hrs
OR, complete an equivalent OTEP program as described in <u>WAC 246-976-171</u>	X	X	per MPD for BLS skills	per MPD for BLS skills	per MPD for BLS skills	per MPD for BLS skills	per MPD for BLS skills	per MPD for BLS skills

TABLE B: Intermediate Life Support Paramedic SKILLS MAINTENANCE REQUIREMENTS

	IV	Air	IV/Air	ILS	ILS/Air	Paramedic
First Certification Period						
• First Year of Certification						
IV Starts - may not be averaged (see	36	36	36	36	36	36

par 4)					
Endotracheal intubations - may not be averaged (see par 5)	12	12		12	12
Demonstrate intraosseous infusion proficiency		X	X	X	X
• Second and Third Years of Certification					
IV Starts - average (see par 4)	36	36	36	36	36
Endotracheal intubations - average (see par 5)	12	12		12	12
Demonstrate intraosseous infusion proficiency		X	X	X	X
• During the Certification Period					
Demonstrate pediatric airway proficiency	X	X		X	X
Multi-Lumen Airway Defibrillation				per MPD per MPD	per MPD per MPD

Later Certification Periods

• Annual Requirements

IV Starts - demonstrate proficiency		X	X	X	X
Endotracheal intubations - average (see par 4)	4	4		4	4
Demonstrate intraosseous infusion proficiency		X	X	X	X
• During the Certification Period					
Demonstrate pediatric airway proficiency	X	X		X	X
Multi-Lumen Airway Defibrillation				per MPD per MPD	per MPD per MPD

• Infectious disease: Infectious disease training must meet the requirements of chapter 70.24 RCW.

• CPR includes the use of airway adjuncts appropriate to the level of certification.

• Pharmacology: Pharmacology specific to the medications approved by your MPD (NOT REQUIRED FOR FIRST RESPONDERS).

• Pediatrics: This includes patient assessment, CPR and airway management, and spinal immobilization and packaging.

• "IV starts": Proficiency in intravenous catheterization performed on sick, injured, or preoperative adult and pediatric patients. With written authorization of the MPD, IV starts may be performed on artificial training aids.

• Endotracheal intubation: Proficiency in endotracheal intubations, at least half of which must be performed on human subjects. With written authorization of the MPD, up to half of the intubations may be performed on artificial training aids.

• Intraosseous infusion: Proficiency in intraosseous line placement in pediatric patients.

• Proficiency: Ability to perform a skill properly, demonstrated to the satisfaction of the MPD.

• Pediatric airway: Proficiency in pediatric airway management.

[Statutory Authority: Chapters 18.71, 18.73, and 70.168 RCW. 00-08-102, § 246-976-161, filed 4/5/00, effective 5/6/00.]

APPENDIX E

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APPENDIX F

WILBUR VOLUNTEER FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

Safety Apparel While Working In or Near Moving Traffic

EFFECTIVE DATE:

November 24,2008

PURPOSE

The purpose of this Policy is to describe the required personal protective apparel to be worn by The Wilbur Fire Department members when working at an incident that places the member in or near moving traffic. Incidents such as vehicle collisions/injury crashes, extrications, fluid spills, dangerous conditions, and vehicle fires are typical situations where this policy is applicable.

BACKGROUND

For incidents where exposure to the hazards of moving traffic are present for fire department personnel working on foot, this department policy can be summarized in the statement. “If your feet are on the street, your vest is on your chest.” Conforming to this policy places the member in compliance with Federal law 23 CFR Part 634 and applicable provisions of the Federal Highway Administration’s Manual on Uniform Traffic Devices (MUTCD).

PROCEDURE

Specifically, when the nature of the incident requires the member to work in or near moving traffic, the following personal protective apparel shall be worn;

- Structural Fire Helmet with chin strap properly donned
- ANSI 107-compliant Class II vest, Class III Highway Safety garment, or ANSI 207 Public Safety vest
- Protective Footwear

If a member prefers to wear a structural turnout coat due to inclement weather; i.e. rain, cold, etc, or is required to wear structural turnout gear due to duties assigned at the incident scene, the ANSI highway safety vest must be donned over the turnout coat. Turnout coats are not acceptable as high-visibility highway safety apparel when donned without the ANSI-compliant vest on the outside of the coat.

Structural bunker pants and boots may be worn in lieu of standard protective footwear.

NON-VEST INCIDENTS

Several unique incident types may be encountered where the donning of a highway safety vest may actually increase risk of injury for the fire department member or where wearing of a vest may in fact be otherwise impractical. Under these limited situations, the requirement for donning ANSI-compliant vests by members directly involved in hazard area “Hot Zone” activities is modified.

The exemptions for wearing a highway safety vest applies only to members directly involved in activities within an established “Hot Zone” and only when the “Hot Zone” is protected from the hazards of moving traffic by apparatus blocking, lane closures, etc.

The required ANSI-compliant Highway Safety vest need not be worn when a member is required to;

- 1) Don structural PPE and SCBA to work in close proximity to a source of heat such as during suppression of a vehicle fire,
- 2) Don hazardous material personal protective equipment to avoid potential exposure to chemicals or other contaminants, or
- 3) Don technical rescue PPE and/or equipment for a technical rescue incident such as extrication, high or low-angle rope rescue, swift water rescue, etc.

All members on-scene performing duties or involved at activities other than those listed above are required to don ANSI-compliant vests when working in or near moving traffic.

Members directly involved in source of heat, chemical, or technical rescue activities as listed above who complete their activities within the designated Hot Zone are required to don ANSI-compliant vests once their activities within the Hot Zone are completed or they leave the immediate “hot Zone” area of the incident scene.