



Johnson County Fire Protection District

POLICIES AND PROCEDURE
MANUAL
GUIDELINES/MEMORANDUMS

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURE MANUAL/GUIDELINES/MEMORANDUMS**

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JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES and MEMORANDUMS

In addition to personnel policies and procedures this manual also contains guidelines and memorandums which should be utilized by all members of the Johnson County Fire Protection District to ensure a safe and productive work environment for the members of the District and the citizens of and visitors to the District who rely on the services provided by the District.

As with all things these guidelines and memorandums along with the personnel policies and procedures are subject to modification and further enhancement with the passing of time and the test of implementation. All changes will be presented in proper form and will be distributed to each manual which should be maintained at the District stations by the respective Station officers and be made available for constant review by all members of the District.

Members of the District should take the initiative to familiarize themselves with the items contained within the manual. It is also the responsibility of each member to become familiar with any changes that take place concerning the policies and procedures, guidelines or memorandums and implement those changes in their activities on behalf of and as a member of the District.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICIES/PROCEDURES**

No. P1995-001

SUBJECT: EMERGENCY WARNING EQUIPMENT (Blue lights/siren)

APPROVED BY:

DATE: 10/10/95

STATEMENT OF POLICY/PROCEDURE:

This policy shall provide the rules and regulations regarding the use of blue lights and sirens on personal vehicles either owned or operated by members of the Johnson County Fire Protection District. The intent of this policy is to provide all personnel the working knowledge of both acceptable and non-acceptable practices for use of these devices.

Permits for use of emergency warning equipment may be issued during the first two months of service with the District. Permits will be issued only upon the recommendation of the appropriate station officer or at any other time as deemed necessary by the Chief and after completion of an approved emergency driving techniques orientation provided by the District. The privilege to use warning equipment can be revoked at will by the Chief, Assistant Chief, or their designee.

1. All traffic laws, traffic control devices, and rules of the road shall be followed as set forth in the applicable Missouri state statutes pertaining to equipment use. No careless, imprudent, or other reckless driving practices will be tolerated whether emergency equipment is in use or not.
2. The use of emergency equipment shall be confined to the proper boundaries of the Fire District except when other use is deemed necessary by the Chief, Assistant Chief, or their designee.
3. No authorized member shall assume that emergency equipment use grants them the right-of-way over any other vehicle. This equipment simply signifies a request for the right-of-way.
4. Emergency equipment shall only be used in relation to bona fide emergency responses to the fire scene or station. Any other use shall be viewed as an abuse of this privilege.
5. Emergency lights and sirens shall be used jointly and approved for type and performance by the Chief, Assistant Chief, or their designee. This permit does not grant use of this equipment for any other department or agency.
6. Emergency lights shall be permanently mounted or placed in the most visible area of the vehicle when in use.
7. Passing on the right of any vehicle as restricted by law will be prohibited.
8. Travel through any controlled intersection shall be done with extreme caution and only when all conditions permit safe passage.
9. All emergency responses shall be made with concern for existing conditions including pedestrians, weather, road conditions, and other vehicles.

10. Liability insurance shall be maintained by all members granted a permit for emergency equipment use. Written proof of insurance shall be provided prior to issuance of permits.
11. In accordance with the state law, permits shall be in the vehicle for which it is issued at all times.
12. Abuse of any nature of this privilege or any reported traffic offenses may result in the suspension or revocation of all permit privileges. Display and use of all such equipment shall be promptly terminated at the request of the Chief, Assistant Chief, or their designee.
13. Missouri Statute 307.175 (In part): Emergency use of sirens and flashing blue lights by firemen-violation misdemeanor-Motor vehicles and equipment operated by any member of an organized fire department or ambulance association, whether paid or volunteer, may be operated on streets and highways in this state as an emergency vehicle under the provisions of 304.022 RSMo, while responding to a fire call or ambulance call or at the scene of a fire call or ambulance call and while using or sounding a warning siren and while using or displaying thereon fixed, flashing or rotating blue lights, but sirens and blue lights shall be used only in bona fide emergencies. Permits for the operation of such vehicle equipped with sirens or blue lights shall be in writing and shall be issued and may be revoked by the chief of an organized fire department or organized ambulance association and no person shall use or display a siren or blue light on a motor vehicle and fire or ambulance equipment without a valid permit authorizing the use. Permit to use a siren or lights as heretofore set out does not relieve the operator of the vehicle so equipped with complying with all other traffic laws and regulations. Violation of this section constitutes a misdemeanor.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

POLICIES AND PROCEDURES

No. P1997-001

Subject: CARBON MONOXIDE ALARM RESPONSES

Date: 01/14/97

Approved by:

Statement of Policy/Procedure:

This policy will provide the procedure for the Fire Districts response to reports of carbon monoxide (CO) alarms. It should be known that carbon monoxide is a odorless, tasteless and colorless gas that can be deadly. It is a by product of fuel burning process and may be caused by a variety of items such as furnaces, stoves, water heaters, automobiles, fireplaces, portable heaters, etc. Symptoms of carbon monoxide poisoning may be similar to the flu including headaches, nausea, fatigue, and dizziness.

The Occupational Safety and Health Administration has determined a safe working level over an eight hour work day as 35 parts per million(PPM). Levels not to exceed 9 PPM over an eight hour average in a residential setting have been established by the US Environmental Protection Agency.

Procedure:

A. Upon notification of a response request involving an alarm of carbon monoxide all Fire District personnel will respond to their respective stations in the following manner:

1. Non-Emergency - Calls involving alarms with no patient symptoms.
2. Emergency - Calls involving alarms with patient symptoms.

B. The Fire District pumper will be utilized for the response to the scene unless it is already involved in another incident.

C. In all situations possible the pumper will respond with three personnel.

1. Exceptions will be allowed if three personnel are not available after a reasonable amount of time.

D. All personnel not responding on the pumper will report to the fire station and will advise the responding pumper or the on scene commander that the station is manned after a second crew is available.

E. Privately owned vehicles(P.O.V.) shall only be driven to the scene under the following reasons:

1. The Chief, Assistant Chief, Station officers or their expressed designee may drive to the scene.
2. Upon the direct request of the command officer.
3. If the location of the call is in the obvious, most direct path of the responding personnel from his location at the time of the call and the station and the pumper has not arrived on the scene, but has been manned and is responding.

F. Upon arrival at the scene the pumper driver will establish and maintain command until that command is relinquished to and assumed by a Station officer, Chief or Assistant Chief.

G. On scene operations for responses involving no patient symptoms shall be:

1. Keep structure closed with no ventilation
 - a. In the event of pre-arrival ventilation secure all openings with the structure evacuated and wait for approximately ten (10) minutes before beginning the testing procedure.
2. If symptoms do exist upon your arrival request an ambulance response and provide assistance to the affected person until the ambulance arrives
3. If symptoms do exist upon your arrival evacuate the building and assume the next level of operations.
4. Take a detector reading as close to the entry and as soon as possible after entry.
5. If readings exceed 200 PPM leave the structure immediately and assume the level of operations for responses involving symptoms.
6. Continue to take reading in all parts of the structure and note those readings on the carbon monoxide investigation form.
7. If the source of the CO is located turn the unit off.
8. DO NOT ATTEMPT ANY REPAIRS.
9. Ventilate premises.
10. Complete all investigation forms and provide occupants with a Notice of Findings and contact the gas utilities service unit if appropriate.
11. Terminate command and leave the scene.

H. On scene operations for responses involving patient symptoms shall be:

1. Ascertain that all occupants have evacuated.
2. Keep structure closed with no ventilation.
 - a. In the event of pre-arrival ventilation secure all openings with the structure evacuated and wait for approximately ten(10) minutes before beginning testing procedures.
3. Wear SCBA upon entering the structure.
4. Take an initial reading as close to the entry and as soon as possible after entry.
5. If readings exceed 200 PPM proceed with extreme caution while monitoring SCBA supply and environment exposure time.
6. If readings are 200 PPM or higher a maximum exposure time per person of one hour total exposure will be established.
7. Continue to take readings in all parts of the structure and note those readings on the carbon monoxide investigation form.
8. If the source of the CO is located turn the unit off.
9. DO NOT ATTEMPT ANY REPAIRS.
10. Ventilate premises.
11. Complete all investigation forms and provide occupants with a Notice of Findings and contact the gas utilities service unit if appropriate.
12. Terminate command and leave the scene.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES
No. P2001-001**

SUBJECT: Equal Opportunity Employment

DATE:

APPROVED BY:

Statement of Policy/Procedure:

The Johnson County Fire Protection District is an equal opportunity employer. This means that the District will not discriminate in the hiring or promotion process on the basis of sex, religion, race, color, or national origin. The same principle applies to handicapped persons if the handicap is not directly related to the job performance. Minimum age for volunteer personnel is eighteen (18) years of age. The Junior Firefighters may range from fourteen (14) to eighteen (18) years of age.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES
No. P2001-002**

SUBJECT: HARASSMENT

DATE:

APPROVED BY:

Statement of Policy/Procedure:

Harassment in the workplace is a violation of state and federal law. The Johnson County Fire Protection District strongly disapproves of and does not tolerate harassment of any kind. Further, any form of retaliation or reprisal against any employee for reporting a harassment complaint will not be tolerated. All employees have a right to work in an environment free from discriminatory insult, intimidation or harassment due to sex, age, color, race, national origin, religion, sexual orientation, marital status, handicap status, veteran status, or membership in other protected groups. All employees, regardless of rank or position, should treat others with respect and dignity in a manner so as not to offend the sensibilities of a co-worker.

This Fire District policy prohibits sexual harassment. For the purpose of this policy the term "sexual harassment" is defined as (1) unwelcome sexual advances, (2) requests for sexual favors with or without accompanying promises, threats or reciprocal favors or actions, or (3) other verbal or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual, or such conduct has the purpose or effect of unreasonably interfering with an individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments, language or jokes of a sexual nature, slurs and other verbal, graphic or physical conduct relating to an individual's gender or body, any display of sexually explicit pictures, greeting cards, articles, books, magazines, objects, photos or cartoons, and sexual flirtation, advances, or propositions.

In addition to sexual harassment, this Fire District policy prohibits any other conduct in the workplace, whether physical or verbal, committed by supervisors or others, which involves discriminatory insults, intimidation or harassment due to age, color, race, national origin, religion, sexual orientation, marital status, handicap status, veteran status, or membership in other protected groups.

REPORTING:

Any incident or discriminatory insult, intimidation, or harassment in any form, should be promptly reported to an immediate supervisor or other levels of management for purposeful investigation and corrective action, if warranted. All employees are encouraged to put any complaint in writing, especially if they have not received a satisfactory resolution as promptly as desired.

All employees are encouraged to take a complaint to a higher level supervisor if he or she feels that their immediate supervisor may be violating their rights or failing to adequately protect the employee's rights. Any written complaint should specify the date of the event, the general nature of the event, give the exact words or conduct involved, give names of any witnesses to the

complaint, and state whether similar incidents have occurred before. The complaint will be treated with confidentiality and will be responded to. Where investigations confirm complaints, appropriate disciplinary action will be taken, which may include termination, regardless of a first offense or not.

ENFORCING:

Spoken or written comments which are vulgar, profane, or offensive, or which disparage or insult another person's religion, handicap, age, sex, ethnic origin or race or culture, are unacceptable conduct and will not be tolerated. Any employee who engages in this type of conduct, including supervisors and others, shall be reprimanded and counseled or otherwise disciplined to assure that employees refrain from such conduct.

The Fire District intends all management and supervisory personnel to assist in enforcing and carrying out these policies. All employees are also encouraged to assist by reporting any claimed infringements on these rights. The Fire District pledges that no employee will be discriminated against in any way for reporting any instances of conduct or statements which the employee believes to be consistent with these policies or which may require corrective action on the District's part.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE**

No. P2001-003

Subject: Driving/Operating District Vehicles

Date: 12/18/2001

Approved by:

Statement of Policy/Procedure:

This policy will be utilized by all members of the District for all vehicles owned, hired, borrowed commandeered or used by the District. This policy will serve as the minimum standard for personnel to achieve prior to and following the receipt of authorization to operate vehicles or equipment on behalf of the District. Adherence to this policy will help to provide all members and the public with a safer environment during the emergency and non-emergency use of District vehicles. Any driving or operation of District vehicles shall be done with extreme care and caution and in accordance to and compliance with all applicable statutes or ordinances.

General:

A. Provisions

1. Any member driving any vehicle shall have and maintain a valid state driver's license.
2. All safety restraint systems shall be utilized by any member driving or riding in a District vehicle during any emergency, non-emergency or training activity
3. Should any member forfeit or have their state license suspended, revoked or otherwise be denied the privilege to have a state drivers license the member shall immediately stop driving District vehicles and shall notify their station officers and the administrative office.
4. All members wishing to be considered for driving any District apparatus must complete and submit a release authorization allowing the District to secure a driver's history for that member from the appropriate state data base before beginning any driver training evolution and at other intervals as deemed necessary by the District.
5. All members shall inform their station officers and the administrative office of any moving violation they receive while operating District or privately owned vehicles.
6. Should a member accumulate a significant amount of minor violations or any major violation their status as a driver of District vehicles may be reviewed.
7. No member shall drive or operate a District vehicle or equipment under the influence of alcohol, illicit drugs or any prescription drugs which prohibit the use of vehicles or related equipment.
8. Driver training shall be conducted primarily on prescribed routes as developed and presented by each station's officer(s) or under the approval of the Chief or Assistant Chief.
9. Prescribed routes will be developed to encompass the majority of the driving environments unique to each station's primary response area and shall not be comprised solely of paved roadways.
10. Consideration in developing routes should be given to road surface, physical size and conditions of the route to help insure exposure of each driver candidate to the general conditions found in their respective primary response area.

11. Upon completion of the driving and operation time requirements as set forth the driver candidate must demonstrate a proficient skill ability to an officer of their respective station before authorization to drive and operate the District vehicle can be granted.
12. The station officer(s) may elect to extend the driver candidate's vehicle driving and operating requirements for additional training purposes with approval from the Chief or Assistant Chief should the officer feel that the driver candidate requires further instruction or practice opportunities.
13. Driving skill shall be performed in all classifications of vehicles and will be evaluated separately. (Authorization to drive one classification does not immediately grant authority to drive all classifications of District vehicles)
14. Driving training requirement compliance records will be recorded in miles and length of time and shall be completed in day and night conditions as prescribed.
15. Although most vehicle driving will be in a forward direction all members shall practice backing operations which will be noted on the compliance record form and shall be proficiently demonstrated prior to final authorization of driving privileges.
16. At the completion of any driving training or other incident the driver/operator of the vehicle is charged with the responsibility to insure that the vehicle is returned to operational service status.
17. It is recommended that driving training be done in a consistent pattern beginning with the support vehicles or grass unit followed by the tanker and pumper/engine to assist the candidate in becoming more familiar with general District operations and incident management before being placed in command situations at large scale operations commonly associated with pumper/engine use.
18. All driver candidates must demonstrate a proficient ability to operate all systems and functions related to the respective apparatus. (i.e. Pump, Air Systems, Generators, Lighting, Radios, Etc.)
19. All driving candidates should be familiar with the incident management practices of the District and demonstrate the ability to perform as an incident commander prior to final driving authorization being granted.
20. All station officers shall notify the administrative office promptly of their authorization of a driver candidate being granted District vehicle driving privileges.
21. All compliance records shall be submitted to the administrative office when completed.
22. No member under 18 years of age shall drive any District vehicle on an emergency response.
23. Members under 18 years of age may drive and operate District vehicles with proper supervision during training exercises.

B. Classifications

1. Pre-Authorized Drivers
 - a. Those members, who at the adoption of this policy, are currently authorized to drive and operate District vehicles of each particular classification.
 - b. The pre-authorized status shall only apply to the specific type of vehicle the member has authorization to drive and operate. All operation of other classifications of vehicles shall be in accordance with the requirements for probationary driver candidates.
 - c. Driver/Operators who transfer from station to station within the District must demonstrate a proficient ability of driving and operating skill for each authorized class of vehicle to the officer of the station transferred to before being authorized to drive or operate that station's vehicles.

- d. Compliance records indicating the demonstration of this ability shall be submitted to the administrative office when completed.

2. Probationary driver candidates

- a. All members of the District not authorized to drive and operate District vehicles at the date of the adoption of this policy.

3. Vehicle Classifications

- a. Pumpers/Engines
- b. Grass Units
- c. Tankers
- d. Support Vehicles

C. Requirements for Vehicle Driving and Operation

1. Pre-Authorized personnel:

- a. May drive and operate the respective classification of vehicle as previously instructed or authorized, but must complete additional driving and operating training requirements as prescribed.
- b. Must complete and log fifty (50) miles during daylight hours and twenty-five (25) miles during nighttime hours in each classification of vehicle.
- c. The required mileage must be completed and submitted for approval within six (6) months of their respective station receiving any additional or replacement apparatus in any given classification.
- d. Must demonstrate a proficient ability to operate the pumps and other systems and functions contained on the grass units, tankers and support vehicles.
- e. Must receive authorized training in the proper operation of the pumps and other systems contained on the pumpers/engines and demonstrate the proficient ability to operate these items independently.

2. Probationary Driver Candidates:

- a. May not drive or operate any vehicle prior to final authorization without the direct supervision of a member authorized by the respective station officer(s) or the Chief or Assistant Chief including during training evolutions.
- b. May not drive any vehicle during an emergency response.
- c. Must complete and log one hundred fifty (150) miles during day light hours and fifty (50) miles during nighttime hours in each class of vehicle with no time restriction for the completion of this requirement.
- d. Must receive approved training and demonstrate the ability to proficiently operate pumps and systems on grass units, tankers and support vehicles.
- e. Must receive authorized training in the proper operation of the pumps and other systems contained on the pumpers/engines and record a minimum of three hours of independent pump operations and evolutions including, but not limited to set up, hose deployment, water flow, drafting operations, hydrant use(if applicable) and drafting procedures.
- f. Must document all driving training and operations training and demonstrate the proficient ability to perform driving and operating tasks to their respective station officer(s).
- g. Must submit all completed and signed documentation to the administrative office prior to receiving final driving privilege authorization.

D. Compliance Documentation Forms

1. A documentation form provided by the District shall be maintained for each member participating in the driver candidate program.
2. All driving and operation mileage and time recorded by any member must be countersigned by an authorized representative as approved by the respective station officer(s), Chief or Assistant Chief.
3. All mileage and operation time shall be done in the presence of and under the supervision of the properly authorized representative.
4. Upon completion of driving and operating requirements the completed compliance forms, including the appropriate signature of the station officer(s), shall be submitted to the administrative office before final driving authorization can be given.
5. All completed compliance forms will be maintained in the respective member's personnel file in the administrative office.

E. Exceptions

1. Exceptions or variations to this policy can be granted by the Chief, Assistant Chief or their authorized designee should situations arise which mandate such exception or variance.
2. Station Officers may grant temporary exceptions or variance to this policy in the event of an extreme emergency which requires the temporary authorization of driving privileges to insure the proper vehicle arrives at an emergency scene.

F. Violations

1. Any violation of this policy will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE**

**No. P2002--001
(Revised 07/2006)**

Subject: Attendance and Participation - Training/Meetings

Date: 07/11/2006

Approved by:

Statement of Policy/Procedure:

This policy will provide all members the knowledge of the required amount of attendance and participation at regular District training and meetings. The policy will serve as the minimum standard expected from Captains, Lieutenants and fire fighters in all aspects of the District. As training is an essential element in the proper performance of duties assigned to District members, which can affect the member as well as those working with them, it is important that each member at these levels be held accountable for their individual attendance and participation at training and other meetings. Merely attending a training session or meeting without actively participating is highly discouraged as little benefit will be gained by the member.

General:

A. Definitions

1. Officers - Any member of the District assigned a rank above fire fighter.
2. Chief Officers – Any member designated as a Chief, Assistant Chief, Division Chief, Battalion Chief or other rank including the designation of Chief.
3. Captain - Any member designated as a Captain in the District with duties assigned at a station or special division level and serving the Chief or Assistant Chief directly.
4. Lieutenant - Any member designated as a Lieutenant in the District with duties assigned at a station or special division level and serving a captain or other higher officer directly.
5. Fire Fighter - All members assigned to a District station or special division serving under a lieutenant or other higher officer directly.
6. Officer's Meeting - A meeting held to conduct training, disseminate information, plan or other related activities open to the officers of the District and generally called by the Chief or Assistant Chief.
7. District Training Meeting - A meeting held to conduct training or disseminate information at a station level and generally called by a member of the Training Division on an adopted schedule.
8. District Training Roster - A document administered at each District training meeting or officer's meeting which must be legibly signed by each individual member in attendance and from which the official training records will be maintained.

Rev: 07/2006

B. Requirements – Chief officers

1. All Chief Officers shall attend no less than two-thirds of all scheduled officer's meetings during a calendar year.
2. All Chief Officers shall not be absent for two consecutive scheduled officer's meetings.

C. Requirements – Captain

1. All Captains shall attend and participate in no less than seventy five (75%) percent of all scheduled District training meetings at a station level at their assigned station during a calendar year.
2. All Captains shall attend no less than two-thirds of all scheduled officer's meetings during a calendar year.
3. Captains shall not be absent for two consecutive scheduled officer's meetings.
4. All Captains shall insure that either the Captain or Lieutenant is in attendance at each officer's meeting to help insure each station's inclusion in receiving distributed information or equipment and to assist in planning for the District.
5. All Captains shall contact the Chief or Assistant Chief prior to missing any officer's meeting for any reason and shall provide the reason for missing to the Chief or Assistant Chief.
6. All Captains are responsible for documenting those members who are absent from their respective station's District training meeting and have called along with the reason for being absent on the District training roster.
7. All Captains will be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.

D. Requirements - Lieutenant

1. All Lieutenants shall attend and participate in no less than seventy five (75%) percent of all scheduled District training meetings at a station level at their assigned station during a calendar year.
2. All Lieutenants shall attend no less than two-thirds of all scheduled officer's meeting during a calendar year.
3. Lieutenants shall not be absent for two consecutive scheduled officer's meetings.
4. All Lieutenants shall insure that they coordinate with their respective station Captain that either the Captain or Lieutenant is in attendance at each officer's meeting.
5. All Lieutenants shall contact their respective Captain prior to missing any station training or officer's meeting for any reason and shall provide the reason for missing to the Captain.
6. All Lieutenants shall in the absence of the Captain be responsible for documenting those members who are absent from their respective station's District training meeting and have called along with the reason for being absent on the District training roster.
7. All Lieutenants will be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.

Rev: 07/2006

E. Requirement - Fire Fighter

1. All fire fighters shall attend and participate in no less than fifty (50%) percent of all District training meetings scheduled at their respective station during a calendar year.
2. All fire fighters shall attend no less than one (1) scheduled District training meeting per quarter of the calendar year.
3. All fire fighters shall contact an officer at their respective station prior to missing any District training meeting for any reason.
4. All fire fighters will be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.

F. Make-up of missed training

1. Any member may attend the District training held in any station during the same month and on the same subject matter if they have been or will be forced to miss the meeting held at their respective station.
2. Any member may attend the scheduled make-up District training meeting as scheduled by the Training Division for the meeting topic the member did not attend.
3. No make-up for missed officer's meetings will be granted.

G. Multiple same topic District training

1. No member shall be assigned credit for attending more than one District training meeting dealing with the same topic in any single month during a single calendar year.

H. Reinstatement provision

1. Members who have been terminated for violation of this policy may reapply for membership one time no earlier than six months from the date of termination.
2. Reapplication for membership is not a guarantee of membership and each former member's application will be considered independently.
3. Any former member who submits an application and successfully receives approval from their respective Station Officers, the Assistant Fire Chief and the Fire Chief shall be reinstated in a probationary status for the remainder of the calendar year of the year of reinstatement and for the entire following calendar year.
4. Any further violation of this policy by the reinstated member or violation of other District policy may lead to immediate termination with no provision for reapplication at a future date.

I. Exceptions

1. Exceptions or variations to this policy can be granted by the Chief or Assistant Chief should situations arise which mandate such exception or variance.

J. Violations

1. Any violation of this policy will be reviewed and processed in accordance to the proper methods established and outlined in the discipline section of this manual.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE**

NO. P2002-002

Subject: Alcohol and drug use

Date: 08/13/2002

Approved by:

Statement of Policy/Procedure:

This policy will help ensure that all members of the Johnson County Fire Protection District operate at emergency incidents, training or other District functions with more complete control of their physical and mental capabilities. As the personnel of the District are charged with the responsibility of their own safety as well as the public safety and are charged with the responsibility of providing dependable, efficient and professional services to the public the following policy will aid each member in understanding their role in relation to the use of alcohol or drugs. This policy will help reduce risk to individual members, fellow members, and the public.

General:

A. Alcohol and drugs

1. Alcohol shall be described as any intoxicating liquids commonly referred to as alcoholic without regard to the actual alcohol content of the liquid (i.e. liquor, beer, wine, etc.)
2. Drugs shall be described as any licit or illicit drug gained by legal or illegal means or used outside of the prescribed manner.

B. Use of alcohol or drugs

1. No member of the District shall respond to any emergency incident, training or other function of the District or act in behalf of the District when under the influence of alcohol or drugs.
2. No member shall operate any District equipment or vehicles when under the influence or alcohol or drugs.
3. Members who are under the influence of prescription drugs or non-prescription drugs that may cause side effects which can impair the member and which may carry specific warnings concerning the possible side effects shall refrain from participating if the side effects are present or impairment occurs.
4. No alcohol or drugs (excluding the proper use of prescription or non-prescription medications) shall be consumed, stored or maintained on or in any District building, vehicle or property unless specific permission is granted by the Chief or Assistant Chief in respect to an organized social function.
5. Any member who appears to be under the influence of alcohol or drugs at any emergency incident, training or other function of the District shall be immediately removed from direct involvement in the activity which they are participating in and should be placed in a safe location under supervision.

B. Violations

1. Violations of this policy will be reviewed and processed according to the proper methods established.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE

No. P2005-001

Subject: MISSOURI FIRE FIGHTERS MEMORIAL

Date: 1/11/05

Approved by:

Statement of Policy/Procedure:

This policy will provide the established criteria for Johnson County Fire Protection District members and past members to be included in the Missouri Fire Fighters Memorial Distinguished Service Wall and Line of Duty Death Wall.

GENERAL:

1. The Chief of the District or the Secretary/Treasurer shall submit to the Fire Fighters Association of Missouri or other governing body having jurisdiction or control of the Missouri Fire Fighters Memorial the name of those members of the District who meet the following criteria at the time of their death:
 - a. Active roster members who have met the minimum years of service with the District as established by the Memorial (10 years) to be included on the Distinguished Service Walls at the Memorial site.
 - b. Active roster or past members who have completed twenty five (25) years of service with the District.
2. The Chief of the District or the Secretary/Treasurer shall submit the name of any member of the District who dies in the "Line of Duty" to be included on the Line of Duty Death Wall at the memorial site.
3. The District will bear the costs associated with and assessed by the Memorial or its governing body to have the names of the deceased members inscribed on the appropriate walls at the Memorial site.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICIES/PROCEDURES

No. P2006-001

Subject: National Incident Management System (NIMS)

Date: 2/14/06

Board approval verified by:

Statement of Policy/Procedure:

This policy will be utilized by all members of the District for all incident response operations. This policy will formally recognize the adoption of the National Incident Management System (NIMS).

General:

1. Homeland Security Presidential Directive / HSPD-54, 28 Feb 2003 established the National Incident Management System (NIMS).
2. NIMS establishes a single, comprehensive approach to domestic incident management to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together using a national approach to domestic incident management.
3. NIMS provides a consistent nationwide approach for Federal, State and local governments to work together to prepare for and respond to, and recover from domestic incidents regardless of the cause, size or complexity.
4. NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting.
5. Beginning October 1, 2004 all Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent provided by law, for providing Federal preparedness assistance through grants, contracts or other activities to local governments.

Adoption:

The Johnson County Fire Protection District hereby adopts as policy the recognition and use of the National Incident Management System (NIMS) as its system for preparing and responding to all disaster incidents.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICIES/PROCEDURES

No. P2006-002

Subject: Incident Command System (ICS)

Date: 2/14/06

Board approval verified by:

Statement of Policy/Procedure:

This policy will be utilized by all members of the District for all incident response operations. This policy will formally recognize the adoption and use of the Incident Command System (ICS) consistent with the concepts and principles taught by the Department of Homeland Security.

General:

1. The ICS is a standardized on-scene emergency management approach.
2. The ICS is specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
3. The ICS is a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
4. The ICS structure is designed to aid in the management of resources during incidents.
5. The ICS is used for all kinds of emergencies and is applicable to small or large and complex incidents.
6. The ICS serves to organize field level incident management operations.
7. The ICS requires training and exercises by the District to facilitate use and implementation of the ICS.

Adoption:

The Johnson County Fire Protection District hereby adopts as policy the recognition and use of the Incident Command System (ICS) consistent with the concepts and principles taught by the Department of Homeland Security as its system for preparing for and responding to incidents.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE**

No. P2006--003

Subject: Attendance and Participation – Recruit Training

Date: April 11, 2006

Revised January 11, 2011

Approved by: Ron Fitterling

Statement of Policy/Procedure:

This policy will provide all members the knowledge of the required amount of attendance and participation at Recruit Training activities. The policy will serve as the minimum standard expected from fire fighters newly appointed by the District. Newly appointed fire fighters are not able to fully contribute to fire suppression and other emergency activities until they receive a minimal amount of training. The District is committed to providing newly appointed fire fighters specific training which will enable them to perform assigned duties in a safe and efficient manner. Each newly appointed fire fighter will be held accountable for their individual attendance and participation at Recruit Training activities.

General:

A. Definitions

- a. Recruit Fire Fighter – Any fire fighter newly appointed by the District and assigned to a District station, who has not completed the District’s approved Recruit Training program, or a recognized equivalent. Recruit Fire Fighters are not allowed to participate in interior structural fire attack activities, unless under the direct supervision of a Training Officer during a District Training function.
- b. Fire Fighter – All members assigned to a District station or special division serving under a lieutenant or other higher officer directly, who has completed Recruit Training, or a recognized equivalent.
- c. Training Officer – An officer of the District assigned to the Training Division to directly provide or supervise the training of members, or a designated member of the District assigned temporarily to directly provide or supervise the training of members.
- d. Recruit Training – A District-approved program of training that introduces the Recruit Fire Fighter to the District’s policies, procedures, and operational practices and substantially conforms to the Missouri Division of Fire Safety’s Basic Firefighting course or a similar course. This program of training will include periodic assessments of knowledge and skills. Recruit Training does NOT replace monthly District training requirements, as outlined in Policy 2002-001.
- e. Recruit Training Meeting – A meeting held to conduct recruit training or disseminate information at the District level and generally called by a member of the Training Division on an adopted schedule.
- f. Recruit Training Roster - A document administered at each Recruit training meeting which must be legibly signed by each individual member in attendance and from which the official training records will be maintained.

1. Requirements – Recruit Fire Fighters

- a. All fire fighters appointed after the effective date of this policy shall be appointed as Recruit Fire Fighters for a maximum period of one year (twelve months), commencing with the date of appointment.
- b. All Recruit Fire Fighters shall be required to complete Recruit Training within one year (twelve months) of appointment or re-classification.
- c. Recruit Training will be conducted in a six-month cycle, providing two cycles for each Recruit Fire Fighter to complete all required Recruit Training.
- d. Each module of Recruit Training may be completed independently of other modules, allowing flexibility of scheduling for Recruit Fire Fighters.
- e. Recruit Fire fighters who fail to complete the Recruit Training program within one year (twelve months) of their appointment shall be placed on probation for six months, during which time the Recruit Fire Fighter shall complete the Recruit Training program or be terminated.
- f. Recruit Fire Fighters may not be approved as apparatus drivers or operators, but may train as apparatus drivers and operators.
- g. Upon successful completion of Recruit Training, Recruit Fire Fighters shall be re-classified as Fire Fighters.

2. Requirements – Recruit Training

- a. Recruit Training shall consist of individual training modules. Attendance will be taken during each module. Each Recruit Fire Fighter must sign the Recruit Training Roster to receive credit for that training module. Required live fire and related training skills evolutions will be offered periodically (quarterly) as scheduled and announced.
- b. Recruit Training shall be conducted according to a schedule that will be prominently disseminated to all District stations. The cycle of Recruit Training will be completed within six months, and immediately begin again, allowing two complete cycles in any twelve-month period. Recruit Fire Fighters shall begin attending Recruit Training immediately upon appointment.
- c. Recruit Training shall be modeled upon the Basic Fire Fighter class developed by the Missouri Division of Fire Safety, with modifications to conform to District policies, procedures, and practices.
- d. Recruit Training shall have periodic assessments of knowledge and skills. Knowledge assessments shall consist of quizzes covering the material discussed in class. Knowledge assessments will be scored, and Recruit Fire Fighters must score at least 70%. Skill assessments shall consist of practical demonstration of procedures and practices used within the District. Recruit Fire Fighters must pass all skill assessments. Recruits will be given two chances to pass knowledge or skill assessments for any single module. Recruits who fail to pass a module will be required to take that module again and successfully complete it.
- e. Recruit Training will be conducted by Training Officers assigned to the Training Division and by designated members of the District temporarily assigned to assist with Recruit Training. One Training Officer from the Training Division will be present at all Recruit Training.

D. Junior Fire Fighters

- a. Junior fire fighters are eligible to attend specified modules of Recruit training. Limitations on attendance are identified below.
- b. Junior fire fighters may attend Recruit training as long as their presence does not displace Recruit fire fighters from attending.
- c. Junior fire fighters who are aged 14 through 16 are eligible to attend the following training modules:
 - Module 1 – Organization and Communication
 - Module 2 - Safety
 - Module 3 – Fire Behavior
 - Module 5 – SCBA II
 - Module 10 – Hose I
 - Module 12 – Hose III Water Supply
 - Module 16 – Fire Control I Ground Cover Fires
4. Junior fire fighters age 17 are eligible to attend all modules of Recruit training. Upon successful completion of Recruit training and becoming 18 years of age, Junior fire fighters will be appointed as fire fighters.

E. Make-up of missed training

- a. Any Recruit Fire Fighter who misses more than half of a two-hour module of instruction must wait until the next offering of that particular class, generally during the next six-month cycle of Recruit Training.
- b. All Recruit Fire Fighters will be responsible for their own individual attendance at scheduled offerings of particular classes during the next six-month cycle of Recruit Training in order to complete Recruit Training.

F. Exceptions

1. Exceptions or variations to this policy can be granted by the Chief or Assistant Chief should situations arise which mandate such exception or variance.

G. Violations

1. Any violation of this policy will be reviewed and processed in accordance to the proper methods established and outlined in the discipline section of this manual.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE**

NO. P2007-001

**Subject: Personal Protective Equipment Helmet
Non-Service Distribution**

Date: 01/09/2007

Approved by:

OBJECTIVE:

To provide established criteria for distribution of personal protective equipment helmets and District required helmet accessories to members or surviving family members of Johnson County Fire Protection District personnel upon death, retirement, departure in good standing or upon removal of the helmet and accessories from service.

GENERAL:

1. The personal protective equipment helmet and District required helmet accessories assigned to any member of the District who dies in the line of duty while serving the District or any other fire service agency may be presented to the surviving family member(s) of the District personnel.
2. The personal protective equipment helmet and District required helmet accessories assigned to any member of the District in good standing as determined by the District who dies in a non-line of duty situation may be made available for presentation to the surviving family member(s) of the District personnel.
3. District personnel who have served as an active member of the District for a cumulative period of twenty (20) years and retire or depart from service to the District in good standing, as determined by the District, will be provided the opportunity to retain the personal protective equipment helmet and District required helmet accessories assigned to the member after signing a waiver as provided by the District relating to the future use of the personal protective equipment helmet or District required helmet accessories.
4. District personnel who have served as an active member for less than twenty (20) years and depart from service to the District in good standing as determined by the District will be eligible to retain the personal protective equipment helmet or District required helmet accessories assigned to the member under the following guide:

- a. The departing member shall submit payment in full to the District the sum determined by the District required to replace the personal protective equipment helmet and District required helmet accessories calculated at the market price at the time of departure.
 - b. If the personal protective equipment helmet make, model or District required helmet accessories are no longer in production or available for purchase as new merchandise the member shall submit payment in full to the District the sum determined by the District required to replace the personal protective equipment helmet and District required helmet accessories with an acceptable alternative as determined by the District.
 - c. The departing member will be required to sign a waiver as provided by the District relating to the future use of the personal protective equipment helmet and District required helmet accessories.
5. District personnel may be provided the opportunity to retain the personal protective equipment helmet and District required helmet accessories assigned to the individual member that has been removed from service for any reason with the following provisions:
 - a. Any member who intentionally damages, as determined by the District, any personal protective equipment helmet or District required helmet accessories will not be allowed to retain the helmet or District required helmet accessories and will face disciplinary action.
 - b. No member will be allowed to retain any personal protective equipment helmet or District required helmet accessories that are deemed necessary to be retained by the District for future examination, illustrative purposes or for other pending actions or purposes.
 - c. The member permitted to retain any personal protective equipment helmet or District required helmet accessories will be required to sign a waiver as provided by the District relating to the future use of the personal protective equipment helmet and District required helmet accessories.

WAIVER/EXCEPTION:

1. The distribution of any personal protective equipment helmet or District required helmet accessories to a living member of the District at retirement, departure in good standing or upon removal of the helmet from service for any reason shall not be made until a waiver as provided by the District relating to the future use of the personal protective equipment helmet or District required helmet accessory is signed by the member or their legal representative.
2. No waiver will be required if the helmet or District required helmet accessory has been rendered unusable by permanent alteration by the District or a District authorized representative or agent as determined by the District.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES**

No. P2010-001

Subject: Conditions of Employment

Date: May 11, 2010

Approved by: JCFPD Board of Directors

Statement of Policy/Procedure:

This policy will provide certain conditions of employment including the automatic disqualifying conditions for initial employment consideration and continuation of employment of any full time, part-time, paid-per-call or volunteer employee of the District.

The District will notify any candidate for employment disqualified according to this policy stating the reasons for the disqualification. Any disqualified candidate for employment may appeal such disqualification by submitting evidence to the District that the information is in error or that the candidate should otherwise not have been disqualified. This information must be submitted within 30 days of the candidate's notification of disqualification. If an error is found in the information, the candidate will be reinstated in the process. If the information is in dispute the District will conduct any follow up investigation necessary and review the information within 30 days unless circumstances dictate an extension of the required time is needed to adequately gather or review the information to determine whether the disqualifying criteria exist. The candidate will be notified in writing of the results of the appeal. No applicant will be considered for employment if any criminal charges are pending at the time of the application, but may be considered after final disposition of the charges is known.

Any current employee of the District will be placed on administrative leave, with or without pay as determined by the Board, at the time of filing of charges or arrest in connection with any of the listed disqualifiers until the matter is legally concluded or dismissed. Current employees of the District may be terminated should any of the listed disqualifiers become applicable to the employee. The employee will be notified of the reason (s) for disqualification at the time of discipline and/or termination. Any employee disciplined and/or terminated due to provisions within this policy may appeal the action according to the bylaws and policies of the District or by any legal means afforded them. The provisions of this policy shall be additional to and do not replace or remove provisions of employment as outlined in any other District policy, guideline or discipline process.

A. List of Disqualifiers

For the purpose of this policy the term "convicted" includes pleas of guilty, pleas of nolo contendere or findings of guilt whether or not imposition or execution of sentence is suspended:

1. Conviction of or admission to committing a felony in Missouri after reaching age 18 or of any crime that would be classified a felony under Missouri statutes but occurring in another state or country.
2. Conviction of or admission to committing a felony in Missouri prior to reaching age 18 or of any crime that would be classified a felony under Missouri statutes but occurring in another state or country within five years of the date of application and/or conditional job offering or hiring except in the case of arson or fire related crimes, which shall have no time limit.

3. Conviction of or admission to a motor vehicle/traffic related felony in Missouri after reaching age 18 or of any vehicle/traffic related crime that would be classified a felony under Missouri statutes but occurring in another state or country.
4. Conviction of or admission to a motor vehicle/traffic related felony in Missouri prior to reaching age 18 or of any vehicle/traffic related crime that would be classified a felony under Missouri statutes but occurring in another state or country within five years of the date of application and/or conditional job offering or hiring.
5. Conviction of or admission to committing multiple misdemeanor offenses prior to or after reaching age 18 or after being employed by the District judged to be detrimental to the overall performance or public perception of the District as judged by the District.
6. Conviction of or admission to the possession, sales or use of any illegal drug within five years of the date of application and/or conditional job offering or hiring or at any time after employment.
7. Conviction of or admission to the use of non-prescribed, to the applicant or employee, prescription drugs or abuse of any prescribed prescription drugs within five years of the date of application and/or conditional job offering or hiring or at any time after employment.
8. Conviction of or admission to intentional destruction of District property.
9. Conviction of or admission to misappropriation of District property or resources.
10. Conviction of or admission to perjury.

B. Exceptions to Automatic Disqualification

1. Conviction of or admission to committing a property or vehicle/traffic related felony after reaching age 18 or of any property or vehicle/traffic related crime that would be classified a felony under Missouri statutes will be weighed on the facts of the case, taking into account the type of property or vehicle/traffic related crime, any other criminal convictions the applicant may have and the length of time that has transpired since any crime was committed and other pertinent information.
2. The Fire Chief will be responsible for making the final decision whether or not to initiate actions to disqualify candidates for employment or discipline or terminate existing employees.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES**

No. P2010-002

SUBJECT: Tuition Reimbursement

DATE: 09/14/2010

APPROVED BY: JCFPD Board of Directors

Statement of Policy/Procedure:

This policy will provide all members with information concerning the potential for tuition reimbursement for certain educational courses or achievement. The Johnson County Fire Protection District values the training and education its employees pursue which allow them to better fulfill their employment duties. As it is a benefit to the District to have employees with further education and certifications assistance may be provided as indicated.

General:

1. All members desiring reimbursement must complete and sign a reimbursement agreement as prepared by the District prior to initial tuition payment and the agreement shall be the binding instrument for possible reimbursement.
2. Tuition payments will initially be made at the applicant's expense.
3. Tuition reimbursement requests will only be considered for educational courses approved by the District.
4. Reimbursement will only be considered for members who are in good standing and are not on any type of probation as prescribed by the District.
5. Reimbursement will not be made if the member is receiving duplicate payment for the same course or certification from any other source.
6. Proof of successful course completion including applicable testing and certification must be submitted with all paid receipts for reimbursement consideration within six months of completion of coursework.
7. Members receiving tuition reimbursement shall repay the entire amount to the District if the member fails to meet the terms of the signed reimbursement agreement.
8. All members who fail to reimburse the District and subsequent legal action is pursued to recover the amounts due shall pay the District an additional fee of five hundred (\$500.00) dollars for administrative fees.
9. Tuition reimbursement does not provide the member any vested rights to continued employment with the District.
10. The District may modify the potential reimbursement amounts as needed and the applicable amount will be clearly stated in the reimbursement agreement.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

No. P2010-003

SUBJECT: Participation in non-District Activities or Organizations

DATE: November 10, 2010

APPROVED BY: Board of Directors

Statement of Policy/Procedure:

This policy will provide all members with information concerning the District's recognition of its employee's personal involvement in activities and organizations related to, but not directly a part of the District. This policy will also provide information describing personnel status when performing official duties based on activities or organizational membership as a member of the District. The District understands the value of having individual members or groups of members participate in local, regional, state, national and international activities and organizations and encourages approved participation by its members.

General:

1. Members desiring to participate in activities or organizations operating in affiliation, conjunction or support of the fire service and related fields should request approval from the Fire Chief before participation or membership is accomplished if doing so as a representative of the District.
2. Participation or membership in local, regional, state, national and international activities or organizations related to the fire service as a representative of the District shall be done in a manner judged by the District not to be detrimental to the overall performance of the member or public perception of the District.
3. Membership, attendance fees or other related fees will be the responsibility of the member unless otherwise mutually agreed to by the member and District.
4. Members will not receive any compensation from the District for any participation in activities conducted by outside organizations.
5. The District will support the involvement of its members additionally through the use of vehicles, facilities, equipment or other related items authorized by the Fire Chief as available. The use of a District vehicle will be utilized in accordance with District Policy P2001-003 Driving/Operating District Vehicles.
6. District members attending an event, meeting, gathering, training session or related activity as an authorized representative of the District will be considered to be "on duty" beginning at the time of departure for the activity until the completion of and/or return from the activity.
7. Members shall not use and/or reproduce any District logos, videos or photographic materials to support their outside activities or organizations without prior authorization from the Fire Chief.
8. Members representing the District in activities or organizations operating in affiliation, conjunction or support of the fire service and related fields should adhere to any and all relevant policies, procedures and guidelines as outlined in the District's Policies and Procedures Manual.
9. Members who do not seek approval from the Fire Chief to participate in activities or organizations operating in affiliation, conjunction or support of the fire service and related fields

are therefore not representing the District and should refrain from wearing any District apparel, District insignias or ID badges at such activities.

10. Members may voluntarily choose to participate in activities or organizations operating in affiliation, conjunction or support of the fire service and related fields and not represent the District. By choosing not to represent the District, no approval is required; however, should a member later choose to represent the District in an activity or organization, prior approval must be received by the Fire Chief before doing so.

Violations:

1. Any violation of this policy will be reviewed and processed in accordance to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES
No. P2010-004

SUBJECT: STATION RESIDENCY

DATE: December 14, 2010

APPROVED BY: Board of Directors

Statement of Policy/Procedure:

This policy will provide all members with information concerning the District's Station Residency program and the expectations, rules, obligations and other related matters governing the program. The District considers a resident in the station as a valuable asset providing the District with readily available personnel resources while providing the resident with an opportunity to live and work in a fire department setting. A limited number of dorm style rooms will be made available for single occupancy with no rent expected in exchange for certain assigned duties and response to incidents and events.

Minimum Qualifications:

1. Must be at least 18 years of age.
2. Must possess a current and valid state issued vehicle operator's license with an acceptable driving history.
3. Must become a member of the District and remain a member in good standing.
4. Must have proper documentation to complete an I-9 form and to be employed in the United States of America.
5. Must have a High School Diploma or GED.
6. Must be available to complete a minimum 24 Hours of duty per week.
7. Must be able and willing to follow all District policies and guidelines.
8. Missouri Firefighter I & II and Missouri Rescue Technician certification preferred.

Application/Selection Process:

1. Complete a Residency request application by the appropriate deadline.
2. Complete a District employment application if a non-member.
3. Following an administrative review of the required documentation an interview may be held with the applicant.
4. Applicant interviews will be held at the discretion of the District. In lieu of an oral interview selection may be made based on the information provided in the application.
5. Successful applicants will be notified by the District to arrange a mutually agreeable occupancy schedule.

Housing/Deposit:

1. Living accommodations will be provided primarily in Station 1 or other stations as appropriate.
2. The District reserves the right to relocate any resident from one station to another as deemed in the best interest of the District.

3. A refundable deposit of \$200.00 per resident must be paid before applicant may move in. (Refunds are based on cleanup and damage to the provided facilities including, but not limited to the room door, room walls, ceiling and floor.)
4. Holes required to hang personal items within the provided occupancy area must be approved and not be excessive in nature.
5. Laundry facilities will be provided.
 - a. The resident will supply their own detergent or fabric softener.
 - b. No tints or dyes are permitted.
 - c. No foam, rubber or similar items will be placed in the dryer.
 - d. Laundry should be promptly removed from the machines.
 - e. No Personal Protective Equipment will be laundered in the residential machines.
 - f. Machine failure or malfunctions will be reported promptly.
6. All areas that are open to public view utilized as living area by a resident shall be maintained by the resident in such manner to present a favorable impression to the general public.
7. Entrances, exterior portions of entrances or hallways will not be obstructed or used for any purpose except entry and exit.
8. Bicycles, motorcycles, scooters or other similar items will not be stored within the building without prior approval of the Fire Chief.
9. Lawns and other common areas will not be utilized to store or temporarily store vehicles or other personal property.
10. No clothing, sheets, towels, signs or other similar items will be hung from windows or any other place visible to the public.
11. Residents are responsible for securing the facility when departing for any reason.
12. Trash will be placed in containers provided and removed to the dumpster on a regular basis.

Resident Responsibilities:

1. Maintain the cleanliness of the station including, but not limited to, floor care (sweeping, mopping, waxing, buffing), trash removal and general housekeeping assignments.
2. Maintain the apparatus in a clean and response ready condition.
3. Respond to emergency and non-emergency incidents when on duty or otherwise available.
4. Participate in public relations or education events when on duty or otherwise available.
5. Assist with or perform other work details as assigned while on duty.
6. Be on duty a minimum of 24 hours per week with a duty schedule to be agreed on by the Resident and Fire Chief. (Duty – indicates time dedicated to the District and District responsibilities while at the station or participating in District activities)
7. Sleeping areas are the sole responsibility of the resident for cleanliness and order and are subject to inspection by the Fire Chief.

General Provisions:

Alcohol:

1. No alcohol is permitted in District buildings or openly on District property.
2. The resident must comply with all appropriate District policies or guidelines regulating activities or responses when under the influence of alcohol.
3. No alcohol may be consumed while on duty.
4. No resident will be on the District premises while intoxicated.

Common Areas:

1. All areas of the station except the sleeping rooms are considered common areas.
2. The residents will share the common areas with other members of the District.
3. All common areas will be kept clean and orderly.
4. Common areas should be cleaned on a routine basis.

Department Vehicles

1. Department vehicle use is restricted per other policies or guidelines.
2. Department vehicles may not be used for personal purposes by any resident.

Drugs:

1. No illegal drug or drug paraphernalia may be possessed, consumed, manufactured, stored, distributed or maintained in any fashion in or on District property or vehicles.
2. Prescription medication not prescribed to the resident may not be possessed, consumed, stored, distributed or maintained in any fashion in or on District property or vehicles.
3. All medications will be secured by the resident at all times.

Firearms:

1. Possession or storage of any kind of firearm is not allowed.

Guests:

1. Guests are welcome at the station on a short-term basis.
2. Guests must be accompanied by the resident member and are their responsibility.
3. Guests in the resident rooms or areas are not allowed between 11:00 PM and 7:00 AM weekdays and from 12:00 AM midnight to 7:00 AM on weekends without prior permission of the Fire Chief.
4. Any guest under the age of 18 that is not related to the resident must be accompanied by someone of the same sex over the age of 18 while on the premises.
5. Any guest under the age of 18 must leave the premises no later than 10:00 PM.
6. No overnight guests are permitted.

Internet/Telephone:

1. The District will provide wireless internet connection to the resident.
2. Internet usage should be limited to sites that would not directly or indirectly violate provisions of other District policies or guidelines and to limit accidental exposure to perceived offensive sites by other members or visitors to the facility.
3. Telephones are provided throughout the building.
4. Personal use of the District telephone is allowed for LOCAL calling, but length of conversations should be monitored and lengthy conversations should not take place during the business day.
5. Personal cellular telephone usage is suggested and recommended to alleviate possible conflicts with the District telephone.
6. When answering the District telephone a courteous manner should be used and detailed messages should be taken and left in the appropriate location for the intended party.

Kitchen Facilities:

1. A complete kitchen facility is provided for use by all members of the District.
2. It is the responsibility of anyone using the kitchen to return it to a clean and ready status.
3. The stove should be cleaned immediately after spills and on a regular basis if used.
4. The sink will be cleaned on a regular basis.
5. No dirty dishes will be allowed to sit. If the dishwasher is not available to load the rinsed, but dirty dishes the dishes should be hand washed and dried and returned to their storage location.

Noise Curfew:

1. Unnecessary or disruptive noise in the station before 7:00 AM or after 12:00 AM midnight is prohibited.
2. Dormitory style living dictates respect for others living or temporarily staying at the station.

Personal Belongings:

1. Personal belongings except kitchen or bathroom necessities will be kept in the resident's room.
2. Personal property not fitting in the resident room without creating unnecessary or unsafe conditions should be stored in an off-site storage facility at the resident's expense.
3. The District is not responsible for any damage or loss to personal property.
4. It is suggested a renter's insurance policy or other similar provision is secured by the resident to cover their personal belongings.

Personal Vehicles:

1. Personal vehicles or watercraft not currently licensed or operable in any way are not allowed on District property.
2. The District reserves the right to have any item in violation removed at the owner's expense.
3. Permitted items should be stored or parked in properly marked parking locations or as approved by the Fire Chief.
4. Minor vehicle repairs may be allowed on District property after approval by the Fire Chief.
5. No personal vehicle or watercraft will be housed in the Fire Station.
6. The District is not responsible for any damage to or loss of any vehicle, watercraft or property parked or stored on District property.

Pets:

1. No pets will be allowed.

Private Enterprise:

1. No "Home" based or private business venture or dealings will be operated from the District premises by the resident.

Refrigerator:

1. A refrigerator is provided for use by the residents.
2. The contents of the refrigerator should be edible.
3. Old/Rotted/Expired/Spoiled or other non-edible items should be promptly removed and properly disposed of.
4. The interior of the refrigerator should be cleaned on a regular basis and immediately after spills occur.

Subleasing/Occupation

1. The resident who has been granted permission to occupy a resident room is the only person authorized to occupy the room.
2. No subleasing or joint tenancy of the resident room is allowed.

Termination:

1. A resident may be discharged and leave the premise for the following reasons, although this is not an all-inclusive list.
 - a. Incompetence or inefficiency
 - b. Offensive conduct
 - c. Harassment
 - d. Violation of rules, regulations, guidelines, or policies.
 - e. Negligent or willful damage or waste of public/private property.
 - f. Use of alcohol or illegal drugs while on duty.
 - g. Violation of safety practices resulting in accidents.
 - h. Poor attitude resulting in non-compatibility with other residents.
 - i. Violation of local, state or federal laws, regulations, ordinances or rules.
 - j. Theft
 - k. Insubordination

Tobacco Use:

1. Smoking is prohibited in all District buildings and vehicles.
2. Smoking will only be done in designated areas on the exterior of the building.
3. Use of smokeless tobacco (chewing tobacco) resulting in the use of a "spittoon" or open spitting is prohibited in public view, on the ground or in District vehicles.
4. Use of smokeless tobacco (chewing tobacco) resulting in the use of a "spittoon" or open spitting is prohibited in common areas of the District premise unless a non-transparent container with a spill proof lid is utilized.
5. All spill proof lid containers will be disposed of properly and will not be allowed to sit unattended by its user.
6. Trash containers, sinks or water fountains will not be utilized as a "spittoon".

Vacancies:

1. Any resident who decides to vacate a sleeping unit is requested to give notice as early as possible.
2. Any resident evicted will be given thirty (30) days notice unless the continued presence of the resident will be hazardous or harmful to the District or personnel.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
EMERGENCY ACTION PLAN AND GUIDELINE**

No. G1998-001

**CAMP PALESTINE
731 SW 401**

PURPOSE:

The purpose of the following information is to provide a basis of operation for emergency incidents occurring at the above named facility. The information is not all inclusive, but will provide a general guide for initial response, mutual aid sources and other information considered crucial to the positive conclusion to emergency incidents at the facility.

GENERAL RESPONSE INFORMATION:

- I. For incidents involving non-major fires a standard response will be made by personnel of Station 3 of the Fire District who will request additional assistance as they deem appropriate.
- II. For incidents of a major fire or potentially major fire or exposure including emergencies in, but not limited to the Chapel, Recreation Center/Cafeteria, Multi-unit dwelling, residential dwellings and temporary housing cabins, the following will be a minimum initial response.
 - A. For incidents when the dry hydrant is found to be operational and the water supply in the lake is of sufficient quantity.
 1. Station 3 will respond with the engine and tanker based on available personnel and all other available personnel.
 2. Station 9 will respond with the engine and tanker based on available personnel and all other available personnel.
 3. Station 5 will respond with the engine and tanker based on available personnel and all other available personnel.
 4. Station 10 will respond with the SCBA Support Vehicle and crew.
 - B. For incidents when the dry hydrant is found to be inoperable or the water supply in the lake is not at a sufficient height.
 1. Station 3 will respond with the engine and tanker based on available personnel and all other available personnel.
 2. Station 9 will respond with the engine and tanker based on available personnel and all other available personnel.
 3. Station 5 will respond with the engine and tanker based on available personnel and all other available personnel.
 4. Station 10 will respond with the SCBA Support Vehicle and
- III. Mutual Aid Resources
 - A. City of Warrensburg
 1. Ladder/Aerial
 - B. City of Holden
 1. Engine
 - C. Johnson County Fire Protection District #2

1. Madison Tanker
 2. Rose Hill Tanker
- D. Additional Mutual Aid agreements are in place and can be used as necessary for on sight assistance or for coverage of the areas vacated by responding apparatus and personnel.

IV. Water Fill Sites

- A. Water fill sites should be established in the event of failure of the dry hydrant system in at least two locations with a third optional.
1. Site one- SW F Hwy and SW 800 Road.
 2. Site two- SW 800 and SW 201.
 3. Site three(optional)- City of Chilhowee hydrant system(will require notice to the O & M water management company to activate their pumps)
 4. Site four (optional) – South of 364 SW Hwy 58 on the west side of the roadway.

V. Support Agencies

- A. Traffic control by Sheriff's Department or Highway Patrol
1. Hwy F and SW 725 no admittance except fire personnel called to the scene and local residents.
 2. SW 401 and SW 750 at the west side of the "T" intersection no admittance except fire personnel called to the scene.
 3. Media personnel and parents will not be allowed access until appropriate areas can be established for proper on sight containment of these people.
- B. Canteen and Victim assistance
1. American Red Cross
 2. Johnson County Volunteer Fire Auxiliary
- C. State Fire Marshal
1. An investigator will be summoned to assist in and to determine the cause of the fire in accordance with guidelines set forth by the State Fire Marshal.
- D. Johnson County Coroner
1. The coroner should be contacted in the event of known fatalities and should be summoned as early as possible to the sight for proper management of the victims.

VI. Staging and Rehabilitation

- A. These operations should be established within the compound and clear of the operational areas and wind direction influenced by smoke and debris.
- B. The lot near the Chapel, the area of the cabins or the recreation center/cafeteria could all be utilized depending on the particular situation.

VII. Public Information Officer

- A. A PIO will be designated and will be the only District personnel authorized to release any information concerning the incident.
- B. The PIO and assisting personnel will establish an area away from the immediate fire zone to contain family members wishing to gain access to the sight for further contact from victim assistance personnel.
- C. The PIO and assisting personnel will establish an area away from the immediate fire zone and family area to contain those members of the media wishing to gain access.
- D. The PIO and assisting personnel may with the permission of the IC allow the media to participate in guided and supervised travel from the containment area onto the fire scene.
- E. At no time will the PIO or assisting personnel allow free lance travel of family or media personnel from the containment area into the fire zone.

VIII. Incident operations

A. Attack

1. Incident command will be established.
2. Initial attack should be made by the first in engine and crew with support from the tanker and next arriving crews.
3. As additional apparatus arrive the second in engine should lay a supply line from the first responding engine coupled with the supply line on the second in engine to the dry hydrant and establish water flow.
4. A dump tank operation may be required and relay engines should be placed appropriately.
5. In the event a dump tank operation is not mandated a filled dump tank should be placed at the first in engine with proper hose connections being made to provide an emergency water supply for fire operations should the dry hydrant system fail.
6. Additional crews can be assigned to attack, ventilation, rescue or other duties as required and as personnel become available.

B. Staging

1. An area large enough should be established for all staged units to be out of the way, but accessible.
2. On sight locations should be given precedence however, off sight locations may be required.

C. Rehabilitation

1. All personnel should be monitored for length of activity and should be sent to rehab at regular intervals and removed from service if physical limitations are reached.
2. Canteen and rehab services should be jointly performed with District personnel, Red Cross Volunteers and Auxiliary with physical monitoring being conducted by the medical personnel.
3. Victim assistance should be provided by the Red Cross and facility personnel.

D. Release of personnel and equipment

1. All personnel and equipment will be maintained at the sight or in staging until released under the direction of the IC.
2. Personnel and equipment should be released when appropriate, but not before the incident is under complete control and sufficient personnel are available to assist in salvage and overhaul and other functions as deemed necessary by the IC.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
410 N. HOLDEN
WARRENSBURG, MO 64093
660-747-5220**

Larry W. Jennings, Chief

Billy Adams, Board President

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
JUNIOR FIRE FIGHTER PROGRAM
GUIDELINES**

No: G1999-001

PURPOSE:

The Johnson County Fire Protection District invites and encourages those persons who are at least fourteen (14) years of age and who have not yet reached their eighteenth (18th) birthday to become involved in the fire service in Johnson County. The following guidelines should provide the Junior Fire Fighter the necessary skills and guidance to prepare themselves for a future career or further involvement in the fire service field.

REQUIREMENTS:

Applicants for the Junior Fire Fighter Program shall meet the following criteria:

1. Be at least fourteen (14) years of age and not reached their eighteenth (18th) birthday at the time of application.
2. Be in good health.
3. Be able to perform all duties as assigned.
4. Be able to, and participate in training provided by the District.
5. Be able to follow orders and adhere to all guidelines or policies of the District.
6. Be able to provide references from at least two adults if required.
7. Be able to maintain and provide documentation of a minimum of a C average while attending school.
 - a. Copies of grades will be submitted at the completion of each normal grading period(i.e. semester, quarter, etc.)
8. Must complete a membership application and the Parental Consent Authorization Form.

SUPERVISION:

- A. The Program Coordinators for the Junior Fire Fighter Program will be the Chief and Assistant Chief or their specified designee.
- B. Routine supervision of Junior Fire Fighters will be placed with the Station Officers of the station which the Junior member is assigned as they will have somewhat more regular personal contact.
- C. On scene supervision will be assigned by the Incident Commander according to the tasks assigned to the Junior member.

GUIDELINES:

A. General

1. Applicants accepted into the Junior Fire Fighter Program will be placed on a three (3) month probation which will allow them to become more familiar with the operation of the District and the Program.
 - a. Applicants can be dismissed from the program during the probationary period for any violation of the Program guidelines or if their continued involvement can be shown to be detrimental to the Program or District or on the recommendation of their respective Station Officers, Assistant Chief or Chief.
2. All persons accepted into the Junior Fire Fighter Program will be permitted to participate in the District activities according to the following guide.
3. Junior Fire Fighters are encouraged to take part in activities at the fire stations and are encouraged to visit the stations when time permits.
 - a. Visits to the fire stations by non-District affiliated personnel (i.e. friends, classmates) should be kept to a minimum and should not interfere with normal duties or District function.
4. Tobacco product use (i.e. smoking, chewing of tobacco, etc.) by any member under the legal age to purchase such materials will not be allowed at any District related activity, incident, station or in a District vehicle.
5. No Junior Fire Fighter will be provided any monetary compensation or reimbursement for the services they render as a member of the Junior Fire Fighter Program.
6. Junior Fire Fighters will be expected to participate in post incident activities to return the station and equipment to a ready status.
 - a. Junior Fire Fighters may be excused from these activities under the approval of a District Officer or the Incident Commander if preparation time for the next day's school attendance is required.

B. Training

1. All members will be required to attend and participate in training sessions at their assigned station.
2. All members will be required to attend membership meetings or special training meetings held specifically for the members of the Junior Fire Fighter Program.
3. All members should attend any special training sessions as provided when possible.
4. Members may be allowed to operate District vehicles and equipment during approved training exercises if all pertinent state license requirements are fulfilled.
5. Training will be conducted beginning with the basics of Fire Service operations and will follow topic matter similar to that accepted by the State of Missouri Fire Fighter I and II training certification and as developed by the District Training Division.

C. Responding to incident scenes(allowed)

1. No member will respond directly to any incident scene.
2. Members will respond non-emergency to their assigned stations at the time of the call.
3. When permitted the member will respond to the scene on a District vehicle or by approved personal vehicle under the supervision of an adult District member and with the permission of the Incident Commander, Station Officer, Chief or Assistant Chief.
 - a. No member shall respond to any scene until they have attended and satisfactorily completed a minimum of eight (8) hours of orientation and basic fire fighting procedure instruction approved by the Program Coordinator.
4. Junior Fire Fighters will under no circumstance be allowed to install, display or operate emergency lights or sirens on their personal vehicle.
5. Members will not respond on District vehicles which are considered as the initial attack vehicle or on any vehicle if displacement of an adult member will occur.
6. No Junior Fire Fighter shall drive any vehicle owned, hired, borrowed or commandeered by the District to, from, or during any alarm incident.

D. Responding to incident scenes(non-allowed)

1. No Junior Fire Fighter will participate in any hazardous material or pollution spill incident scene.
2. No Junior Fire Fighter will participate in any emergency rescue or emergency medical incident scene.

E. Incident activities

1. Junior Fire Fighters will assume a support roll at any incident to which they are allowed to respond.
2. Members will wear full protective clothing provided by the District at all times when at a fire scene or as directed by the Incident Commander, Station Officer, Chief or Assistant Chief.
3. Junior Fire Fighters will not enter a structure involved in fire or be a member of any entry or offensive attack team at any fire scene.
4. Junior Fire Fighters will operate in an area designated as a safe distance from the actual incident.
5. Members can assist with many fire ground activities as requested by the Incident Commander.(i.e. moving and placement of hose lines, dump tank operations, SCBA support, lighting placement and other similar tasks)
6. Members will be allowed to perform secondary fire line activities with proper supervision at the scene of natural ground cover fires.

F. Stand By/Ready Status

1. Although all members are expected to remain in a stand by or ready status when away from their assigned station the following guidelines will be followed.
 - a. No member will leave their respective school during the normal operating hours of the class day to respond to any incident.
 - b. No member will maintain or possess any alarm notification equipment on their person while at their school during the normal operating hours of the class day.

DISCIPLINE:

A. General

1. All Junior Fire Fighters will be required to function under the accepted guidelines and procedures of the Johnson County Fire Protection District. Failure to adhere to these guidelines and procedures shall be just cause for disciplinary action which may be appropriate including, but not limited to probation, suspension or termination from the Junior Fire Fighter Program.
2. Violations of State, Federal or County statutes, regulations or rules by a Junior Fire Fighter may be subject to disciplinary action as deemed appropriate.

B. Disciplinary Action

1. Any member in general of the District should report any violation of the guidelines or policies of the District by any Junior Fire Fighter to an Officer of the District.
 - a. Upon notification by any member of the District of a violation of District guidelines or policies by a Junior Fire Fighter an Officer of the District shall attempt to confirm the violation and initiate the disciplinary action procedure.
2. Any Officer of the District may initiate disciplinary action for violation of guidelines or policies of the District by any Junior Fire Fighter.

C. Disciplinary Action Procedures

1. Upon the confirmation of a violation of guidelines or policies of the District or State, Federal or County statutes, regulations or rules the Chief, Assistant Chief or other Officer of the District shall take immediate action to initiate the disciplinary process.
 - a. In the absence of a District Officer on a given scene the Incident Commander may take immediate action to stop the violation if ongoing and insure that the disciplinary process is started.
 - b. The Officer initiating disciplinary action will contact the Junior Fire Fighter coordinator as soon as possible and will submit in writing a synopsis of the violation and a summary of the action taken which will be included in the Junior Fire Fighters personnel file.
2. The Junior Fire Fighter who commits a violation will be notified immediately and will be subject to the following:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Suspension or denial of on scene activities
 - d. Probation
 - e. Suspension
 - f. Dismissal and termination from the Program
3. The type or level of disciplinary action will be regulated by the severity of the violation and frequency of violations.
4. The Junior Fire Fighter Program Coordinator will determine the length of probation, denial of on scene activities or suspensions.

D. Grievances/Appeals

1. Junior Fire Fighters who are subject to Disciplinary actions may file a formal grievance in writing with the program coordinator within ten (10) days of the action.
2. The grievance will include a statement of the grievance and the facts surrounding the incident and disciplinary action and will contain a statement of the remedy or adjustment sought.
3. Within seven (7) days of receiving the written grievance the Program Coordinator will review the grievance with three officers of the District, one of which will be the Chief or Assistant Chief.
 - a. The Officer initiating the process will not be a member of the review committee.
 - b. Upon completion of the review the Program Coordinator will report the decision of the committee in writing to the affected Junior Fire Fighter.
 - c. Notice in writing of the action taken will also be provided to the Station Officer who provides routine supervision for the affected Junior Fire Fighter.

E. Grades-Disciplinary Action

1. All Junior Fire Fighters will maintain a minimum of a "C" grade average while attending school.
2. A copy of the grading report must be submitted at the completion of each regular grading period(i.e. semester, quarter, etc.).
3. Failure to maintain a minimum "C" grade average will result in the Junior Fire Fighter being placed on probation for one grading period.
 - a. During the following grading period the member will concentrate their efforts on improving their grade average.
 - b. If the grade average is improved to a minimum "C" average the member will be reinstated.
 - c. If the grade average is not improved to a "C" average the member will be dismissed from the Junior Fire Fighter Program.
 - d. During the period of suspension the activities of the member will be limited to regular training meetings.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
MOTOR VEHICLE ACCIDENT RESPONSE GUIDELINE**

No. 2000-002

Purpose:

The following guideline will provide the personnel of the Johnson County Fire Protection District with the knowledge of the expected response procedures in the event of a motor vehicle accident that requires response by the District. The District maintains responsibility of fire suppression, vehicle extrication, elimination of hazards, aircraft landing and other assistance as deemed necessary at the scene of motor vehicle accidents. Primary patient care will remain the responsibility of other agencies charged with that duty, but qualified and trained District personnel may assist in these processes as available.

GENERAL:

A. NOTIFICATION AND RESPONSE

1. When notified by the central dispatching agency or other similar agency that a request for District assistance with a motor vehicle accident has been made the District personnel assigned to the affected station(s) will respond to their respective station(s).
2. All personnel should respond utilizing the most direct and shortest route to the station.
3. When a crew is assembled at the station nearest the scene or as directed by the dispatching agency the engine should respond to the scene of the accident prepared to render the necessary assistance.
4. When directed to respond, the rescue vehicle should respond with sufficient staffing as anticipated from information known concerning details of the incident to provide the correct level of service.
5. All other personnel should continue their response to the station and after a crew is assembled to staff the tanker, it should also respond to the scene. If additional personnel are required, the grass unit should be utilized.
6. Other personnel arriving at the station should assume a standby and ready status and respond to the scene in the remaining District apparatus/vehicle or personally owned vehicles only as directed by the Incident Command at the scene.
7. Those personnel who are familiar and experienced with vehicle extrication, vehicle fire fighting hazards and techniques, roadway safety and have demonstrated their proficiency as prescribed by the District should be the primary personnel responding to the scene.

B. PRIVATELY OWNED VEHICLES

1. Privately owned vehicles as a general rule should not be driven to the accident site.
2. If an accident site lies in the most direct and shortest route to the station for the responding District personnel the first two personnel may stop at the scene to offer immediate assistance, reassurance and assessment of the situation IF no other Fire, Ambulance or Law Enforcement agency is on the scene.
3. The patient assistance provided should not exceed the level of training or expertise the arriving personnel maintains.
4. The level of reassurance should be adequate to provide the involved party the comfort of knowing further assistance is responding and prohibit them from a feeling of abandonment which may occur if the District personnel responding in emergency fashion simply drives past the site.
5. The assessment of the situation should be complete and include as much information and detail about the on scene conditions. This will provide all responding agencies valuable

information regarding anticipated needs at the scene and proper level of response. This will also help in alleviating the potential for other motor vehicle accidents that can occur during emergency responses and the unnecessary commitment of equipment that may better be utilized on other emergency scenes.

6. The assessment should simply be an assessment and advisory relayed to the other agencies who will independently evaluate the information provided and determine what type of action or response to make and it will not be the duty of the District personnel at the scene to independently alter or prohibit other agencies responses.
7. When other agencies arrive on the scene that can provide the necessary level of care and they in turn release or notify the District personnel that no further assistance is required the District personnel should safely leave the scene and continue to the station for any required debriefing or report completion.
8. District personnel may also leave the scene prior to other agency arrival if no assistance, reassurance or further assessment is required, but will properly notify the dispatching agency and or the responding agency as to the departure from the scene.
9. Any personnel who arrive at the scene in a personally owned vehicle should exercise great care and caution in the parking of the vehicle.
 - a. The position chosen for parking should be somewhat remote and allow other equipment access to the scene.
 - b. The position chosen for parking should not prohibit normal traffic flow unless such positioning is required to help protect exposed patients or roadway obstructions.
 - c. If normal traffic flow must be interrupted great care and caution should be utilized in the methods of interruption to help reduce the potential for further vehicular or pedestrian contact to be made.
 - d. Personal Protective Equipment including traffic safety vest shall be utilized in accordance with JCFPD Guide 2000-02 and 2004-001.
10. All members must maintain at least the minimum state required insurance for any privately owned vehicle used in any manner for District related purposes.

C. EXCEPTIONS

1. The Fire Chief, Assistant Chief, Battalion Chief, Division Chief or their designee or the Station Officers of the affected station(s) may respond to the scene if needed or when the situation deems their response.
 - a. Supervisory duties are deemed appropriate as reasoning for response to the scene.
2. Other exceptions will be granted for personnel directly ordered to the scene by a Chief Officer or their designee, Station Officers or the ranking official of the agency involved in the on scene activities.

D. VIOLATIONS

1. Violations of this guide will be reviewed and processed according to the proper methods established.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINE**

No. 2000-003

MUTUAL AID RESPONSES

Purpose:

The following guideline will provide all personnel of the Johnson County Fire Protection District with an understanding of the acceptable and expected response to requests for mutual aid assistance from outside agencies. This understanding and adherence to the guideline will also serve to help District personnel provide continued non-compromised service to the citizens and visitors to the District with whom the Districts primary responsibilities lie.

GENERAL:

A. MUTUAL AID REQUESTS

1. Generally requests for mutual aid will be honored with the appropriate initial response of District resources.
2. If a request is made during a time that District resources are not immediately available or if the rendering of mutual aid assistance would substantially reduce effective service within the District no response will be made and the requester will be notified of the unavailability of District resources.
 - a. In the event that other stations of the District are currently assigned to other tasks and the requested station is not, the response to the mutual aid request may be denied if the response would further reduce available District resources to a level deemed inadequate to provide service within the District.

B. RECEIPT OF REQUESTS

1. Requests for mutual aid assistance from outside agencies will normally be received by Johnson County Central Communications personnel who will in turn initially relay the request to the Fire Chief, Assistant Fire Chief or their designee.
2. Following review and approval of the request the District station which is equipped to provide the required assistance will be alerted via emergency tone alert activation.
3. In the event that a member of the District receives a request for mutual aid directly from an outside agency that request should be relayed immediately to the Fire Chief, Assistant Fire Chief, their designee or the Central Communications center for proper processing and emergency alert notifications.
4. In the event that a member of the District personnel directly receives a request for mutual aid assistance the member should obtain and relay at least the following information.
 - a. Name of requester
 - b. Requesting agency
 - c. Contact telephone numbers
 - d. Radio Frequency
 - e. Exact resources requested(i.e. pumper, tanker, SCBA support, etc.)
 - f. Exact situation to which response is requested(i.e. structure fire, natural cover fire, search, rescue, etc)
 - g. Exact address and directions to the scene or staging area
 - h. Any special hazards which may exist

C. RESPONSES

1. Only those stations and personnel assigned to respond to the request for mutual aid assistance during the emergency tone alert notification should respond initially.
2. Other personnel may respond to their respective stations and after assembling should notify the Fire Chief, Assistant Fire Chief, their designee or the Communications Center of the number of available personnel.
3. Although these people have assembled at the station they should not respond until authorized to do so as they may be required to provide coverage for the responding station's area within the District.
4. All responses to request for mutual aid assistance should be made in District owned vehicles with complete crews, unless otherwise specified, to help limit the exposure of personally owned vehicles to harm during the response.
5. Responses may be made in personally owned vehicles if so authorized in the alert notification or following advisories or if the situation requires no utilization of District vehicles.
6. Responses, in District vehicles or personally owned vehicles, should be made in an emergency or non-emergency mode as dictated by the situation and information provided by the requesting agency.
7. Upon arrival at the designated location for the mutual aid assistance District personnel should report to the scene commander for direction and then perform those tasks as required that do not exceed the personnel's level of training or expertise.
8. Upon completion of the assistance the District personnel should clear the area with the knowledge of the scene commander and return all personnel and equipment to a ready status with the District.

D. VIOLATIONS

1. Violations of this guideline will be reviewed and processed according to the proper methods established.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINE**

No. G2001-001

BASE RADIO/TONE ENCODER OPERATIONS

PURPOSE:

The purpose of this guideline is to provide the members of the Johnson County Fire Protection District with working knowledge of the accepted uses of and directions to use the base radio and encoder system maintained by the District. The District has made an attempt to provide self supporting base radio and tone encoder capabilities to be used as a supplemental communications system to that operated by Johnson County Central Communications. As this radio system is regulated by a Federal Communications Commission license all use should conform to those licensing requirements and all procedures or guidelines adopted by the District.

GENERAL:

A. AUTHORIZED USE:

1. All members of the District are authorized to utilize the base radio and tone encoder system after receiving proper instruction in the use of the equipment.
2. Use of the system should be limited to District business unless other use is authorized by the Chief, Assistant Chief or their designee or in the time of a bona-fide emergency.
3. The system is not provided to serve as a personal paging system to allow members to contact one another on a routine basis.
4. All use of the tone encoder system will be secondary to that service provided by Johnson County Central Communications and will be done only after clearance from that agency is secured.
5. It is extremely rare that pages for another agency will be completed by the District's personnel or equipment and no pages for another agency will be authorized unless directly requested by that agencies lead official or their authorized designee.

B. PAGE CONTENT:

1. Messages should be precise, clear and to the point.
2. Most pages will be of an informative nature or may be a request for a certain member to contact a particular station for further information.
3. Other variations of page content will be allowed providing the message is District related and can not be relayed in another fashion or by other means.

C. SYSTEM ACTIVATION:

1. Ascertain that the need to utilize the system is appropriate and District business related.
2. After insuring that the frequency is idle call Johnson County Central Dispatch and secure permission to page. (i.e. Are we clear for a page?)
3. Insure that the base radio channel selector is at channel one and the scan feature is deactivated.
4. Remove the base radio microphone from the microphone clip.
5. Push the RESET button on the tone encoder to clear any unwanted tone sequences.
6. Select the appropriate page sequence from the activation listing and enter the numbers by using the keypad on the tone encoder
7. Activate the page by pressing the SEND button.
8. Immediately after the tone carrier ceases utilize the base radio microphone and provide your brief message.
9. At the conclusion of the message repeat the station call sign KNNT-625.
10. Thank Johnson County Central Communications if appropriate.
11. Press the RESET button on the tone encoder.
12. Return the base radio microphone to the microphone clip and the radio to priority scan mode.
13. If the message is to be provided to more than one station, but not all stations:
 - a. Follow steps 1-5.
 - b. Select the first station page sequence press ENTER.
 - c. Select the next station page sequence press ENTER.
 - d. After entering all needed station sequences follow steps 7-12.
14. If the message is to be provided to all stations and the Chief/Assistant Chief:
 - a. Follow steps 1-5.
 - b. Select page sequence 119 and press ENTER.
 - c. Select the CORNELIA station page sequence and press ENTER.
 - d. Select the CHIEF'S TONE page sequence and press ENTER.
 - e. Follow steps 7-12.

VIOLATIONS:

A. DISCIPLINE:

1. Violations of this guideline will not be tolerated.
2. Repeated pages to or by the same member for non-District related messages except when authorized as outlined may result in disciplinary actions including, but not limited to verbal or written reprimands, suspension or termination.

TONE ENCODER CODING:

A. Johnson County Fire Protection District

- a. Warrensburg Station _____ 027
- b. Leeton Station _____ 096
- c. Chilhowee Station _____ 084
- d. Knob Noster Station _____ 112
- e. Centerview Station _____ 073
- f. Valley City Station _____ 078
- g. Columbus Station _____ 074
- h. Fayetteville Station _____ 079
- i. Cornelia Station _____ 076
- j. Chief/Assistant Chief _____ 070
- k. All stations and Chiefs _____ 119-ENTER-076-ENTER-070-ENTER

- B. Johnson County Fire Protection District #2
 - a. Alarm_____065

- C. Warrensburg Fire Department
 - a. Still/Standard Alarm_____001
 - b. All Call_____002
 - c. A Shift_____003
 - d. B Shift_____004
 - e. C Shift_____005

- D. Holden Fire Department
 - a. Alarm_____023

- E. Knob Noster Fire Department
 - a. Alarm_____112

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINE**

NO. G2002-001

ACCOUNTABILITY AT INCIDENTS

Purpose:

The information contained in this guide will provide all members of the Johnson County Fire Protection District the knowledge of the recommended practices for accountability at District incidents.

General:

A. Tag assignment

1. All personnel will be issued an accountability tag corresponding to their assigned radio identification number.
2. Each member shall attach their assigned tag to the ring at the back of the fire fighting helmet assigned to or regularly utilized by the member.

B. Incidents requiring structural fire fighting personal protective equipment

1. Each member shall remove the tag from the helmet as they arrive on an incident scene and submit the tag to the incident commander at which time they will be assigned a specific task.
2. Those arriving on an apparatus may send one representative, with all accountability tags associated to the apparatus, to the incident commander to submit the tags and receive the task assignment.
3. No member shall operate at an incident requiring structural fire fighting personal protective equipment (PPE) without submitting their respective tag to the incident commander and receiving a specific task assignment.
4. Should a member utilize PPE not normally assigned to or utilized by that member they shall submit the tag on the PPE to the incident commander and make certain the incident commander notes the difference of the tag marking verses the members actual identity.
5. Each member or team shall return to the incident commander after completing their assigned task for further assignment.
6. No member shall leave a fire scene without notifying the incident commander and being officially dismissed.
7. Each member is responsible for securing their accountability tag upon the completion of the incident or at the time of dismissal from the scene.

- C. Incident commander accountability duties at incidents requiring structural fire fighting personal protective equipment
 - 1. The incident commander will be responsible for maintaining an accurate account of each member operating on the incident scene in addition to all other duties normally performed by the incident commander.
 - 2. The incident commander will be responsible for ensuring that all accountability tags are collected from the arriving members and will assign task to the members at the time they report to the incident commander.
 - 3. The incident commander will be responsible for a periodic verification or account for each member operating at the incident.
 - 4. The periodic verification times will be partially dictated by the severity of the scene and the visibility or lack of visibility of the operating members.
 - 5. The periodic verification should be done no less than after the first fifteen minutes of operation and approximately every twenty minutes thereafter.
 - 6. The periodic verification can be done in a variety of methods including, but not limited to: visual observation, roll call of each member, roll call of each apparatus for complete crew verification, roll call by assignment teams or any other feasible method which allows for the verification of the safety and presence of all operating members.

- D. Incidents not requiring structural fire fighting personal protective equipment
 - 1. All members should report to the incident commander at any incident not requiring structural fire fighting PPE upon arriving at the scene to receive a specific task assignment.
 - 2. Submission of the District accountability tag will not be required, but may be done to assist with scene accountability.
 - 3. Each member should ensure that their presence has been recorded to aid the incident commander in task assignment.

- E. Incident commander accountability duties at incidents not requiring structural fire fighting personal protective equipment
 - 1. The incident commander will be responsible for maintaining an accurate account of each member operating on the incident scene in addition to all other duties normally performed by the incident commander.
 - 2. The incident commander will ensure that all members arriving at the scene are assigned a specific task at the time the member reports to the incident commander.
 - 3. The incident commander will be responsible to perform a periodic verification or account of each member operating at the incident.
 - 4. The frequency of the periodic verification shall be dictated by the severity of the incident, geographic area, visual accountability or other similar conditions.
 - 5. The periodic verification shall be done by any feasible method which allows for the verification of the safety and presence of all operating members.

- F. Violations
 - 1. Violations of this guideline will be reviewed and processed according to the proper methods established.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
PERSONAL PROTECTIVE EQUIPMENT GUIDELINE**

No. G2004-001

Purpose:

The following guideline will provide personnel of the Johnson County Fire Protection District with guidance in the care, use and selection of personal protective equipment (PPE) utilized by District members. Compliance with this guideline will help reduce the risk of certain injuries to all members and will provide a uniform appearance for PPE used in the District.

GENERAL:

A. APPROVED PPE: STRUCTURAL/VEHICULAR

1. Each regular member will be provided with NFPA compliant PPE to include at least a helmet, hood, coat, pants, suspenders, boots and gloves.
2. Each junior firefighter will be issued PPE that may not be compliant and it can not be used by the junior firefighter or any other member for interior fire attack.
3. Only District provided PPE will be utilized as primary PPE by any member.
4. Personally owned PPE may be approved by the Chief, Assistant Chief, or their designee to be utilized as supplemental PPE (extra gloves, goggles, etc.)
5. Any personally owned PPE must be NFPA compliant prior to being considered for use and must be approved prior to actual use.
6. SCBA will be provided on apparatus.

B. USE AND CARE:

1. All members will be expected to wear the appropriate PPE for the tasks assigned while participating in any incident, training or while performing other duties.
2. Each member will be responsible for the regular cleaning and inspection of the provided PPE.
3. Each member should perform regular cleaning complying with the manufacturer's care recommendations.
4. Cleaning should take place as soon as practical following the use of the PPE and should include all components of the PPE ensemble.
5. No member should alter, tamper, remove or otherwise negatively affect the PPE assigned to any other member.
6. Should a member be required to utilize PPE assigned to any other member it becomes the duty of the member actually using the PPE to promptly insure that the PPE is cleaned and returned to a ready status.
7. Any defects in PPE including, but not limited to rips, tears, malfunctioning fasteners or excessive staining should be promptly brought to the attention of the Chief or Assistant Chief for referral for repairs or replacement.

C. PERSONALIZATION OF PPE:

1. No member will alter the PPE in any fashion not approved by the Chief, Assistant Chief or their designee.
2. Helmets may be altered at the members expense with decals in the following manner without prior approval:
 - a. A small unobtrusive (no larger than 2" x 4") self sticking American flag decal may be applied on the rear of the helmet and should be applied to the right of

the center ridge of the helmet and located just at/above the rear bill and helmet crown junction.

- b. Self sticking block style black vinyl type lettering not smaller than 3/4" and not exceeding 1" in size spelling the members last name or first name initial and last name may be applied to the rear of the helmet centered from side to side and located on the white reflective stripe provided.
3. Turnout coats and pants should not be altered with any personalization items without prior approval by the Chief, Assistant Chief or their designee.
4. Any desired and approved alteration of any PPE must not negatively affect the PPE for NFPA compliance or life longevity.

D. APPROVED PPE: NATURAL COVER

1. The District will not routinely provide members with complete natural cover firefighting PPE.
2. If any component is supplied it must be cared for and is subject to the same limitations for modifications as structural and vehicular PPE.
3. All members should exercise extreme care when selecting personal clothing for use at a natural cover incident to avoid items subject to melting, ignitability or other routinely severe immediate affects from exposure to fire.
4. All members should provide protection to all body parts to help reduce the risks of burns, cuts, punctures, etc.

E. TRAFFIC SAFETY VESTS

1. Each member will be issued a retro-reflective traffic safety vest compliant with current National Highway Transportation Authority (NHTA) standards.
2. Each member will utilize the provided vest in accordance with District Guide 2008-002

F. VIOLATIONS

1. Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT GUIDELINE

No. 2004-002

Emergency Vehicle Response/Use

Purpose:

The following guideline will provide the personnel of the Johnson County Fire Protection District with the basic knowledge of the expected procedures to be utilized while responding in or using emergency vehicles owned, hired, borrowed, commanded or used by the District and privately owned vehicles. Use of the practices outlined in this guideline will help provide all members and the public with a safer environment during and after emergencies and at other non-emergency use times. Although emergency vehicles and personnel must be conveyed to those in need promptly it must be done in the safest and most prudent manor possible.

GENERAL:

1. All members operating any vehicle on behalf of the District or privately owned vehicles in response to a call for service will first complete training and meet other operator requirements as outlined in other District policies or guidelines.
2. All members operating any vehicle on behalf of the District must maintain a valid state issued driver/operator license.
3. All members will be required to annually sign and submit a motor vehicle moving violation report and release provided by the District.
4. All members must notify the administrative office immediately if they receive a moving violation, suspension or revocation of their state driving privileges.

Procedure:

A. PRE-TRIP INSPECTION

1. Prior to entering the vehicle the driver should make a complete circle around the vehicle to determine that all equipment is secured, compartment doors are securely closed and all physical obstructions are out of the way.
2. Following the visual inspection of all four sides and the top the driver should verify the right side and rear clearance with the front right seat occupant, if any, prior to moving the vehicle.

B. AUDIBLE AND VISUAL WARNING DEVICES

1. Audible and visual warning devices should only be used when responding to a call for service deemed to be an emergency by the District and due to information contained in the dispatch or notification.
2. Audible and visual warning devices should be used simultaneously when responding to emergency incidents.

3. All drivers must remain aware of other vehicles and pedestrians and be prepared to take appropriate defensive driving actions, as the warning devices do not insure the right-of-way.

C. VEHICLE CONTROL AND RIGHT-OF-WAY

1. All drivers should attempt to maintain control and operate the vehicle in a manner providing the highest level of safety for District personnel and the public.
2. All drivers must yield the right-of-way to vehicles and pedestrians until given the right-of-way by the other party. If the other party fails to yield the driver can not force the right-of-way.
3. All drivers should be aware of alternative travel patterns or escape routes when overtaking or passing other vehicles.
4. All drivers should maintain a safe following distance behind other private vehicles and other emergency vehicles.

D. RESPONSE SPEEDS

1. When responding to emergency incidents all drivers should operate the vehicle at a speed as close to the posted speed limit as conditions permit.
2. Driving speeds should not exceed the posted limit by more than ten (10) miles per hour as conditions permit.
3. Slower speed should be maintained for certain conditions including, but not limited to: slippery roads, sharp curves, inclement weather, poor visibility, heavy or congested traffic or deteriorated road surfaces.

E. INTERSECTIONS

1. All drivers approaching intersections either controlled or not controlled by traffic control warning devices must exercise a high level of caution.
2. Drivers should scan the intersection and visible areas of the approaching roadway for other vehicles, pedestrians or other hazards.
3. The driver should slow down and be prepared to stop.
4. The siren tone should be changed prior to reaching the intersection.
5. If at all possible do not use the oncoming lane of traffic to pass through the intersection.
6. All traffic lanes should be accounted for and eye contact should be made with other drivers to assure they have acknowledged your presence and are yielding the right-of-way.
7. If all lanes of traffic cannot be accounted for the driver should stop the vehicle and not continue through the intersection until all lanes have been accounted for.
8. Drivers should also exercise a high level of caution when approaching guarded or unguarded railroad crossings.
9. No driver should pass through a guarded railroad crossing if the warning device is activated at the crossing.
10. Before crossing an unguarded railroad crossing, the driver should reduce all audible noise possible and listen for an oncoming train while scanning visually for any train.

F. NON-EMERGENCY RESPONSE AND ORDINARY TRAVEL

1. When responding to non-emergency incidents or while operating the vehicle at any other time the driver should obey and comply with all traffic laws.

G. RIDING

1. All persons riding on District vehicles should be seated in approved riding positions and should be secured to the vehicle by seat belts while the vehicle is moving.
2. The driver should verify that all persons are seated and secured prior to placing the vehicle in motion.
3. Riding on tail steps, sidesteps, running boards or other exposed areas not designed as a seating area is not allowed.

H. BACKING

1. All drivers and other personnel must exercise a high level of caution if a vehicle is to be involved in a backing procedure.
2. If at all possible avoid backing the vehicle.
3. When backing, a spotter should be utilized when available and should be visible to the driver at all times during the backing procedure. If the spotter is not visible the driver should stop until the spotter is again visible.
4. If a spotter is not available the driver should exit the vehicle and walk completely around the vehicle to determine if the travel path is clear and that all equipment and compartments are properly secured.

I. PRIVATE VEHICLE RESPONSE

1. Drivers responding in private vehicles to the station or incident will do so in accordance with the appropriate District policy or guideline regulating this activity.

J. VIOLATIONS

1. Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINE**

No. G2004-003

Accident Investigation

Purpose:

The following guideline will provide the personnel of the Johnson County Fire Protection District with a basic understanding of the necessary steps needed to investigate accidents involving District equipment, apparatus and personnel. By investigating accidents the suspected cause may be identified allowing corrective actions to be implemented to reduce future similar incidents or to remove hazardous conditions, equipment or apparatus.

GENERAL:

1. The investigation of accidents is not a process to access fault or blame, but is a means of identifying avoidable circumstances.
2. All accidents resulting in personal injury or death, violations of District policy or guidelines involving vehicles not owned by the District resulting in injury, death or serious property damage, involving the same person in a relatively short period of time or involving the same location, equipment or apparatus will be investigated.

Procedure:

A. VEHICLE ACCIDENTS

1. Each vehicle will be provided with an accident reporting kit containing accident report forms, pencil and witness cards.
2. The officer or officer in charge will complete the necessary forms while at the accident site and will notify their supervisor immediately of the accident who may respond to the scene depending on the severity of the accident and who will notify the Chief, Assistant Chief or their designee of the accident. If the supervisor is not available the member should contact the Chief, Assistant Chief or their designee.
3. In the case of an accident all injured parties should be assisted and medical assistance should be summoned.
4. The accident site should be secured for further investigation by District personnel or law enforcement personnel.
5. Names and contact information of all involved parties and witnesses should be secured.
6. Vehicle make, model, license, identification numbers and owner information should be secured for all vehicles involved.
7. The involved members should make no statements concerning the accident except to law enforcement investigating the accident, District representatives investigating the accident or the District's insurance provider.
8. Secure photographs of the scene if possible.

9. The assigned District representative may conduct further investigation into the accident as deemed necessary from the initial reported information and appropriate corrective measures may be implemented.

B. NON-VEHICULAR ACCIDENTS

1. Summon medical assistance if needed or as a precautionary measure.
2. Give only the aid you are qualified to provide.
3. Stabilize the equipment or area if further injury is possible.
4. Notify your supervisor or the Chief, Assistant Chief or their designee in the supervisor's absence.
5. Secure names and contact information of witnesses and all involved parties even if not severely injured.
6. Record what protective equipment was in use and secure any failed equipment or protective clothing.
7. The officer or officer in charge will complete and submit an injury/illness investigation report form and accident reporting and treatment (ART) form immediately following the accident.
8. The assigned District representative may conduct further investigation into the accident as deemed necessary from the initial reported information and appropriate corrective measures may be implemented.
9. The assigned District representative will coordinate with the injured person regarding the modified-duty practices.

C. VIOLATIONS

1. Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT GUIDELINE

No. G2004-004

Health and Wellness

Purpose:

The following guideline will provide personnel of the Johnson County Fire Protection District basic information concerning their health and wellness relating to District activity.

GENERAL:

1. All members should strive to maintain their personal health and wellness to aid them while performing District duties.
2. Proper personal dietary and health options and physical fitness requirements should be identified and practiced by each member at an individual level.
3. Members must strive to recognize health related issues that may prohibit the proper execution of District duties and shall make their appropriate supervisor aware of these issues in a timely fashion. The supervisor will notify the Chief, Assistant Chief or their designee. In the absence of the member's supervisor the member should directly contact the Chief, Assistant Chief or their designee.
4. Should health and wellness concerns prohibit a member from participation in part of or all of their District duties and activities it is the duty of the member to refrain from such duties or activities until the issue has been resolved. A doctor's release or other verification may be required before the member returns to all duties and activities.
5. Members are encouraged to have regular physical examinations on an individual responsibility basis. Results of any completed physical should be forwarded to the administrative office when available for retention in the member's personnel file.
6. Smoking should not take place in District vehicles or stations. Other tobacco use should be limited to appropriate areas and the member utilizing any tobacco product is responsible for maintaining control of the by products (i.e. cigarette butts, spittoons, etc.) and properly discarding these items.
7. All members should perform their duties in a manner to promote safety in an effort to reduce work place injuries.
8. Each member will complete and submit to the administrative office a medical statement form at the time of initial membership and at other times as requested.

VIOLATIONS

1. Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINE #2004-005

CHAPLAINCY

OBJECTIVE:

To provide for the full range of fire department personnel needs through the establishment of a comprehensive chaplaincy program within the Johnson County Fire Protection District.

APPOINTMENT:

- 1.1 Because of the major risks and constant stresses faced by fire service personnel in the line of duty, a chaplain or chaplains will be appointed to function within the Johnson County Fire Protection District.
- 1.2 The Chaplain will be appointed by the Fire Chief with final approval by the Board of Directors.

QUALIFICATIONS AND TRAINING:

- 2.1 The individual or individuals appointed to the position of Fire District Chaplain will be:
 - a. An ordained member of the clergy or a lay person with a strong background and education in spiritual care.
 - b. In good physical health.
 - c. Interested in the fire service.
 - d. Prepared to serve in a crisis zone.
 - e. Willing to commit the time necessary to make the ministry effective.
 - f. Committed to learn the skills necessary to effectively relate to and minister to firefighters and EMS personnel.
- 2.2 To the extent possible, the Chaplain will be given the opportunity to meet with members and staff of the District, visit the stations and receive guidance in understanding fire district organizations and procedures. Training will also be provided to help the Chaplain protect himself and to be able to render proper help to assist members on the emergency scene.

DUTIES OF THE CHAPLAIN:

The below listed duties constitute only a brief summary of what may actually be required in any situation that may be encountered. The Chaplain must remain constantly alert and sensitive to needs and the means he must employ to meet those needs.

- 3.1 Emergency situations. The Chaplain may respond when contacted by dispatch or Fire District personnel or at his own discretion and will report at the scene to the officer in charge. When at the scene, the Chaplain will be under the command authority of the officer in charge. The Chaplain may respond as follows:
 - a. To the scene when:
 1. Whenever the incident commander determines that the services of the Chaplain may be of value in the ongoing emergency operation. This may include situations where:
 - (a) A critical incident is in progress.
 - (b) A critical injury or death to a fire fighter is reported.
 - (c) The incident involves a victim that is a member of a District member's family.
 - (d) The victim or family is highly emotional or unstable.
 - (e) Care is needed for the family of the victim while treatment is underway.
 - (f) The victim or the family requests the services of a chaplain or clergy.
 - (g) The incident commander feels the presence of the Chaplain would be of benefit to the victim or to District personnel.
 - b. To the hospital when:
 1. Notified by the incident commander.
 2. A member of the District is the victim.
 3. A family member of District personnel is the victim.
 4. Specifically requested.

3.2 Follow-up actions:

a. On-the-scene duties:

1. Provide appropriate victim assistance to free operational personnel for fire fighting duties.
 - (a) Comfort and counsel
 - (b) Referral to appropriate community agencies for assistance.
 - (c) Help contact persons, insurance agents, family members, etc. In all cases the Chaplain will attempt to find out a victim's church or religious preference and attempt to notify the pastor or church.
2. Provide appropriate assistance to fire fighters engaged in fire fighting activities.
 - (a) Watch for signs of physical or emotional stress.
 - (b) Assist in providing fire fighting needs (water, rest, etc.)
 - (c) Advise command whenever it is felt that a fire fighter is in need of being relieved from emergency operations.

b. Post-emergency duties:

1. Conduct follow-up to insure victims are receiving necessary assistance.
2. Insure firefighter's needs are met in the areas of on-the-job injuries, critical incident stress, etc.

3.3 Routine duties:

a. Duties within the Fire District:

1. Visit all stations.
2. Visit hospitalized department members and members of their families.
3. Be available for helping and initial counseling for members of the District in times of stress or difficulty.
4. Assist when requested by any division of the District in their programs.
5. Attend Fire District functions.
6. Assist with funeral/memorial services as needed and requested.
7. Be a member of the Critical Incident Stress Debriefing team if established.

b. Duties outside the Fire District.

1. Represent and interpret Fire District goals and concerns to the churches and religious institutions of the community as requested.
2. Assist when requested with public events or public information needs.
3. As time permits, and as requested, assist with ministry to victims and their families.

GENERAL GUIDELINES FOR THE CHAPLAINCY

- 4.1 The Chaplain does not replace the home church pastor, but seeks to support the concern every church has for its members who may be in professions with special risks or needs. Moreover, the Chaplain must be for the advantage of every member of the department, regardless of his or her nationality, race, sex or religion.
- 4.2 Any communications a person makes to the Chaplain is on a strictly confidential basis and will not be released to District members or any other person. Any fire personnel may go to the Chaplain without having to notify his or her supervisor or anyone else.
- 4.3 Any Fire District officer or member (including administrative staff) who is or becomes aware of any situation which may need the response of the Chaplain may contact the Chaplain directly, except when operating at an incident scene. Fire District administration will keep current telephone numbers for the Chaplain. The Chaplain may also be contacted through Fire District administration if desirable. Examples of situations where the Chaplain may be contacted include, but are not limited to:
 - a. Death, injury to, or hospitalization of a Fire District member.
 - b. Death, injury to, or hospitalization of a Fire District member's spouse or child.
 - c. Death in a Fire District member's close family.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINE**

No. G2004-006

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

OVERVIEW:

The AED combines cardiac rhythm interpretation with electrical shock therapy. When the AED detects ventricular fibrillation or a rapid tachycardia greater than 200 beats per minute, a defibrillatory shock is delivered. It is applied during a cardiac arrest situation, thereby decreasing the time interval between the onset of ventricular fibrillation/tachycardia and treatment, thus increasing the survival rate for sudden cardiac death.

INDICATIONS:

1. Unconsciousness
2. Apneic
3. Pulseless
4. Treat according to age appropriate protocols. Follow manufacturer guidelines for pediatric patients. Must use pediatric models.

CONTRAINDICATIONS:

1. Consciousness
2. Presence of breathing
3. Presence of pulse
4. Treat according to age appropriate protocols. Follow manufacturer guidelines for pediatric patients. Must use pediatric models.

PROCEDURE:

1. Check scene for hazards; move patient promptly if unable to defibrillate safely.
2. Assess patient to determine if AED should be utilized (i.e. pulseless, apneic, etc.)
3. If witnessed arrest, may give precordial thump followed by pulse check.
4. Initiate BLS until AED is attached; Verify unresponsiveness, open airway, give 2 rescue breaths, verify no pulse and promptly attach AED to patient. CPR should be done until AED is attached but the use of the AED should not be delayed.
 - Place machine at patient's left ear and turn it on.
 - Place electrode patches below right clavicle at right sternal border and at lower left ribs over the apex of the heart.

5. Stop CPR if in progress.
6. Clear the patient. ***Safety is paramount and the AED operator's responsibility.**
7. Allow AED to analyze patient.
8. Maintain safety as the AED analyzes and delivers up to 3 defibrillations.
9. Check pulse.
10. If no pulse, perform CPR for 1 minute.
11. Stop CPR.
12. Clear the area.
13. Maintain safety as the AED analyzes and delivers up to 3 defibrillations.
14. Check pulse.
15. If no pulse, perform CPR for 1 minute.
16. Continue with sets of three stacked shocks and CPR until ALS arrives, transport decision is made, or patient has a change in condition.

CONSIDERATIONS:

1. Throughout the cardiac arrest, while the AED is in use, the operator should give an appropriate verbal report.
2. No pulse checks are indicated after shocks 1, 2 and 4, 5 etc.; pulse checks are indicated following each stack of 3 shocks.
3. Defibrillations, when indicated, are always delivered in stacks of 3.
4. If no shock advised, check pulse; if pulseless, perform CPR for 1 minute and reanalyze.
5. The use of the AED should be coordinated with ALS personnel. ALS personnel should consider the shocks delivered by the AED as part of their ACLS protocol.
6. **Safety is essential in the operation of the AED.**

DOCUMENTATION:

1. The primary EMS provider is responsible for completing the run report, generating medical direction printouts, documenting all CPR/AED events, and forwarding the information for review by the EMS Medical Advisor per EMS agency's protocols.
2. CPR/AED efforts will be documented on a Johnson County Fire Protection District incident report.
3. Monthly AED maintenance records must be submitted promptly to the administrative office of the District.

STANDARD PRECAUTIONS MUST BE OBSERVED.

Johnson County Fire Protection District

Guideline #2008-001

Emergency Operations Center District Operations

Purpose:

The purpose of the following guideline is to provide the basis of operations for the District in the Emergency Operations Center.

Start-up Procedures

- Check in with EOC Operations Chief.
- Obtain a situation briefing from the EOC Operations Chief for initial response to the EOC or off-going District representative.
- Provide the designated EOC Operations representative with all District contact information and the current representative's contact information.
- Set up the District's computer station if not already done.
- If a phone is provided at the station, ensure that it is functioning properly.
- Log in to the computer system.
- Review the previous shift activities located in the position's binder.
- Begin a new EOC Summary Log when needed.
- Review the goals and response procedures of the District during an emergency.

Materials needed:

- Computer
- District Policies & Guidelines Manual
- Map Book
- Position Binder (Current District roster, contact information, EOC Summary Log forms, EOC Event/Action Log forms)

Responsibilities of the Position

- The District representative is to serve as the primary link between the EOC and the District Incident/Area Commander(s) and to assist in coordinating and overseeing District operations in the EOC during the emergency.
- The District representative is to document significant events, actions and decisions in relation to District activities during the emergency in the EOC Summary Log and EOC Event/Action Log.

Guideline #2008-001 EOC District Operations

- The District representative must initiate and maintain contact with the EOC Operations Chief and utilize Memorandums of Understanding when possible, and help coordinate mutual aid support and assistance on behalf of the District.
- The District representative must gather accurate information about what is happening and assess and update the District Incident/Area Commander(s) when necessary or when the representative deems pertinent.
- The District representative can make decisions and take necessary actions on behalf of the District on all events and situations. The District representative may make independent decisions for financial resources to support Johnson County Fire Protection District operations for non-major expenses. Issues that arise that exceed the scope of the District representative's authority need to be discussed with the Fire Chief before taking action.
- The District representative must support the requisition of material, people and apparatus and the delivery and distribution of these items, but not exceed the capabilities of the District.
- The District representative must notify the Fire Chief immediately upon notification of any fatality or severe injury involving a District employee or in the event of substantial damage to or contamination of District equipment or property.

Demobilization and Termination Steps

End of Shift

- Log off the computer system.
- Ensure that all required forms or reports are completed and placed in the position's binder with the most current information in the front.
- Brief the oncoming District representative
- Ensure that all Contact Information is current and updated.
- Verify that all EOC forms or reports completed during the specified period have been submitted to the designated EOC Operations representative.

Termination of EOC

- Log off the computer system.
- Ensure that all required forms or reports are completed and placed in the position's binder with the most current information in the front.
- Verify that all EOC forms or reports have been completed during the specified period.
- Have copies made of all your logs, reports, memorandums and any other documents used and received in the EOC and return to the District administrative office.
- Ensure that all necessary EOC forms or reports have been submitted to the designated EOC Operations representative.
- Disassemble the computer station.

Guideline #2008-001 EOC District Operations

- Return the computer equipment, position binder and any other District materials to the District administrative office. If the office is not accessible, contact the Fire Chief to determine where to store the equipment.

Johnson County Fire Protection District

Guideline #G2008-002

Traffic Safety Vest

Purpose:

The following guideline will provide each member of the District a working knowledge of the use of Traffic Safety Vests designed to provide added visual protection and to allow members to follow Federal Highway Administration Rule 23 DFR 634.

General:

1. All members will wear the provided compliant vest while operating in or in the proximity of any roadway at any type of emergency or non-emergency incident or during any activities providing support to emergency or non-emergency incidents. (Support activities include but are not limited to command, safety, rehabilitation, water supply, breathing air supply, etc.)
2. Vests will be worn by all members when under conditions listed above regardless of the use of any other assigned Personal Protective Equipment.
3. It is suggested that the vest be assembled and left in place over the Personal Protective Equipment coat when not in use and removed when the incident circumstances do not dictate its use.
4. While operating in situations not requiring vest usage personnel must exercise caution when entering or exiting adjacent roadways and the vest should be used if repeated exposure to the roadway will exist.

Exceptions:

1. Due to the nature and volatility of fire it is not recommended that any member wear the provided vest while actively suppressing flames, but the vest will be donned at the conclusion of fire suppression or that member's direct involvement with suppression while the member is still at the incident scene or engaged in support activities.
2. The provided vest should not be worn by any member while actively suppressing flames or in any other situation where flame or heat impingement to the vest could create a hazardous condition to the fire personnel by reducing the effectiveness of the Personal Protective Equipment.

Discipline:

1. Any member who violates this guideline will be subject to action as outlined in the District discipline guide

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
ICE and COLD WATER RESCUE GUIDELINE**

No. G2010-001

PURPOSE:

The purpose of this guideline is to provide the members of the Johnson County Fire Protection District with working knowledge and understanding of the safe and efficient conduct of ice and cold water rescue operations.

GENERAL:

- A. Upon receipt of an alarm for a cold water or ice rescue emergency, the District will respond with available resources, including personnel, cold water rescue suits, water rescue rope, shore line water safety equipment and pike pole(s).

- B. A qualified District member on the scene will establish Incident Command (IC) and will remain in command until relieved by a competent authority. The incident commander is responsible for the entire incident including the following actions:
 - 1. Determine the number of victims, their condition and their last known location if they cannot be seen from shore.
 - 2. Formulate an action plan to successfully remove the victim(s) from the hazardous condition.
 - 3. Direct the communications center to notify the following when needed:
 - a. Mutual aid departments with special consideration given to those with equipment and training in cold water and ice rescue.
 - b. Local ambulance with Advance Life Support Personnel.
 - c. Nearest hospital with a trauma center.
 - d. Air ambulance.
 - e. Local law enforcement for crowd and traffic control.
 - f. Local or mutual aid dive teams.
 - g. Any other services determined by the IC.

- C. Safety of all personnel will be paramount and the following safety procedures will be included, but are not an all inclusive list:
 - 1. Animal rescues are at the discretion of the IC and should only be attempted if the safety of rescuers can be assured.
 - 2. All operations will be performed by trained personnel who are familiar with and physically capable of performing the duties and tasks required.
 - 3. Primary rescuers and back up personnel will be equipped with cold water rescue and or immersion suits. Whenever possible the rescuers should wear a helmet to assist with protecting their head from injury.
 - 4. All personnel working on shore within 15 feet of the water should be equipped with not less than a Type I personal floatation device.
 - 5. Tether lines will be attached to the front ring and clasp on the front of the harness of the Ice Rescue Suit of all personnel engaged in GO or CONTACT rescues. Appropriate shore crew will control tether lines and ensure that ropes, carabiners and zippers are functioning and used appropriately.
 - 6. Tethering procedures will include one rope (minimum tensile strength of 2000 lbs) attached to the front ring and clasp of the Ice Rescue Suit. When it is necessary to travel further than one line will allow you must connect two lines together with a carabiner.

7. Primary and back up rescuers should be equipped with ice awls when available for their own use or for use by the victim.
 8. Each person involved in the rescue operation should have a back up person to take over if needed if sufficient personnel can arrive at the scene.
 9. Rest and medical monitoring of all personnel in a warm vehicle or shelter should be provided at regular intervals. The EMS team leader or safety officer will declare any rescuer unfit to continue and will notify the IC.
 10. Adequate lighting and flashlights should be available for night operations.
- D. Initial response of fire & rescue personnel will include the vehicle carrying cold water or ice rescue suits and all associated equipment and other vehicles as appropriate for lighting, personnel and support functions. When it is possible a minimum of eight (8) personnel should be utilized for optimum safety as follows: Incident Commander, Primary Rescuer, Secondary Rescuer, One Man Back-Up Team and a Four Man Shore Crew.
- E. At no time will any team member attempt a GO or CONTACT rescue without proper backup, a cold water suit or ice rescue suit and a tether line to shore.
- F. A continual assessment of the personnel, equipment, number of victims, victim's condition, ice conditions and access options must be maintained.
- G. Communication with the victim(s) should be immediately established and maintained through the rescue attempt with the first question being "Are you alone?".
- H. Preferred equipment includes, but is not limited to the following items:
1. Ice Rescue Suits – Minimum of 2 for primary and backup rescuer.
 2. Water Rescue Rope
 3. Carabiners
 4. Ice Awls
 5. Water Rescue Helmets – 1 for each rescuer on the ice
 6. PFDs – Enough for any personnel within 15' of the water not wearing a cold water or ice rescue suit.
 7. Lighting – For scene and personal use.
 8. Throw bags and rope.
 9. Ice screws

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
WATER RESCUE DIVISION GUIDELINE**

No. G2010-002

Purpose

It shall be the mission of the Water Rescue Division of the Johnson County Fire Protection District to provide high quality, prompt and efficient rescue services for a wide variety of water related incidents and to provide support to other personnel of the District and or our neighboring emergency services agencies in Johnson County and adjacent areas as deemed feasible based on needs and available resources.

Scope

The water Rescue Division will be comprised of personnel approved by the District including those who may not normally provide fire fighting or related services. The Division personnel not providing fire fighting or related services will be required to comply with policies and guidelines of the District that apply to all personnel regardless of their job title or position within the District, but will not be required to comply with policies or guidelines specifically affecting personnel assigned fire fighting or related duties and training. The Division personnel will comply with all other policies or guidelines applicable to the water rescue Division. The Division will perform or assist with the performance of water related rescues across the District, across Johnson County as requested and out of the county on a case by case basis.

Chain of Command

The Water Rescue Division will be directly supervised by the Water Rescue Division Team Leader, assisted by the Water Rescue Division Assistant Team Leader, who will report directly to the Assistant Fire Chief. While training for water rescue related incidents all personnel will report to the Water Rescue Division Team Leader who will be in charge of the training event. During actual water rescue incidents the Incident Commander will be in charge, but the Water Rescue Division Team Leader should provide additional support or expertise or may assume command as required.

Water Rescue Division: Subdivisions

This Division is a volunteer, non-fire fighting, arm of the Johnson County Fire Protection District for the primary purpose of water related rescue. Recovery operations may or may not be approved at the discretion of the Districts Command Staff. Any approved District personnel, 18 years or older, may volunteer for service in this Division.

Members of other public safety agencies or civilians may apply for membership to the Johnson County Fire Protection District and volunteer for service in the Water Rescue Division without being required to train or perform fire fighting or related duties. Any approved volunteer may qualify for one or more of the three subdivision specialties within the Water Rescue Division.

Support Technicians

The core of the Water Rescue Division is the personnel who provide ground based support to the other technicians. Ground based support is critical to the success of any operation, particularly dive operations.

Qualifications

- Support Technicians should be highly organized, good communicators.
- Must be adept at record keeping.
- Must be able to lift 50 pounds from the ground to chest level.
- Must attend a Ground Tender Class, approved by the District, within one year of volunteering for service.
- Must be willing to work in harsh weather conditions.

Surface Water Technicians

These technicians are tasked with providing surface water search and rescue operations using the Johnson County Fire Protection District's watercraft.

Qualifications

- Surface Water Technicians are required to operate boats and jet skis on calm and in swift water.
- Must demonstrate strong swimming skills. (See Attachment A-1)
- Must possess if born after January 1, 1984 or obtain, if born prior to January 1 1984, a Missouri Boating Safety Education Certification. This certification must be obtained within one year of volunteering for service.
- Successfully complete and pass a swift water rescue course, approved by the District, as classes and funds are made available.
- Be willing to work in harsh weather conditions.

Dive Technicians

These technicians are tasked with providing underwater search and rescue operations for the Johnson County Fire Protection District.

Qualifications

- Divers must possess a valid Open Water Certification.
- Divers must demonstrate strong swimming skills. (See Attachment A-2)
- Divers must become Dry Suit Certified and attend a Ground Tender Class within one year of volunteering for service.
- Divers must obtain an Advanced Open Water Certification within two years of volunteering for service.
- Divers must obtain a Rescue Diver Certification within three years of volunteering for service.
- Be willing to work in harsh weather conditions.

Training

The Team Leader and Assistant Team Leader will establish a training schedule for the year. The schedule will offer a minimum of two, ground tending along with twelve dive and six swift water related sessions per year.

- Support Technicians must attend one ground tending session.
- Surface Water Rescue Technicians must attend three swift water sessions.
- Dive Technicians must attend six dive sessions. Divers must maintain twelve open water dives per year with at least six of these being dry suit dives.
- Members of this Division must successfully complete and pass other training, approved by the District, as classes and funds are made available.

Call Out Protocol

The Water Rescue Division is to be toned out on any water related rescue within the Districts run area. The Division will also be toned out at the request of any public service agency in Johnson County. Out of county calls for service must be approved by the Johnson County Fire Protection District Fire Chief or Assistant Chief before the Division will be toned out.

Response Protocol

Surface Ice Rescue

Divers and support respond with a boat

Swift/Surface Water Rescue

Surface water technicians and support respond with jet skis and or a boat
Dive Technicians stage at the station

Underwater Rescue

Divers, surface water technicians and support respond with a boat

Swift/Surface Water Rescue Operations

Safety

The safety of the Johnson County Fire Protection District personnel is our most important consideration in both training exercises and rescue operations. It is understood that swift/surface water training/rescue is a dangerous endeavor. The on scene Officers and Team Leaders must constantly process the “assessment of risk” to assure that the exercise or rescue is progressing in the safest possible manner. Any Officer, Team Leader or participant may call a halt to the exercise or rescue if they perceive an unsafe practice. Any participant may choose not to perform an assigned task if they perceive the task to be unsafe.

Equipment

The Johnson County Fire Protection District has been provided with suitable watercraft, personal flotation devices (PFD's), helmet's, exposure protection and diving equipment that meet the standards of Public Safety Water Rescue Teams. Participants involved in water related training or rescues will use/wear the provided and approved equipment.

- Participants involved in water related training or rescues will not wear bunker or turnout gear if they are within 15 feet of the waters edge.
- Participants who train or attempt a rescue within 15 feet of the edge of the water will wear the provided and approved PFD.
- Participants who train or attempt a rescue on the surface will wear the provided and approve PFD, helmet and exposure protection as dictated by water and weather conditions.
- Participants involved in training or rescues are responsible for the cleaning, drying and making ready all equipment used during the exercise or operation.

Manning

The recommended minimum manning during surface water training or rescues will be as follows:

- An engine crew of three' for shore based rescues' if an engine is available to respond.
- When jet skis are deployed each ski should be manned with two rescuers. One driver and one swimmer.
- The boat should be manned by three rescuers. One driver, one swimmer and one deck hand.
- A minimum of two support technicians should be available to drive the trucks and handle launch, retrieval and other shore duties.

Rescue Methods

Consideration should always be given to the simplest and safest method available to accomplish the rescue goal.

- The first arriving District representative or unit should initiate the incident Command System by establishing a site specific incident Command and providing an initial size-up of the scene.
- Incident management should be obtained through use of ICS utilizing as many components of the system as may be required to assist in the organized resolution to the incident.
- On scene personnel will report to the recognized incident Commander and will perform specific tasks as assigned.
- Emergency Medical resources may be requested as appropriate and as needed for the incident.

Shore Based Rescue

- Appropriate safety equipment should be used by members involved in the incident.
- District members working within 15 feet of the water edge will wear a provided and approved PFD.
- Rescue operations should take place from the shoreline by use of reach and throw practices in accordance with training available to District members with no members entering the water.
- Rescue team should be comprised of at least three (3) properly equipped and trained personnel.

Surface Water Rescues

The safety of both rescuers and victim, location of the victim and water conditions must all be considered while processing the risk assessment and formulating a rescue plan. Consideration must be given to the safest,

quickest and simplest approach to the operational goal. A wading rescue operation is often all that is needed. Rescues involving watercraft are more complicated and are dictated by distance, water depth and current.

- Members involved in a rescue must use/wear provided and District approved protective equipment.
- Shore based members working within 15 feet of the waters edge will wear a provided and District approved PFD.
- Members entering into or on the water will wear a provided and District approved PFD, helmet and exposure protection as dictated by the weather and/or water conditions.
- Members entering into or on the water will work in teams of at least two and carry a rescue throw bag, PFD for the victim along with a harness and light as needed.

Underwater Rescue Operations

Safety

The safety of the Johnson County Fire Protection District personnel is our most important consideration in both training exercises and rescue operations. It is understood that underwater training or rescue is a dangerous endeavor. The on scene Officers and Team Leaders must constantly process the “assessment of risk” to assure that the exercise or rescue is progressing in the safest possible manner. Any Officer, Team Leader or participant may call a halt to the exercise or rescue if they perceive an unsafe practice. Any participant may choose not to perform an assigned task if they perceive the task to be unsafe.

Equipment

- Divers who train or attempt an underwater rescue will wear a provided and District approved wet or dry suit, full face mask and carry, at a minimum, a 63cf air cylinder with a minimum 19cf cylinder as a backup air supply.
- Divers will be tethered with a rope or communication line.
- Support personnel working within fifteen feet of the water will wear a provided and District approved PFD.
- A spare aid cylinder (at least 63cf) should be available for each diver.
- A contingency (80cf) air cylinder will be available in the immediate area.
- An appropriate first aid kit with medical oxygen will be available at all training sessions and rescues.

Manning

The recommended minimum manning during under water training or rescue will be as follows:

- One operations officer.
- One safety officer.
- One record keeper.
- Three divers should be in or prepared to enter the water. One primary diver and two backup divers (one in the water ready to respond and one in the immediate area and 90% ready to respond).
- Two ground tenders (one for the primary diver and one for the backup diver).
- One support person to assist divers with equipment, change out tanks and set up a diver staging area.

Rescue Methods

Training sessions will introduce, instruct and practice a variety of underwater search and rescue techniques that are accepted and commonly used by dive teams around the world. At a rescue, the team will select the technique that offers the greatest chance for safety and success after collecting evidence from the reporting party and witnesses, while considering the target, land topography, weather and water conditions. The team must remain vigilant to new evidence and changing conditions that could dictate a new strategy, modification or change in search techniques.

- The first arriving District representative or unit should initiate the incident Command System by establishing a site specific incident Command and providing an initial size-up of the scene.
- Incident management should be obtained through use of ICS utilizing as many components of the system as may be required to assist in the organized resolution to the incident.
- On scene personnel will report to the recognized incident Commander and will perform specific tasks as assigned.
- Emergency Medical resources may be requested as appropriate and as needed for the incident.

Warm Weather/Water Operations

- All personnel, especially divers, must be carefully monitored for signs of heat exhaustion.
- All personnel must be carefully monitored for signs of exhaustion and lack of focus.
- Divers will go to rehab after twenty minutes (plus or minus five minutes) of under water operations.

- Divers may dive again after an appropriate rehab.
- Support personnel working within fifteen feet of the water will wear a provided and District approved PFD.

Cold Water Operations

- All personnel, especially divers, must be carefully monitored for signs of hypothermia.
- All personnel must be carefully monitored for signs of exhaustion and lack of focus.
- Divers will go to rehab after fifteen minutes (plus or minus five minutes) of under water operations.
- Divers may dive again after an appropriate rehab.
- Support personnel working within fifteen feet of the water will wear a provided and District approved PFD.

Ice Operations

- All personnel, especially divers, must be carefully monitored for signs of hypothermia.
- All personnel must be carefully monitored for signs of exhaustion and lack of focus.
- Divers will go to rehab after ten minutes (plus or minus five minutes) of under water operations.
- Divers may dive again after an appropriate rehab.
- Care must be taken to prevent regulator freeze up.
- The bitter end of the diver's tether or communication line must be secured to the ice or bank at the waters edge.
- Support personnel working on the ice must be kept to an absolute minimum and wear a provided and District approved PFD.
- Kitty litter, floor dry or other suitable substance must be spread on the ice to prevent ground support personnel from slipping or sliding into the hole.

ATTACHMENT “A”

It is understood that a person attempting a water related rescue, on the surface or underwater, may at any time be required to swim long distances under adverse conditions. Possessing the skill and stamina to swim, under these conditions, may be necessary to rescue a victim, another participant in the rescue or to save your self. The testing requirements outlined in this Attachment are taken from the standard swimming/stamina skills required for a PADI Dive Master Certification. Each test will be performed non-stop without time limits.

1. Surface Water Technicians

- 400 meter/yard swim
- 15 minute float/tread
- 100 meter/yard victim tow

2. Dive Technicians

- 400 meter/yard swim
- 15 minute float/tread
- 100 meter/yard tired diver tow
- 800 meter/yard fin snorkel swim

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
410 N. HOLDEN
WARRENSBURG, MO 64093**

**MEMORANDUM
No. M1996-001**

**To: All Fire District Personnel
From: Larry W. Jennings, Chief
Re: Radio Frequencies
Date: 05/22/96**

As most of you know we recently applied to the Federal Communications Commission for a license to operate two way radios on frequencies we currently have and on an additional frequency to be used as a fire ground operations channel. Great news! The request was approved and we can now operate on the requested frequencies properly. The frequencies we have been licensed to use are the existing Fire(154.370), Fire Mutual Aid(154.280) and a new frequency for fire ground operations.

With the licensing comes more responsibility for accountability on behalf of the District. We are not allowed to exceed the allotted number of operational units per channel and we must comply with all regulations governing use of the frequencies. To help in the accountability issue the following information and guidelines shall be followed by all members of the District:

1. No transmit capabilities for any of the three licensed frequencies will be installed, used or maintained by any member of the District without prior written approval by the Chief or Assistant Chief.
2. In the event that personnel are associated with more than one department operating on the same frequencies as Fire and Fire Mutual Aid, authorization must still be secured from the Chief or Assistant Chief of the District for use during District operations.
3. All members who currently and in the future operate radios on any of the three licensed frequencies must provide the make, model, operating power and frequency information to the Chief or Assistant Chief before further use of this equipment is authorized.
4. No unauthorized base station operations on these three licensed frequencies are permitted.
5. All members will conduct radio transmissions in a professional manner with particular attention to content, length and language used.
6. All members will use the radio frequencies for the purpose designed, as emergency agency frequencies.
7. Violation of FCC rules and regulations will be referred to and handled by the appropriate agencies.
8. Violation of local rules and regulations including, but not limited to the installation, use or possession of transmit capabilities by District members without authorization may result in termination of transmit privileges on all licensed frequencies. Repeated violations will be dealt with on an individual basis and could result in suspension or termination from the District.

If we all follow these general guidelines and any subsequent training we receive in regards to radio use I feel that we will have no problems with compliance with the FCC or local guidelines and will benefit greatly from the use of the new license we have been granted.

Questions regarding the use or installation of these three licensed frequencies should be directed to the Chief or Assistant Chief following approval by your Station Captain or Lieutenant.



**JOHNSON COUNTY FIRE PROTECTION DISTRICT
MEMORANDUM**

No. M2001-001

To: All Fire District Personnel
From: Larry W. Jennings, Chief
Re: Office Use and Clerical Staff Use
Date: 06/27/01

Due to recent concerns expressed by and to the Board of Directors of the Johnson County Fire Protection District this memorandum will outline general information dealing with the business office of the District and the personnel and information utilized in the office. The information should be kept in mind and followed on a daily basis to assist in the effective operation of the District in its efforts to provide quality service to the citizens of Johnson County and the volunteers providing that service.

The business office of the District is located in the Headquarters station and at all times should be viewed and maintained as a business office. Proper office procedures and decorum should be followed by any member having occasion to visit the office. The personnel who regularly use the office are charged with the proper administration of the business and operational aspects of the District and require the office be used solely as an office and not a general meeting room or "gathering spot". Those visiting the business office should do so when needed to conduct District related business and visits to the office should be limited to business related aspects. Prolonged visits to the office which are not required to conduct normal or assigned duties for the District should be avoided.

Although the Chief and Assistant Chief strive to maintain an "open door" policy with the staff of the District, consideration should still be given to the fact that business is being conducted in the office and it is not always open for general visits, conversation or gatherings. Occasional visits of a personal or non-business related nature can be made, but care should be given as to the frequency, number of people and length of time those visits encompass. When in the office those visiting should not occupy assigned desks or workstations and in no circumstances should any of the materials located in the office be examined, read, moved or removed without prior permission by the person responsible for those materials.

The Board of Directors has placed the Secretary/Treasurer in the business office on a daily basis. This person is the Secretary/Treasurer to the Board of Directors and serves as a secretary to the Chief and Assistant Chief. As continuing duties and work projects assigned to this person are coordinated and reviewed to help create an efficient working environment **NO** clerical duties(i.e. typing, filing, research projects, etc.) should be requested of or assigned to the Secretary/Treasurer by any District member without prior approval and review by the Chief or Assistant Chief.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINE**

No. D2000-001

DISCIPLINARY PROCESS

Purpose:

The following guideline will provide all personnel of the Johnson County Fire Protection District with an understanding of the disciplinary process to be utilized in the operations of the District.

General:

All personnel of the Johnson County Fire Protection District will be required to function under the accepted guidelines and procedures of the District. Failure to adhere to these guidelines and procedures shall be just cause for disciplinary action which may be appropriate including, but not limited to reprimands, probation, suspension or termination.

A. Disciplinary Action

1. Any member in general of the District should report any violation of the guidelines or policies of the District, State, Federal or County statutes, regulations or rules by any other member to an officer of the District.
 - a. Should the violation involve an officer then the report should be made directly to the Fire Chief or Assistant Fire Chief.
 - b. Upon notification by any member of the District of a violation the officer receiving the notification shall attempt to confirm the violation and initiate the disciplinary action process.
2. Any officer of the District may initiate disciplinary action for violations.

B. Disciplinary Action Process

1. Upon the confirmation of a violation the Fire Chief, Assistant Fire Chief, their designee, or other officer of the District shall take immediate action to initiate the disciplinary process including immediate termination of the activity constituting the violation. This immediate action may include but not be limited to removal from involvement with the District operation at the ongoing event or removal from the scene or area of the ongoing event.
 - a. In the absence of a District officer on a given scene the Incident Commander may take immediate action to stop the violation if ongoing and insure that the disciplinary process is started.
 - b. The officer initiating disciplinary action will contact the Fire Chief or Assistant Fire Chief as soon as possible and will submit in writing a synopsis of the violation and a summary of the action taken which will be included in the personnel file of the member involved in the violation.

2. The member who commits a violation will be notified as soon as possible following the initiation of the process and may be subject to the following:

- a. Oral reprimand
 - b. Written reprimand
 - c. Suspension or denial of on scene activities
 - d. Probation
 - e. Suspension
 - f. Dismissal and termination from the District
3. The type or level of disciplinary action will be regulated by the severity of the violation and frequency of violations.
 4. The Fire Chief will determine the length and conditions of probation, denial of on scene activities or suspensions in accordance to the severity of the violation.

C. Grievances/Appeals

1. Members of the District who are subject to disciplinary actions may file a formal grievance/appeal in writing with the Fire Chief within ten (10) standard business days of their notice of the decision dealing with the action.
2. The grievance/appeal will include a statement of the grievance and the facts surrounding the incident and disciplinary action and will contain a statement of the remedy or adjustment sought.
3. Within seven (7) standard business days of receiving the written grievance/appeal the Fire Chief will review the grievance/appeal with not less than two officers of the District, one of which will be the Assistant Fire Chief.
 - a. The officer initiating the process will not be a member of the review committee.
 - b. Upon completion of the review the Fire Chief will report the decision of the committee in writing to the affected member.
 - c. Notice in writing of the action taken will also be provided to the Station Officer who provides routine supervision for the affected member.
 - d. A copy of the decision will also be included in the affected member's personnel file.
4. In the event of dismissal or termination the affected member may further appeal to the Board of Directors as outlined in the by-laws of the District.