

Eddy County Volunteer Fire Departments

Policy Manual



EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

Adoption Clauses/Support

SEVERABILITY

The invalidity or unenforceability of any provisions of these policies shall not affect the validity or enforceability of any other provision of these policies, which shall remain in full force and effect.

PREVIOUS VERSIONS/COMPLIANCE WITH STATE LAW

The adoption of these policies shall rescind and replace any and all previously adopted versions of policies adopted for the Eddy County Volunteer Fire Departments. These policies are to be in accordance with all New Mexico Statutes including 59A-52-18, and in the event any of these policies conflict with the rules promulgated by the State Fire Marshal, the State Fire Marshal's rules shall control.

REVISIONS AND ADDITIONS

Revisions and additions may be made on a policy by policy basis with an approved resolution by the Eddy County Commission.

SUPPORT OF ADOPTION

The following Fire Chiefs, as representatives of their respective departments, support the adoption of these policies.

Chief Ryan Zuniga, Atoka VFD

Chief Gabriel Morales, Malaga VFD

Chief Jakoda Matthews, Cottonwood VFD

Chief David Looney, Otis VFD

Chief Gaylon Fuller, Happy Valley VFD

Chief Will Wyatt, Queen VFD

Chief Robin Williams, Joel VFD

Chief Tom Navarrette, Riverside VFD

Chief Robert Castillo, La Huerta VFD

Chief Thomas Frazier, Sun Country VFD

Chief Jason Ciempa, Loco Hills VFD

Joshua Mack, Eddy County Fire Marshal

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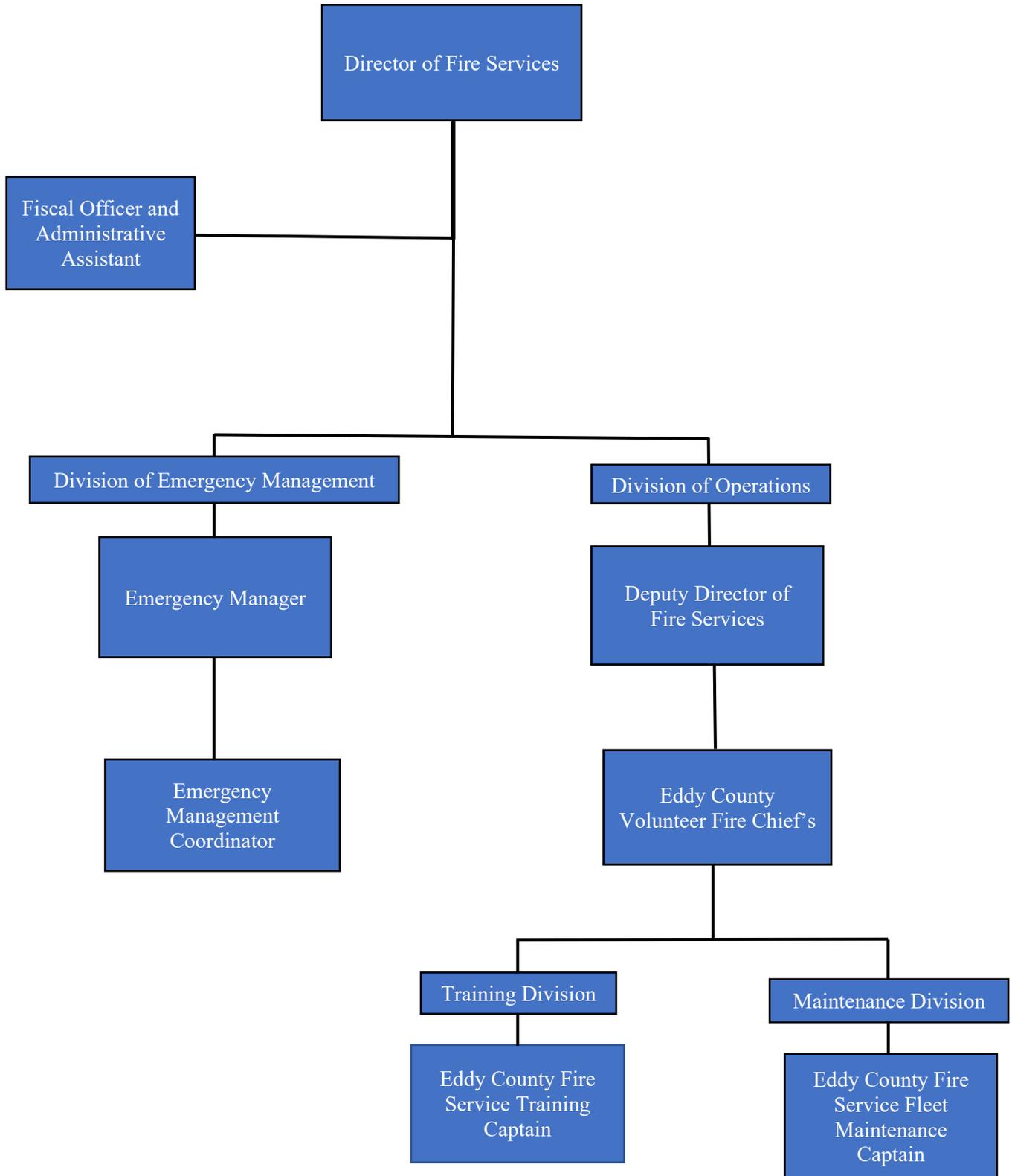
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Series 100

Organization

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100 Organizational Chart



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101 Eddy County Fire Chief's Association

POLICY

In order to promote cooperation and enhance field operations, the chiefs of the federal and municipal fire departments located within Eddy County are invited to attend the scheduled Fire Board meetings as non-voting participants. This collective group shall be known as the Eddy County Fire Chief's Association. This collective experience will allow increased opportunities for training, common purchasing, and concerted efforts in addressing fire-related issues.

PROCEDURE

The Eddy County Fire Chief's Association is an informal association of local fire chiefs from a variety of jurisdictions. The proceedings are voluntary yet provide an opportunity for the exchange of ideas pertaining to firefighting within Eddy County.

The Eddy County Fire Chiefs Association meetings shall be held quarterly in conjunction with a regularly scheduled Eddy County Fire Board meeting. Issues affecting the entire group are usually addressed first, followed by issues pertinent to the Fire Board. This arrangement allows for all members to have the opportunity to meet with one another, and also enables those persons not interested in county-specific business to dismiss themselves once the Fire Chiefs Association business is completed.

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102 Eddy County Fire Districts

DEFINITION

An Eddy County Fire District is one established by the Eddy County Commission and is a political subdivision of Eddy County. Its membership is part of an organization established by bylaws within each district that is known as a Fire Department. These districts and departments are regulated by both Eddy County policy and the district's individual bylaws.

POLICY

Each Eddy County Fire Department should develop its own bylaws that govern how the department is organized and performs its duties. In developing these bylaws, a department may further define any policy or procedure outlined within this Policy Manual but no fire department shall adopt or enact any policy or procedure which is in conflict with Federal, State or County Laws, Regulations, or Policies, including the Eddy County Volunteer Fire Department Policy Manual.

District bylaws at minimum will include procedures for membership, elections, meetings, discipline and organization. Meetings will be conducted by Robert's Rules of Order.

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103 Eddy County Fire Board

POLICY

All fire chiefs of the rural Eddy County Fire Departments shall be members of the county Fire Board as well as the County Fire Marshal or Deputy Fire Marshal. The County Manager or Assistant County Manager, and two appointed members of the County Commission, will serve as non-voting, ex officio members.

The County Fire Marshal or Deputy Fire Marshal is the chairman of the Fire Board. A vice-chairman will be elected from the Fire Board Members by the Fire Board Members annually during the July meeting. In the absence of the Chairman, the Vice-Chairman will preside over the Fire Board Meeting.

The Fire Board shall not meet without the County Fire Marshal or Deputy Fire Marshal and/or the County Manager or Assistant County Manager being present.

DUTIES AND RESPONSIBILITIES

The organization and purpose of the Eddy County Fire Board is to discuss and recommend policy, rules, and regulations as they relate to the volunteer fire departments. Such issues include fire department administration, training, operation, and maintenance including but not limited to:

- General administration
- Fire suppression
- Fire prevention Programs
- Finance
- Budgets
- Reports
- Purchasing
- Contracts
- Mutual aid agreements
- Personnel policies
- Insurance coverage
- Safety
- Retirement programs
- Equipment standardization
- Training
- District boundaries
- Coordination of resources
- Emergency Medical Services

PROCEDURES

The Fire Board shall conduct meetings at regular intervals in order to discuss issues relevant to the Fire Departments' concerns. Special meetings maybe called either by the Fire Marshal or by a majority of the members at any time there is important business to be discussed.

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103 Eddy County Fire Board

The Fire Board must have a majority of its members present in order to have a quorum. In the event that a member of the board is unable to attend a meeting, an alternate may be selected, with this alternate being either another member of the fire department or of the county commission and will be able to provide a proxy vote at such meetings. Each member of the Fire Board, or their duly selected alternate, shall have one vote. The Fire Marshal or Deputy Fire Marshal will vote on issues only to break a tie. Only matters having the majority support of those members present will be considered a decision of the Fire Board.

The county Fire Marshal or Deputy Fire Marshal, as chairman of the Fire Board, will be responsible for the agenda and for notifying the board of the time, date, and location of meetings. The Fire Board will make recommendations to the County Commission by written report or request, usually presented by the Fire Marshal or Deputy Fire Marshal. In the event that the Fire Marshal or Deputy Fire Marshal is unable to make such a presentation, another member of the board may be appointed to perform this duty.

Series 110

Administration

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110 Rules of Conduct

The following list of directives represents the conduct standards for members of the Eddy County Volunteer Fire Departments.

Every member of the Eddy County Volunteer Fire Department is expected to operate in a highly self-disciplined manner and is responsible to regulate his or her own conduct in a positive, productive and mature way. Failure to do so will result in disciplinary action ranging from counseling to dismissal.

ALL MEMBERS SHALL:

1. Follow the written directives of both the Eddy County Volunteer Fire Departments and those of Eddy County.
2. Use their training and capabilities to protect the public.
3. Work competently in their positions to cause all department programs to operate effectively.
4. Always conduct themselves to reflect credit on the department.
5. Always conduct themselves in a manner that creates good order inside the department.
6. Keep themselves informed to do their jobs effectively.
7. Be concerned and protective of each member's welfare.
8. Operate safely and use good judgment.
9. Keep themselves physically fit.
10. Obey all laws.
11. Provide for proper care and treatment of all department vehicles, buildings and equipment.

Supervisors will manage in an effective, considerate manner, and subordinates will follow instructions in a positive, cooperative manner.

MEMEBERS SHALL NOT:

1. Engage in any activity that is detrimental to the department.
2. Engage in any activity or business, that directly or indirectly, constitutes a conflict of interest with the department.
3. No member shall use their position with the department for personal gain or influence.

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110 Rules of Conduct

4. Engage in any activity that violates any federal, state, or local law.
5. Use alcoholic beverages, debilitating drugs, or any substance, which could impair their physical or mental capacities while conducting department business or operations.
6. Engage in any sexual activity while conducting department business or operations.
7. Engage in sexual harassment or harassment of any person while conducting department business or operations.

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111 Firefighter Discipline

Members of the Eddy County Fire Department may be subject to disciplinary action for violation of the Eddy County Policy & Procedure Manual, the Volunteer Policy Manual, or each individual Fire Department bylaws.

In general, disciplinary action will be carried out within each department according to the rules established in their bylaws. However, in situations where the issue is not handled satisfactorily or cannot be handled within the Department the matter will be referred to the County Fire Marshal for presentation to the Eddy County Fire Board. If the issue is not resolved at this level it shall be referred to the Eddy County manager.

PURPOSE

Fire Department members are required to conduct themselves in a highly self-disciplined manner, obeying all applicable county policies. In situations where members do not adhere to these expectations, supervisors will take the necessary action to correct the problem.

This procedure will guide Fire Department supervisors in dealing with any disciplinary problems they may encounter. For additional information and/or assistance, the Eddy County Human Resources Department should be consulted.

GENERAL INFORMATION

Fire Department supervisors will administer discipline in a corrective, progressive and lawful manner.

Corrective in the sense that the supervisor and member come to an understanding about the causes and/or reasons for a member's deficiencies, correct those deficiencies, and restore the member to a productive and positive member status.

Progressive in that discipline will normally begin with a verbal reprimand or warning and, when circumstances of separate or related incidents warrant, proceed to written reprimand(s), suspension, demotion, and finally to dismissal. An incident of misconduct

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111 Firefighter Discipline

may require any of these forms of disciplinary action whether or not a lesser form has preceded the action, depending on the severity of the offense.

Lawful in that discipline and the procedure by which it is administered does not violate applicable personnel rules, administrative regulations, or the member's constitutional rights.

The primary objective of disciplinary action is to improve (or correct) performance, efficiency and morale of the member receiving discipline as well as that of the department. Disciplinary proceedings and the results thereof are confidential. The supervisor is responsible for maintaining this confidentiality. All media inquiries pertaining to disciplinary actions shall be directed to the County Manager.

It is mandatory that supervisors seek support from their superiors prior to taking disciplinary action and feel comfortable that they can support their actions in a formal review or appeal process. Support from supervisors is extremely important when disciplinary action beyond a verbal reprimand is being considered. The county Human Resources Department, upon request of the Fire Marshal, is available to provide staff support and guidance in any disciplinary action.

LEGAL REPRESENTATION

Supervisors may allow legal counsel for the member in disciplinary actions resulting from alleged criminal activity. The legal counsel's function would be to advise the member as to any legal privileges, not to represent the firefighter in the disciplinary proceeding. If legal counsel is going to be present, contact the Fire Marshal 24 hours prior to the meeting.

PROGRAMS FOR IMPROVING JOB PERFORMANCE

In most cases, minor job performance problems can be resolved by the supervisor bringing the problem to the attention of the member, and the member making the proper modification in his/her performance. When a serious job performance problem is identified, the supervisor must decide whether to solve it through:

- * Training
- * Non-Disciplinary Counseling or
- * Disciplinary Action

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111 Firefighter Discipline

Each situation will be considered separately, and it will be the supervisor's responsibility to make a determination as to the best course of action to resolve the situation.

If the situation is determined to be a training problem, a program for improvement will be developed for the member. If the member's performance has not improved sufficiently within the established programs timeline, the situation should be dealt with as a disciplinary problem.

INVESTIGATIVE PROCESS

Any accusation of misconduct or complaint involving Fire Department members shall be thoroughly investigated before formal action is taken. The investigation is a fact-finding process and Supervisors must be cautioned not to make judgments until a thorough investigation is concluded.

For accusations and complaints of serious on-duty misconduct, an investigative report must be completed. Accusation of complaints of criminal acts or misconduct will be assigned by the Fire Marshal to the Sheriff's Office for investigation. The Fire Chief, with notification of the County Fire Marshal, has the discretion to suspend the member pending the outcome of the investigation. In instances where it is felt necessary the County Fire Marshal may also suspend department members.

When an investigative report is prepared by a supervisor, it must include the following information before it will be considered complete:

Summary of the incident -- should answer the questions: who? what? where? when? and how? In a criminal situation, a copy of the criminal investigation report will be requested through the Fire Marshal.

Interviews Conducted -- this must include the interviewee, rank and assignment, date, time, location, those present, and the information discussed. If possible, a signed statement by the interviewee should be obtained.

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Employee History -- this is a summary of commendations and previous disciplinary actions concerning the employee. The Departmental Personnel file shall be reviewed.

Conclusions -- from the information available, the supervisor must make a determination of responsibility. Extenuating circumstances may be discussed in this section.

Recommendations -- state the recommended disciplinary action or alternate course of action, if any.

Attachments -- relevant documents that the supervisor feels should be a part of the investigative report.

The completed report shall be forwarded to the County Manager via the Fire Marshal. The investigative report is CONFIDENTIAL and for administrative use only. Care will be taken to maintain confidentiality of the report.

Questions concerning legal issues pertaining to Administrative Investigations should be directed to the County Fire Marshal's Office.

The following legal issues should be kept in mind when conducting administrative investigations:

- A member may be compelled by supervisors to answer questions that are related to his/her duties or fitness for duty. Failure to answer such questions completely and truthfully may form the basis for disciplinary action, including dismissal. A member under investigation should be so advised prior to an administrative interview. Any investigation involving a criminal matter shall be referred to the law enforcement agency having jurisdiction.

SUSPECTED ON-DUTY SUBSTANCE ABUSE

Reporting for duty under the influence of alcohol or drugs, or any substance which impairs any member's mental or physical capacity, will not be tolerated. The unauthorized use, sale, purchase or possession of alcohol or controlled substances on county property or while

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111 Firefighter Discipline

conducting fire department business is prohibited and shall be grounds for discipline up to and including dismissal. When there exists a reasonable ground to believe that a member is under the influence of alcohol or drugs, the supervisor may direct the member to submit to a drug screening and/or blood alcohol test. Refusal to submit to such tests will subject the member to disciplinary action up to and including dismissal. Any member using medication or prescribed drugs which may impair job performance shall report this fact to his or her supervisor.

SUSPENSION, DEMOTION OR DISMISSAL

Suspensions, demotions or dismissals are utilized as punitive, yet corrective measures taken for numerous repeated incidents of rule infractions or a single major infraction by a member. It is the responsibility of the supervisor to stabilize a situation in which immediate action is necessary. This may require relieving the member from duty until a decision is made concerning the official action to be taken. Supervisors should not commit themselves to a particular form of disciplinary action prematurely.

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112 Citizen Complaints

PURPOSE

It is the policy of the Eddy County Volunteer Fire Department that all members will respond to the public in a courteous, caring, and appropriate manner. Eddy County Volunteer Fire Departments will respond promptly, courteously, and positively to all citizen concerns or complaints regarding its members and/or services.

GENERAL INFORMATION

Citizen complaints may refer to the conduct or performance of specific individuals or may relate to the level of performance or non-performance of service delivery functions. Management and supervisory personnel will attempt to service and resolve complaints at the lowest level.

COMPLAINT INVESTIGATION

Each written complaint, which does not allege criminal activity, received by the department will be thoroughly investigated by the appropriate personnel. Regardless of severity, each complaint should be regarded as an opportunity to examine our customer service at the point of contact. Any complaint that alleges criminal activity will be referred to the law enforcement agency having jurisdiction.

After thoroughly reviewing the complaint, the investigator should contact the complainant (unless no contact has been requested). Upon contact, the following steps should be taken:

- Inform the complainant of your relationship to the individual/crew that complaint is against.
- Restate the complaint as you understand it.
- Ask if your understanding of the complaint is accurate.
- Reconcile any discrepancies.
- Ask complainant if they would like you to contact them when the investigation is complete.
- Interview the individual/crew that the complaint was lodged against.
- Discuss the call/incident that generated the complaint.

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- Ask if anything unusual occurred.
- Describe the incident as related by the complaint.
- Discuss any discrepancies.

FOLLOW-UP

After the investigator has determined the appropriate “finding,” a meeting should be held with the crew/individual named in the complaint. The purpose of the meeting is to inform of the finding and discuss any pertinent information. If corrective action is required, it will be outlined at this time. These incidents should be thoroughly examined from a customer service point of view. The focus of discussion concerning these incidents should be on how future encounters of a similar nature might be handled to avoid creating unhappy customers.

If complainants requested follow-up, the investigator should thank them for sharing their concerns with the department and advise them that the complaint was investigated, and proper action was taken.

COUNTY COMMISSION LIAISON AND FOLLOW-UP

Written documentation regarding the complaint, investigation, and follow-up shall be submitted to the Eddy County Fire Marshal.

The Fire Marshal will act as liaison to the County Commission and/or County Manager in responding to inquiries regarding citizen complaints.

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113 Use of Personal Vehicles

PURPOSE

This procedure is intended to guide members of the department in the use of personal vehicles for Fire Department business.

REQUIREMENTS

The member must be physically capable of operating his/her vehicle safely and must possess the appropriate, valid driver's license.

Fire Department vehicles should be used for Fire Department business only.

When a member uses his/her personal vehicle for county business, the member is liable for all actions and consequences arising from the use of that vehicle.

Fuel obtained using county funds shall not be used in personal vehicles.

VEHICLE IDENTIFICATION

At the discretion of the Fire Chief members of rural fire districts may install fire department identification tags, plates or decals on his or her privately owned vehicles as means for law enforcement officers at a fire or emergency scene to determine who shall be admitted through the fire lines.

The tags may identify the department and may also, at the option of the department, indicate the rank of the member.

The fire department shall pay for these tags. Upon leaving the department, the person shall remove the plate from his or her vehicle.

At the discretion of the Fire Chief, when a member leaves the fire department, the member will return the fire department vehicle identification tag. If return is refused, the Fire Chief will notify the Fire Marshal for further action.

EMERGENCY RESPONSE USING PERSONAL VEHICLES

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113 Use of Personal Vehicles

Members of the fire districts are not to respond to fires, accidents, or other incidents in personal vehicles utilizing red lights and/or sirens, or any other color signaling or warning lights and/or any other type or kind of audible signaling or warning device such as sirens, whistles, horns or bells.

If members of rural fire district have warning lights on their privately owned vehicle, they are not authorized by the county to respond to county fire alarms or other incidents utilizing these warning lights. If the individual departments allow, warning lights shall only be used to mark vehicle location while not in motion. Warning lights applied to personal vehicles will be at the owner's expense and not covered by the department.

RADIOS IN PRIVATE VEHICLE OR AIRCRAFT

Active members in good standing with a county fire district may have a two-way radio installed in their privately owned vehicle or aircraft, if it is available and approved for installation by the Fire Chief.

The Fire Chief has the final authority to determine if a county radio will be installed in or removed from a privately owned vehicle, and who shall pay for the installation and removal. The Fire Chief may approve the installation cost to be paid by the department. The radio remains the property of the county government, and if the radio is stolen or lost from the member's privately owned vehicle, that member shall be liable for the replacement cost. Any lost or stolen communications equipment must be reported to the county fire marshal and to the local law enforcement agency.

When a member leaves the department, it will be the responsibility of the Fire Chief to see that the radio is removed and returned to the department. If the member refuses to remove the radio, have it removed or let it be removed, the Fire Chief shall notify the County Fire Marshal, who will turn the incident over to the County Sheriff.

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114 Apparatus Driver Licenses

PURPOSE

This policy identifies the requirements to operate fire department vehicles to help ensure a safe and efficient response to emergency incidents and to protect the citizens of the county.

REQUIREMENTS

All fire department members operating an emergency vehicle must possess a current and valid New Mexico driver's license. A Class E or Commercial Driver's License is required to operate any fire department vehicle with a GCWR or GVWR of 26,001 or more pounds.

If there is a change in the status of a firefighter's license (e.g., suspension or revocation) or a citation for a "serious traffic violation" as defined in NMSA 66-5-54, it must be reported to the Fire Chief.

A firefighter must be insurable by the Eddy County Policy

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115 Take Home Vehicles

PURPOSE

This policy defines the circumstances under which fire department vehicles may be kept at a member's residence.

POLICY

If in the best interest of the fire district to facilitate incident response, vehicles may be assigned to fire department member's residence, with the approval of the Eddy County Fire Marshal.

When a member of the department is permitted to keep a vehicle at his or her residence, the following regulation shall be followed:

1. The vehicle shall not be used for private purposes
2. The vehicle shall be parked in accordance with current County policy.

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116 Use of Fire Apparatus, Equipment, or Vehicles

POLICY

All fire vehicles, fire apparatus, equipment, tools, supplies and emergency equipment are the inventoried property of Eddy County, and shall not be used for purposes other than for which they were intended. The private use of such items owned by the county or the fire department is a violation of state statutes and this Policy Manual.

No member, citizen, person or organization will be allowed to use emergency fire or rescue vehicles, equipment, apparatus, tools or supplies for personal use, and no member or a fire district shall authorize the use of the above indicated items to persons or citizens outside the membership of the fire department.

Tables and/or chairs may be loaned out for special events. This shall be done with the approval of the Fire Chief and notification to the Eddy County Fire Marshal. The Fire Chief shall maintain responsibility to make certain that the items are returned in working order.

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117 Travel Out of County

POLICY

All out-of-county travel shall be pre-approved by the Eddy County Fire Marshal. It is the policy of the county to fund or reimburse fire department members for approved out-of-county travel for fire department business.

PROCEDURE

Out-of-county travel will be paid for in accordance with the current Eddy County Policies and Procedures.

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118 Fire Board 60% Grant Application Policy

Steps for approval of expenditures from the Fire Excise Fund:

1. The requesting department shall complete a 60% Application and submit the Application to the Eddy County Fire Service at least two (2) weeks prior to the next Eddy County Fire Board meeting. See Application Procedures set out in the next Section.
 2. The Application will be reviewed, and for approval, the Application must be approved by a majority vote of the Eddy County Fire Board.
 3. After approval by the Eddy County Fire Board the approved Application, together with all supporting documentation and the signature page signed by all of the Chief's, will be submitted to Eddy County Commission for consideration.
 4. In the event the Eddy County Commission approves the requested expenditure, the front page will be signed by no less than three (3) Eddy County Commissioners and be sent back to Eddy County Fire Service. A copy will then be given to the requesting Fire District Chief or designee.
 5. Any questions concerning the process or about the department's Application can be directed to the Fire Chief, Fire Marshal, or Deputy Fire Marshal for answers.
- Fund balance shall not be allowed to be below a 2.5-million-dollar balance, unless an emergency has occurred that requires immediate funding.

An Emergency need shall be determined by the Fire Board.

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118 Fire Board 60% Grant Application Procedure

Steps for applying and filling out the 60% Expenditure Request:

1. The Application must be 100% completed and signed and turned into Eddy County Fire Service in order to be considered.
2. All supporting documentation must be included. All requests must include all items to be purchased. (Example- if purchasing a truck and wanting to include equipment for the truck, those items must be listed in the application as well as the specs, manufacturer, providing company, and cost. Be as detailed as possible.)
3. All purchases shall follow the Eddy County Purchasing and procurement policies.
4. The Application shall be turned in to Eddy County Fire Service no less than fourteen (14) days prior to the Eddy County Fire Board meeting to be considered.
5. Eddy County Fire Service shall provide the Application to all Fire Chiefs Five (5) days prior to the Eddy County Fire Board meeting at which the project will be considered. This will allow time for any questions to be answered by the Fire Chief or Fire Service prior to the Eddy County Fire Board Meeting. This will aid in streamlining the process.
6. If an Application must be changed, it must be reapproved by the Eddy County Fire Board with the supporting documents and updated price(s) if there are such. The time frames listed above will still apply.

Note: Emergency applications are not subject time restrictions.

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60% Expenditure Request

Department _____

Number of stations and age _____

Apparatus and age _____

Number of Active Members _____

Current ISO rating _____

State Fire Funds Balance _____

Fire Excise Balance _____

Donations Fund Balance _____

Number of calls run this year _____

Is Department in good standing with NFIRS _____

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60% Expenditure Request

Describe what is being purchased. All requests must include all items to be purchased i.e.: if purchasing a truck and wanting equipment for trucks, those items must be listed in the application. (Include specs, manufacturer, providing company, and cost. Be as detailed as possible.)

How purchase will benefit department/community _____

Amount/percent paid by 60% _____

Other funding sources considered _____

Why funding from 60% is necessary _____

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60% Project Application

Volunteer Fire Department: _____

Fire Chief

Signature

Date

Assistant Fire Chief

Signature

Date

Fire Board Signatures

Atoka

Cottonwood

Happy Valley

Joel

La Huerta

Loco Hills

Otis

Queen

Riverside

Sun Country

Malaga

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Fire Marshal

Deputy Fire Marshal

Series 120

Operations

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120 Incident Command System

POLICY

It is the policy of Eddy County to utilize the National Interagency Incident Management System (NIMS) Incident Command System (ICS) on all emergency incidents. All fire district personnel will have a working knowledge of this system. In accordance with the National Response Plan and Homeland Security Presidential Directive-8 (HSPD-8) Management of Domestic Incidents, all department personnel shall be familiar with National Incident Management System (NIMS).

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121 Controlled Burns

POLICY

The State of New Mexico has statutory authority to regulate open burning in the areas outside the corporate limits of communities. This authority is found in air quality control regulations of the State of New Mexico.

PROCEDURE

Stand-By Operations

Residents may request that a fire department stand-by during a controlled burn. The fire department may perform said service, providing personnel and apparatus are available. In performing this service, it must be realized that the scene should not be abandoned until the fire is completely out. Service must be equally available to residents of the district who request such assistance.

Participation with Controlled Burns

Fire Department personnel may participate in controlled burns in the following situations:

- It has been determined that the individual/agency conducting the burn has the legal right to conduct the controlled burn
- Personnel only operate in a manner for which they have been adequately trained
- Prior to assisting with controlled burn, it must be clearly understood that the individual/agency will be responsible for any liability arising from the controlled burn

Conducting Controlled Burns

Conducting burns shall only be conducted by Eddy County fire departments acting as the lead agency when pre-approved by the Eddy County Commission.

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122 Respiratory Protection Program

POLICY

It is the policy of Eddy County that all personnel expected to or likely to operate in areas of atmospheric contamination be equipped with and trained in the proper use and maintenance of respiratory protection equipment appropriate for the environment(s) encountered in accordance with federal, state and local regulations. Eddy County Fire Marshal's Office will establish and maintain procedures for the implementation of a respiratory protection program.

Series 130

Positions

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

130 Fire Department Election Procedures

PURPOSE

The purpose of this policy is to establish election procedures for the positions of Fire Chief, Assistant Chief, and Secretary.

PROCEDURE

All department bylaws shall contain a procedure for the fair and unbiased election of the Fire Chief, Assistant Chief, and Secretary. The results of the election will be forwarded to the Fire Marshal no later than June 1 for presentation to the Eddy County Commission for approval. The officers will take their positions after confirmation by the Eddy County Commission beginning July 1. The term of office is two years. Elections shall be held in odd numbered years.

The officers of the department shall be elected by written ballot. The Secretary shall notify all active members of the fire department of the election meeting at least one week prior to the meeting. For the election to be valid, at least two thirds of the active membership must vote. All officers shall be elected by a simple majority vote.

If an elected officer position is vacated prior to the completion of the term in office, the Fire Chief may appoint an acting officer until the next election. If the Fire Chief's position is vacated prior to the completion of the term in office, the Assistant Chief will assume the position of Fire Chief until an election can be held. If the unexpired term is greater than 6 months until the next regular election time, then a special election to fill the vacant position shall be held within 60 days. Nomination will be taken, and the election will be conducted as noted above to elect a successor to fill out the unexpired term of the position.

REMOVAL ACTIONS

An elected officer of the department may be removed for failure to perform their official duties. Such action may not, necessarily, have a bearing on their membership as an active member of the department.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

130 Fire Department Election Procedures

The procedure for impeachment of an elected officer shall be as follows: An impeachment charge, signed by at least four active members of the department, shall be made in writing to the Fire Chief and/or to the Fire Marshal. The Fire Marshal shall present the charge to the officer charged immediately after receipt and to the affected district within one month after its receipt. At which time, the officer charged may make his defense against the charges. At that meeting, a vote shall be taken on the charge. All department members should receive notice of this meeting at least one week in advance. An affirmative vote by at least two-thirds of the department members by written ballot shall impeach the officer. If the officer is impeached, he/she will be relieved of his/her duties immediately. Upon confirmation from the Eddy County Commission, the impeachment shall be permanent. An affirmative vote by less than two-thirds of the members shall be considered lost, and all charges against the officer shall be dismissed.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

131 Fire Department Appointment Procedures

PURPOSE

The purpose of this policy is to establish appointment procedures for officers, firefighters, and other positions in the fire districts.

PROCEDURE

The selection of officers, firefighters, and other non-elected positions will be at the discretion of the Fire Chief. The Fire Chief will determine the officer positions and number of positions needed, and with the Assistant Chief, will make the selections for these positions based on training, experience, and the level of past participation in the fire district.

Departments may choose alternate methods for selection of officers (departmental elections are one strategy), yet the decision to employ these alternate means is the responsibility of the Fire Chief.

MINIMUM QUALIFICATIONS

All fire department members must be 16 years of age or older and be able to perform the duties of their positions.

Members that are at least 16 year of age, but not yet 18 years of age, must complete an NFPA 1001 compliant Firefighter 1 course prior to responding to calls and may not drive county vehicles. Any department that opts to have members in this age range must assure that these firefighters do not operate in a way that violates state or federal law and must recognize that the law places limitations on the activities they may participate in. The County Fire Marshal's Office will provide a list of these limitations upon request of the Fire Chief.

Eddy County reserves the right to have a background check conducted on any member or applicant.

Officers: Prior to appointment, requirements shall be met in accordance with position description.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

131 Fire Department Appointment Procedures

REMOVAL ACTIONS

Any officer or member of the fire department may be dismissed from the department by action of the fire department in accordance with their bylaws or by the Eddy County Board of Commissioners.

Any member dismissed may appeal the decision in accordance with current Eddy County policies. If the County Commission makes an affirmative vote to dismiss, the member is permanently dismissed from the volunteer fire department and shall not be allowed to rejoin the fire department or any other Eddy County fire department. The Eddy County Commission may also reinstate the member or officer to full active status in the fire department.

Upon removal for any reason, the dismissed member shall return all issued fire department equipment and property including all communication equipment, personal protective equipment, and department identification cards and vehicle markings.

**EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS
POLICY MANUAL**

132 Compensation

POLICY

Membership in all Eddy County Fire Departments is on a volunteer basis. Actions performed as a member of an Eddy County Fire Department should not be based upon any expectation of compensation.

Opportunities for temporary employment and/or stipend compensation of volunteers may exist in the future. This policy does not prohibit these activities so long as a procedure for these activities is in place by the County Fire Marshal's Office.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

133 Position Descriptions

This section addresses the required standards and duties for fire district positions and should be used as a guide for firefighter development, prioritization of training needs, and selection of fire department personnel.

The positions described are the basic positions each department should have. Some departments may choose to institute additional positions as necessary. The organization of each individual department should be outlined in written bylaws if it differs from that described herein.

In the event that no member meets the minimum qualifications for an elected or appointed position or a majority of the membership does not support a candidate who meets the qualifications, an exception based upon a recommendation from the Eddy County Fire Board may be considered by the Eddy County Commission.

Whereas the training and education required for these positions has not been routinely available and in general has been accomplished by in house training, it is recognized that those volunteer fire department members who are active members at the time this policy is adopted have met the training and education requirements for the positions listed. It shall be at the discretion of each individual fire department to ensure that the current members in those positions are capable and competent to hold those positions. Any person who becomes a member of a volunteer fire department after adoption of this policy shall meet the training and education requirements set forth unless otherwise exempted within the policy.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

133-1 Fire Chief

QUALIFICATIONS

Must be an active member of the fire department for a period of at least five years, unless otherwise excepted in this policy, and shall meet the certification level of Fire Officer 1 as detailed in NFPA 1021 and previous requirements of Captain.

The Fire Chief shall have obtained NIMS ICS-300.

This is an elected position, according to the procedures outlined in Policy 130.

RESPONSIBILITIES

The Fire Chief shall manage all aspects of the fire department administration, emergency operations, safety, budget, information management, record keeping, fire prevention, personnel development and management, and related functions.

The Fire Chief will appoint officers, committees, and personnel necessary to conduct the functions of the district. The chief shall be an ex-officio member of all district committees.

The Fire Chief will be a member of the Eddy County Fire Board.

The Fire Chief will also perform suppression activities and other emergency and routine tasks as assigned. The Fire Chief will have a working knowledge of emergency operations techniques including fire suppression, rescue, and hazardous materials recognition and awareness.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

133-2 Assistant Fire Chief

QUALIFICATIONS

Must be an active member of the fire department for a period of at least five years, unless otherwise excepted in this policy, and shall meet the certification level of Fire Officer I as detailed in NFPA 1021 and previous requirements of Captain.

The Assistant Chief shall have obtained NIMS ICS-300.

This is an elected position, according to the procedures outlined in Policy 130.

RESPONSIBILITIES

The Assistant Fire Chief shall manage the fire district in the absence of the Fire Chief and may be assigned specific operational or geographic areas of responsibility. These areas might include training, support services, substation management, or management of a segment of the district. The Assistant Fire Chief will also perform suppression activities and other emergency and routine tasks as necessary. The Assistant Fire Chief will have a working knowledge of emergency operations techniques including fire suppression, rescue, and hazardous materials recognition and awareness.

Any other training and education for further advancement is recommended.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

133-3 Captain

QUALIFICATIONS

Must be an active member of the fire department and shall meet the certification level of Fire Officer I as detailed in NFPA 1021 and all previous requirements of Lieutenant position.

RESPONSIBILITIES

The Captain will also perform suppression activities and other emergency and routine tasks as assigned. The Captain will have a working knowledge of emergency operations techniques including fire suppression, rescue, and hazardous materials recognition and awareness. The Captain will act as Senior Fire Officer in the absence of a higher-ranking officer and will perform the necessary functions of said positions.

The position shall also maintain certification in CPR and First Aid.

NIMS ICS-300 will be completed prior to advancement to position of Chief or Assistant Chief.

Any other training and education for further advancement is recommended.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

133-4 Lieutenant

QUALIFICATIONS

Must be an active member of the fire department. Lieutenants shall have obtained certification level of Fire Fighter II as detailed in NFPA 1001 and all previous requirements for Firefighter position.

RESPONSIBILITIES

The Lieutenant will also perform suppression activities and other emergency and routine tasks as assigned. The Lieutenant will have a working knowledge of emergency operations techniques including fire suppression, rescue, and hazardous materials recognition and awareness. The Lieutenant will act as Senior Fire Officer in the absence of a higher-ranking officer and will perform the necessary functions of said positions.

The Lieutenant shall obtain Fire Officer I as defined in NFPA 1021 prior to promoting to Captain.

The Lieutenant will obtain NIMS ICS-200 within 1 year of appointment of position of Lieutenant.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

133-5 Firefighter

QUALIFICATIONS

Must be an active member of the fire department and shall have obtained certification level of Firefighter I as detailed in NFPA 1001.

RESPONSIBILITIES

The Firefighter will perform suppression activities and other emergency and routine tasks as assigned. The position will have a working knowledge of emergency operations techniques including fire suppression, rescue, and hazardous materials recognition and awareness.

The Firefighter shall also maintain certification in CPR and First Aid. The Firefighter shall obtain HazMat Awareness level certification within 1 year of appointment to Firefighter position.

The Firefighter shall obtain Wildland S130/S190 level certification within 1 year of appointment to Firefighter position.

The Firefighter shall obtain NIMS ICS-100 and ICS-700 level certification within 1 year of appointment to Firefighter position.

The Firefighter shall obtain Firefighter II level certification prior to promotion to Lieutenant.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

133-6 Firefighter Trainee

QUALIFICATIONS

Must be an active member of the fire department and in training to obtain certification level of Firefighter I as detailed in NFPA 1001.

The intent of this position is to provide a probationary and development period prior to appointment as a Firefighter.

RESPONSIBILITIES

The firefighter trainee will participate in the district's training program with the intent of attaining NFPA Fire Fighter I certification. The Firefighter Trainee shall obtain Firefighter I certification within 2 years of date of appointment to Trainee position. The Firefighter Trainee will provide support to routine emergency operations but will not enter hazardous atmospheres.

The Firefighter Trainee shall also obtain certification in CPR and First Aid within the first year of date of appointment to Trainee position.

The Firefighter Trainee will NOT drive or operate any fire apparatus at any time unless approved by the Fire Chief.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

133-7 Secretary

QUALIFICATIONS

Must be an active member of the fire department and have knowledge and skills in verbal and written communication.

This is an elected position, based upon the procedures described in Policy 130.

RESPONSIBILITIES

The Secretary shall keep minutes of all meetings, keep roll call records for all meetings, practice sessions, squad practices, training sessions, emergency calls and fire alarms. The secretary shall keep the records necessary for the proper and efficient operation of the fire department, including any records or correspondence requested by the Fire Chief, Fire Board or County Manager, and shall assist in the preparation of fire reports.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS OPERATIONS MANUAL

133-8 Auxiliary Members/ Non-firefighters

DESCRIPTION

Auxiliary/Non-firefighters are members who do not provide direct Fire/ EMS response; however, they provide other beneficial services to the department as determined by the individual department.

QUALIFICATIONS

Must be an active member of the fire department age 10 years or older. The auxiliary member that will be present on an emergency scene shall possess NIMS ICS-100 certification.

Auxiliary/ Non- firefighter members may not operate in or near in a hazard zone during an incident and may only provide support services in an area deemed safe by those in command.

Any Auxiliary/Non-firefighter of school age must maintain a min. 2.0 GPA and cannot respond to any calls for service during school hours. At time of application and when report cards are received the member has seven days to provide a copy to the chief. Member with GPA below 2.0 will be immediately suspended from all fire department activities until proof of GPA above 2.0.

RESPONSIBILITIES

Auxiliary/Non-firefighter members perform duties as assigned by the Fire Chief and must follow all Eddy County and department policies.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

134 Line of Duty Death

PURPOSE

The death of any member of a fire district while on duty, or while undergoing medical treatment for any injury or disease resulting from such duty, is considered a line of duty death. This also includes the death of a member while travelling in conjunction with such duty.

This procedure defines the policies and responsibilities to be followed in the event of a line of duty death.

PROCEDURE

Fire Chief's Responsibilities

In the event of a line of duty death, the Fire Chief shall ensure that the following occurs:

1. Notify the County Manager, Sheriff, and County Fire Marshal
2. Secure the scene of the incident with the assistance of Sheriff's Department personnel.
3. Withhold release of personal data relating to the employee or the death pending notification of next of kin.
4. Begin to gather all available information concerning the incident and circumstances leading to the death.
5. Establish a record of all actions, contacts, requests, and other pertinent data.

Notification of Next of Kin

Prompt and judicious notification of the next of kin is of the utmost importance in the case of a line of duty death. Notification shall be made by an official representative of the county or of the fire district, through personal contact if possible. The official notification serves to assure the next of kin of the validity of the information and to provide a knowledgeable source of information concerning the death.

The Fire Chief is responsible for ensuring the notification of the next of kin and for serving as the liaison between the surviving family and the county. The Fire Chief will be available to the family to assist in funeral arrangements and with any other concerns.

The Line of Duty Death Procedures from the New Mexico Fire Chief Handbook are a pertinent reference source for recognized concerns.

Investigation

The investigation of incidents involving death or serious injury to fire district members shall be directed by the Sheriff and the County Fire Marshal.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

135 Firefighter Medical Insurance

POLICY

It is policy of the county to maintain medical insurance coverage for its fire districts and volunteer firefighters. All Eddy County fire departments are covered by these policies. A fire department may not have any other insurance policies.

PROCEDURE

By a popular vote of the Eddy County Fire Board, medical insurance coverage can be selected for the fire districts and given to the Eddy County Board of Commissioners for approval.

If a member is injured or has a covered sickness, the member should seek immediate medical attention. At the earliest possible time, the member or a fire department line officer shall complete an insurance claim form. The department should maintain a stock of claim forms at the fire station or in the fire apparatus.

When the injured member receives a statement(s) from the medical facility or providers, these statements should be attached to the completed claim form and taken to the Eddy County Fire Marshal's Office. After verifying that the claim form is complete, the county will forward the original to the insurance carrier. The Fire Chief and the injured member will each retain a copy of the claim form.

All questions regarding this policy should be directed to the County Fire Marshal's Office.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

136 Firefighter Retirement

The State of New Mexico, through the Public Employee's Retirement Association, provides a retirement benefit to any volunteer firefighter who is vested as an active member on the rolls of a fire department and who meets other specific requirements.

When a new member joins the fire department, the Fire Chief will ensure that the member has an opportunity to apply for this retirement coverage. The application form will be forwarded to the County Fire Marshal's Office no later than 14 days prior to the deadline. The County Fire Marshal's Office will forward the original application to PERA in Santa Fe, a copy will be inserted into the department's master file in the County Fire Marshal's Office, and a copy returned to the fire department.

At the end of the calendar year, the Fire Chief shall ensure that the current forms required by PERA will be completed for the department, and the original sent to the County Fire Marshal's Office, who will forward the original to PERA, maintain a copy in the master files for that department and return a copy to the department.

Series 140

Management

**EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS
POLICY MANUAL**

140 Fundraising/Auxiliary Account

POLICY

Only fire department auxiliary organizations and not fire departments may conduct fundraising or maintain accounts for the purpose of firefighter welfare or social events or other purposes. Any such organization exist independent of the County and the Fire Department. These organizations may not utilize the County's name or tax identification number for the purpose of receiving funds and no County funds may be utilized for the operation of this organization.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

141 Purchasing Policies

POLICY

Only the Board of County Commissioners is authorized and granted authority to approve and sign agreements, contracts, leases, maintenance contracts or agreements, joint powers agreements, sales or purchase contracts, purchase service agreements, bids, purchase service contracts, or any other contractual agreement or contract which will bind the county government for services or moneys.

Individual county departments, including the Eddy County Volunteer Fire Departments, must have all agreements, contracts, and payments approved by the Board of County Commissioners in an open meeting by the majority of the county commissioners present.

The Eddy County Board of Commissioners is the recognized fiscal agent for the Rural Fire Departments within the county. In order to adhere to state statutes concerning purchasing, all Fire Departments must utilize the current county purchasing/procurements policies and procedures.

APPROVALS

Expenditures from each department's 40% Fire Excise, State Fire, and State EMS Funds require the approval of the district Fire Chief. If the Fire Chief wishes to allow other departmental members to have the authority to make purchases, this designation must be made in writing to the Eddy County Fire Marshall and the County Finance Department. Lists of persons with purchasing authority must be updated on an annual basis, or more often if conditions require. In any instance the Fire Chief retains the responsibility and liability for all purchases made for and on the behalf of the fire department. Eddy County reserves the right to set maximum dollar amounts per designated individual, and may limit, deny, or revoke the purchasing privileges as necessary.

Eddy County has established purchasing/procurement procedures and persons trained in these duties. All purchases must be made using these policies and procedures. Purchases in amount over \$5,000.00 requires the written approval of the County Fire Marshal's Office. Departments should contact the Fire Marshal's Office to obtain purchase orders as necessary.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

141 Purchasing Policies

Normal and routine payments such as for fire department utilities, gas cards, and insurance expenses will be paid upon receipt of the bill by county purchasing. All such accounts should be set up by county purchasing, at the request of the Fire Department, so that proper billing and vendor information are obtained. A copy of each payment from a Fire Department's fund will be forwarded to the Fire Chief.

CAPITAL OUTLAY

Eddy County Volunteer Fire Departments must follow the current capital outlay policies and procedures. Inventoried items that are damaged or lost must be reported to the County Fire Marshal so that the appropriate steps may be taken (removal from inventory, police report, etc.).

In cases where a fire department wishes to purchase a firefighting apparatus utilizing State Fire Funds, the bid specifications must be reviewed and approved by the State Fire Marshal's office prior to advertisement of the bid.

SOLE SOURCE PROCUREMENT

Sole source procurement must follow County policy and procedure and all state statutes and must be approved by the County Fire Marshal's Office prior to purchase.

EMERGENCY PURCHASES

In an emergency it may become necessary to have an emergency purchase of an item, which is over the bid limit. In this case, the fire chief shall discuss the emergency purchase with the County Fire Marshal. The Fire Marshal, in consultation with the County Manager and the County Attorney, shall then determine if this action is necessary under the emergency purchase regulations.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

142 Fire Station Maintenance

PURPOSE

The purpose of this guideline is to establish routine and cyclic maintenance programs for county fire stations.

PROCEDURE

The fire district stations are county property with the maintenance and repair of the stations the responsibility of the individual fire districts through their department budgets.

The Fire Chief is responsible for ensuring the cleaning of each of the district's stations so that the stations are always response-ready and present a professional image to the community.

The County Fire Marshal's Office will make at least annual inspections of each county fire station with the Fire Chief to identify cyclic maintenance needs.

Station repairs and maintenance needs beyond the capabilities of the departmental members should be coordinated through the County Fire Marshal's Office.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

143 Use of Fire Stations and Facilities

PURPOSE

The purpose of this guideline is to set the parameters for use of fire stations and facilities.

PROCEDURE

Fire stations shall be used by the fire departments to house apparatus, fire vehicles, equipment, fire trucks, tools, supplies, fire and emergency equipment. Fire stations shall not be used for storing or housing private items, equipment, tools, supplies or vehicles.

Fire stations and facilities shall not be used for private commercial use.

Fire stations shall be used for holding fire drills, training sessions, fire business meetings, professional fire organizations meetings, district and regional fire meetings, and other such uses. Other uses by local, non-commercial, community groups will be considered on an individual basis with the approval of the County Fire Marshal's Office and the district Fire Chief.

Tours, open houses, and visitors to county fire stations are welcome and recommended so that citizens may view the fire stations and equipment in their districts.

All visitors to fire stations will be accompanied by an active member of the fire department to ensure the visitor's safety, to answer their questions, and to protect the department's equipment.

Active members of the department should have access to the fire stations, equipment, vehicles, storerooms, office areas and/or any outbuildings per the individual department's policy.

Access to each department's buildings shall be kept by the County Fire Marshal's Office, and each department is responsible for ensuring that a current copy of each key and/or access code is provided to the County Fire Marshal's Office. Whenever an individual who is not a member of a specific fire department requires access to a fire station, they will initially be referred to the Fire Chief. If a situation requires that the County Fire Marshal's Office must

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

143 Use of Fire Stations and Facilities

provide access, every effort will be made to notify the Fire Chief prior to the entry into the station.

Fire stations may be used as a public voting precinct after recommendation by the Eddy County Clerk and approved by the Board of County Commissioners and the state Bureau of Elections.

Fire Stations may be used for department social activities for members of the department and their invited guests. Fire Station may not be utilized for social activities or parties for private individuals, groups, or organizations.

The use or storage of illegal or recreational drugs and/or alcoholic beverages is forbidden in county fire stations, county fire station property, or in any county vehicle.

**EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS
POLICY MANUAL**

144 Apparatus Standards

POLICY

All new apparatus purchased by the county fire districts will meet the NFPA standards for the type of apparatus and will be equipped per the applicable NFPA standards, unless otherwise approved by the County Fire Marshal's Office.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

145 Phone and Internet Standards

POLICY

It is the policy of the county for each fire station to have at a minimum, a single voice quality phone for routine and emergency communications.

PROCEDURE

Phone and internet installation, billing, and maintenance will be requested, coordinated, and approved through the County Fire Marshal's Office. Monthly billing will be paid from the individual department's budget.

INTERNET ACCESS

All use of the internet via departmental accounts or equipment shall be for official purposes only. Any unauthorized use of the internet is prohibited when utilizing fire department resources.

All members of Eddy County Volunteer Fire Departments will adhere to the current Eddy County Social Media Policy.

**EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS
POLICY MANUAL**

146 Radio Systems

POLICY

Each county fire apparatus will have a mobile radio. Each fire officer will be assigned a hand-held radio. Additional radios may be issued at the discretion of the Fire Chief.

PROCEDURE

Radios purchased will be requested through the County Fire Marshal's Office.

All department members utilizing any county-approved radio system shall use the system in accordance with standards set by the County Fire Marshal's Office.

**EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS
POLICY MANUAL**

147 Cellular Phone Policy

PROCEDURE

All cellular telephones placed into service within a fire department will be coordinated through the County Fire Marshal's Office and all utilization will follow applicable Eddy County policies and procedure.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

148 Identification Cards

POLICY

The County Fire Marshal's Office will provide a standardized identification card for all non-probationary members of Eddy County Volunteer Fire Departments. New members will call the Eddy County Fire Marshal's Office to schedule an appointment to obtain an official identification card.

Identification cards are property of Eddy County and must be surrendered upon termination, resignation, leave of absence, or upon demand. Cards that are surrendered must be returned to the County Fire Marshal's Office.

Series 150

Risk Management

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

150 Accidents Involving County Vehicles

PURPOSE

This procedure is to provide a standard system for reporting all fire department vehicular accidents. This procedure is also intended to include any accident on private property and fire department facilities.

PROCEDURE

All vehicle accidents involving Fire Department vehicles must be reported to the Regional Emergency Dispatch Authority (REDA) immediately after the accident. If out of the county, contact the closest emergency dispatch center (call 911) and ask them to notify REDA and contact the Eddy County Fire Marshall's Office.

This report to the REDA will include:

- Your unit ID or apparatus number;
- Your exact location;
- An indication of the need for additional medical assistance;
- An estimate of the extent and nature of vehicle damage or injuries;
- Indication as to whether or not your apparatus/vehicle is drivable

Based on the above information, the REDA will be responsible to:

- Dispatch any additional medical assistance needed;
- Notify the State Police or Sheriff's Department dispatcher of the accident.
- Notify the Eddy County Fire Marshal's Office

While at the accident scene:

- Initiate appropriate medical care as indicated;
- Do not discuss the accident with anyone other than Fire and Police Department representatives;
- Do not move your vehicle unless it is creating a traffic hazard;
- If you must move your vehicle – mark the position of your tires prior to moving;
- Obtain witness' names, addresses and phone numbers;
- Remain at the accident scene until the law enforcement agency representative has completed their investigation.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

150 Accidents Involving County Vehicles

As soon as practical following the accident, the senior fire department member should notify either the county Fire Marshall's Office and/or the County Risk Manager, and alert them as to the situation.

Fire district members involved in the accident should not make any statements to, and should be isolated from the general public, the other parties involved in the accident and the news media.

Any Fire Department member involved in an accident shall comply with directions given by the Fire Marshall, Risk Manager, or the County Manager which may include drug and alcohol testing as prescribed in the current County policies.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

151 Injury Reporting

POLICY

In the event that an injury occurs while on duty, the following procedures should be followed:

- If the injury requires immediate medical attention, the member should be transported to the nearest appropriate emergency department;
- If the injury is a non-emergency injury that needs medical attention, the member should go to the medical practitioner of their choice.
- These incidents should be reported to the Fire Chief or the County Fire Marshal's Office as soon as possible.

The injured member's supervisor in conjunction with the County Risk Manager shall conduct a thorough investigation of the accident by:

- Interviewing the injured member;
- Examining the accident scene;
- Inspecting any and all devices, equipment, obstacles, etc., which may have been involved in the accident;
- Interviewing all members or others who may have insight into the causes or contributing factors that led to the accident;
- Review all completed forms;
- Provide the results of the investigation to the County Fire Marshall's Office and Risk Management.

The County Fire Marshal shall review all injury reports for completeness and may initiate additional recommended corrective actions to the supervisors involved.

At the discretion of the Fire Chief and /or the County Fire Marshal a drug and/or alcohol screening may be required.

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152 Property Liability Claims

PURPOSE

This procedure identifies the procedure and responsibility for processing property liability claims. This pertains to claims from citizens alleging Eddy County Volunteer Fire Department responsibility for damage or destruction of property.

Fire Department employees in the performance of their jobs will sometimes be involved in incidents that may result in damage to or destruction of property.

When a claim alleging county liability for property damage is received, the county is required to deal with the claim in a prompt and professional manner.

PROCEDURE

Liability claims for property damage involving Fire Department personnel will be referred to the Eddy County Fire Marshal and the Eddy County Manger.

THE FIRE DEPARTMENT WILL MAKE NO COMMITMENT TO THE CITIZEN THAT THE COUNTY WILL PAY FOR DAMAGES NOR ACKNOWLEDGE THE COUNTY'S LIABILITY WHILE VERIFYING DAMAGE.

Lawsuit Claims

A property damage claim received in the form of a lawsuit should be hand carried directly to the Eddy County Manager who will coordinate the lawsuit with the Eddy County Attorney's Office. A copy of this claim should also be provided to the County Fire Marshal's Office.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

153 Driver Safety

Eddy County Fire Department vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival shall always have priority over unnecessary speed and reckless driving en-route to an emergency incident.

It is the responsibility of the driver of each fire department vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with applicable state laws. This code provides specific legal exceptions to regular traffic regulations, which apply to designated emergency vehicles **only when responding to an emergency incident. Emergency response (Code 3) does not absolve the driver of any responsibility to drive with due caution. The driver of the emergency vehicle is responsible for its safe operation at all times.**

The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle presence. Emergency vehicle drivers must make every reasonable effort to make their presence and intended actions known to other drivers and must drive defensively to be prepared for the unexpected inappropriate actions of others.

Fire department vehicles are authorized to exceed posted speed limits only when responding Code 3 and at all times the operator should drive in a reasonable and prudent manner that takes into account the safety of the responders and the public.

When approaching a negative right-of-way intersection (red light, stop sign) the vehicle shall come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

153 Driver Safety

Drivers shall avoid backing whenever possible. Where backing is unavoidable, spotters shall be used. If no spotter is available, the driver shall dismount and walk completely around the apparatus to determine if obstructions are present before backing.

All county fire department members are required to use seat belts at all times when operating a county vehicle. Anyone riding as a passenger in a county vehicle is also required to use seat belts. The company officer and/or the driver of the vehicle will confirm that all personnel and riders are on-board, with seat belts on, before the vehicle is permitted to move.

All personnel shall ride only in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time with the exception of hose loading.

When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. All personnel working in or near traffic lanes shall wear high-visibility clothing (e.g., turnouts, reflective traffic vests).

Series 200

Procedures

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

219 Accountability Policy and Procedure & Personnel Accountability Report (PAR)

DEFINITION

The Eddy County Volunteer Fire Department's system for accountability will be the standardized firefighter's black rectangle metal accountability tag. The only exception is that probationary members shall have a yellow tag. Listed on the tag will be that firefighter's name and department. The tag is to be removed on scene and attached to the apparatus tag to which that firefighter is assigned. The Incident Commander will ensure that accountability and apparatus tags for all personnel and apparatus on scene are collected.

POLICY

It shall be the responsibility of all members of the Eddy County Volunteer Fire Department's operating at an emergency incident to actively participate in the personnel accountability system.

The Personnel Accountability system shall be used at all incidents that have a potential for IDLH (Immediately Dangerous to Life and Health) Atmospheres.

PROCEDURE

On arrival at emergency incidents, all firefighters shall:

Attach their accountability tags to the apparatus tag for their assigned unit (i.e. whichever Engine, Tanker, or Brush Trucks that they arrived on or with).

The Incident Commander or his designee will ensure that all tags are collected at the Command Post.

Personnel who arrive on scene in staff vehicles, which do not have apparatus tags, must give

their accountability tags to the Incident Commander at the Command Post.

For most incidents, the Incident Commander will also function as the Accountability Officer and will be responsible for knowing where all crews on scene are operating.

For large or especially hazardous scenes, the Incident Commander may designate a separate member of the Command Staff as the Accountability Officer.

A critical part of the accountability plan is that all crews must remain in their assigned areas and perform requested operations.

When assignments are completed or crews move to a different area, they must notify the Accountability Officer or Incident Commander.

It is imperative that Company Officers or crew leaders be accountable for the integrating of the personnel assigned to them. Crews who enter together must stay together and remain in voice or visual contact. Crews must also exit together.

Prior to entry into an IDLH atmosphere, always test and activate your PASS device and utilize SCBA.

**EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS
POLICY MANUAL**

**219 Accountability Policy and Procedure
&
Personnel Accountability Report (PAR)**

Personnel Accountability Report (PAR):

A Personnel Accountability Report is a verification of the welfare and locations of all personnel at the incident. The Incident Commander will determine when a situation requires the use of a PAR. The Incident Commander shall consider contacting dispatch and requesting 10, 15, or 20-minute notifications until the incident is stabilized. When dispatch notifies the Incident Commander, the Commander may call for a PAR. If a PAR is called for, each Company Officer on scene will account for his crew. He will then report to the Incident Commander, his unit name and location, present assignment, and verify the unit has a PAR

EXAMPLE: Engine 1, Interior Attack has a PAR
 Rescue 1, Roof Ventilation has a PAR
 Engine 2, 2-OUT Staged has a PAR

ALL UNITS ON SCENE WILL REPORT PAR

**EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS
POLICY MANUAL**

220 Mayday Procedure/Communications

Identify the actions that should be taken in the event that a firefighter is endangered beyond normal firefighting operations

Background

- **"Mayday, Mayday, Mayday!"** will only be transmitted when firefighting personnel are in immediately life-threatening situations, or when personnel are found to be missing or lost, usually as a result of a PAR (Personal Accountability Report) request.
- A Mayday report will have priority over all other radio traffic. All other firefighters operating on scene will use their radios for immediately critical information only.
- For large or complex scenes, the Incident Commander should consider moving all personnel that are not directly involved in Mayday operations to the next available Tac channel. Ex: If Mayday is on Tac 1 all personnel that are not directly involved in Mayday operations would move to Tac 2.
- Do not attempt to move Mayday operations to a different channel than the one on which it was initially reported.
- Any personnel operating on the fire ground is empowered to call a Mayday, either for themselves or for others on scene, when they encounter **Mayday Situations or Mayday Parameters**.
- **Mayday Operations shall be *cancelled*, by either the firefighter who initiated the call or the Incident Commander, as soon as the firefighter has been rescued, or has managed to self-extricate from the hazardous situation.**

Mayday Situations

Any situation where a firefighter is unable to safely exit the hazard zone, or an event that cannot be resolved by that individual or his crew without outside assistance. Mayday Situations are numerous, and include:

- Personnel cut off from initial exit by fire or collapse
- Leaking or failing SCBA while in IDLH atmosphere
- Inability to account for a firefighter during a PAR
- Activation of a PASS alarm during firefighting operations

Early identification and reporting of a Mayday Situation is critical. The longer it takes to declare a Mayday, the less likely a successful resolution is possible.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

220 Mayday Procedure/Communications

Mayday Parameters

Situations that require **IMMEDIATE** transmission of "**Mayday, Mayday, Mayday!**" Mayday parameters can be remembered using the acronym **F.A.C.T.**

- **Fall** - Personnel who fall through flooring or roofing, or have portions of ceiling, roofing, or wall fall on them, shall immediately transmit a Mayday.
- **Air** - When operating in an IDLH atmosphere, activation of a low air alarm necessitates a Mayday transmission.
- **Caught (or entangled)** - Personnel who find themselves or their equipment caught or entangled while operating in an IDLH atmosphere shall immediately transmit a Mayday.
- **Trapped (or lost)** - Personnel who become trapped or disoriented in an IDLH atmosphere shall immediately transmit a Mayday.

Mayday Information

After "**Mayday, Mayday, Mayday!**", the following information needs to be relayed to the Incident commander:

- **Who** - Identify who is calling the Mayday, or for whom the Mayday is being called.
 - When in Mayday operations, personnel will be identified by their **name**, not their department accountability number (i.e. Castillo, not Fire 2)
- **What**- Relay to the Incident Commander:
 - What happened
 - What you need
 - What you are planning on doing
- **Where** - General location within the structure, if known, of personnel who requires rescue or assistance. Include pertinent information on what you can see in the room around you, and whether or not you are still in contact with a hose line.
- **Air** - State PSI remaining in your SCBA bottle, or your closest estimate.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

220 Mayday Procedure/Communications

Procedure:

Roles and Responsibilities of Personnel calling the Mayday

The individual firefighter's response to being in a Mayday Situation or Parameter should be focused on increasing the chances for survival.

1. Stay calm, and speak clearly
2. Transmit "**Mayday, Mayday, Mayday**" over the assigned fire ground channel (most often a Tac Channel)
3. Wait for acknowledgment of the Mayday from the Incident Commander*
4. Once acknowledgement is received, inform the Incident Commander **Who, What, Where, and Air**
5. Activate PASS alarm, and turn on flashlight
6. Continue attempts at self-extrication

***If the Incident Commander does not immediately acknowledge the Mayday transmission, activate PASS alarm, and continue calling "*Mayday, Mayday, Mayday*" until acknowledgement is received.**

Roles and Responsibilities of Incident Commander during Mayday Operations

It is the responsibility of the Incident Commander to direct his on-scene resources in the most efficient manner possible, in order to affect a safe and quick rescue. When commanding Mayday operations, the Incident Commander should consider:

- Rapid acknowledgement of a Mayday transmission and ordering all other radio traffic to cease.
- Obtaining **Who, What, Where, and Air**.
- Moving radio traffic for fire ground operations not directly related to the Mayday to a different fire ground channel.
- Assign second Incident Commander to run fire ground operations.
- Activating and deploying a RIT or 2-out Team to begin rescue operations.
- Requesting additional resources respond to the scene.
- Adjusting current strategy and tactics to assist Mayday operations, while still addressing the initial emergency.

During Mayday operations, the Incident Commander must maintain accountability of all on-scene personnel and ensure that personnel not freelance in an attempt to rescue downed firefighters. Normal fire ground operations, such as knock down and victim rescue must still be completed. It is not acceptable to create further Mayday situations when attempting to resolve the existing Mayday.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

222 Respiratory Protection Program

PURPOSE

It is the policy of the Eddy County Volunteer Fire Departments that all personnel expected to respond and function in areas of atmospheric contamination, shall be equipped with self-contained breathing apparatus (S.C.B.A.) and trained in its proper use and maintenance. It is the purpose of this procedure to further clarify this policy.

FIT AND SEAL

Members who will be wearing SCBA's or any other respirator shall take and pass a fit test in accordance with 29 CFR 1910.134 (f). This includes fit testing prior to using respiratory protection and annually thereafter, as well as anytime there is a significant change that might have an effect on the seal or fit.

Members shall achieve a NON-LEAKING facepiece seal with the mask anytime they are utilizing any form or respirator.

HEALTH

Members who will be wearing SCBA's or any other respirator shall complete a Respirator Medical Evaluation Questionnaire and return this in a sealed envelope to the Fire Chief. The Fire Chief is authorized to select a licensed health care professional that will evaluate the Medical Evaluation Questionnaire. Evaluations will be conducted in accordance with 29 CFR 1910.134 (e) and may, upon determination of a licensed health care professional, require a follow up medical examination.

REQUIRED USE

The intent of this procedure is to avoid any respiratory contact with products of combustion, super-heated gases, toxic products, or other hazardous contaminants.

The use of breathing apparatus means that all personnel shall have facepieces in place, breathing air from the supply provided. Where appropriate, Airline-Supplied Breathing Apparatus may be used in place of S.C.B.A.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

222 Respiratory Protection Program

Self-Contained Breathing Apparatus shall be used by all personnel operating:

- in a contaminated atmosphere
- in an atmosphere which may suddenly become contaminated
- in an atmosphere which is oxygen deficient
- in an atmosphere which is suspected of being contaminated or oxygen deficient

This includes all personnel operating:

- in an active fire area including the active suppression of tank battery fires.
- directly above an active fire area.
- in a potential explosion or fire area, including gas leaks and fuel spills.
- where products of combustion are visible in the atmosphere, including vehicle fires and dumpster fires--where invisible contaminants are suspected to be present (i.e. Carbon Monoxide during overhaul).
- where toxic products are present, suspected to be present, or may be released without warning.
- in any confined space which has not been tested to establish respiratory safety.

In addition to the above, S.C.B.A. shall be worn by all personnel operating at incidents where there is no respiratory hazard present, but which may become contaminated by products of combustion or other hazardous substances. In these circumstances only, the S.C.B.A. may be worn with the facepiece removed. The wearing of S.C.B.A. in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of S.C.B.A. is required.

Premature removal of S.C.B.A. must be avoided at all times. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases, S.C.B.A. must be used or the atmosphere must be changed.

In routine fire situations, the decision to remove S.C.B.A. shall be made by company officers, with the approval of the Incident Commander, based on an evaluation of atmospheric conditions. Prior to removal, fire areas shall be thoroughly ventilated and, where necessary, continuous ventilation shall be provided.

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

222 Respiratory Protection Program

If there is any doubt about respiratory safety, S.C.B.A. use shall be maintained until the atmosphere is established to be safe by testing. Use of a standard four gas detector (that detects Oxygen, Lower Explosive Limit, Hydrogen Sulfide, and Carbon Monoxide) should be sufficient in most situations. However, this type of monitoring is limited and will not detect other gasses that might be present. Anytime the oxygen reading is below normal, or another contaminant is suspected SCBA should continue to be worn.

TWO IN / TWO OUT

The purpose of this portion of the procedure is to define the considerations for meeting the 2 in / 2 out procedure requirement based on OSHA 29 CFR 1910.134(g)(4).

The objective of 2 in / 2 out is to have two fully equipped firefighters in position during the initial fire attack to react in the event of a Mayday situation.

2 in / 2 out will be established anytime firefighters are on air inside a structure or other Immediately Dangerous to Life or Health (IDLH) atmosphere.

There are standard exceptions to the 2 in / 2 out Requirement at Structure Fires that may be used:

1. When there is a reported or suspected life hazard where immediate action could prevent the loss of life.
2. When the fire is in an incipient stage as defined in 29 CFR 1910.155(c)(26) as a “fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, or small hose systems without the need for protective clothing or breathing apparatus.”

If an exception to the two in / two out provision is used it must be communicated to the next arriving units and they shall initiate a two person standby crew to meet the two out standard unless doing so would further endanger lives.



EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

222-1 Respirator Medical Evaluation Questionnaire

Date: _____ Name: _____
 Age: _____ Gender: _____
 Height: _____ Weight: _____
 Day Phone Number: _____ Evening Phone Number: _____
 Job Title: _____

Medical Evaluation

Blood Pressure _____ / _____ Pulse _____ Respirations _____

Taken By: _____ Medical Qualification: _____

Have you ever worn a respirator? Yes / No

If so, have you ever had any difficulties? Yes / No (If yes explain at the end of form)

1. Have you ever had any of the following conditions?

Yes	No	
_____	_____	Seizures (fits)
_____	_____	Diabetes (sugar diseases)
_____	_____	Allergic reactions that interfere with your breathing
_____	_____	Claustrophobia (fear of closed-in places)
_____	_____	Trouble smelling odors

2. Have you ever had any of the following pulmonary or lung problems?

Yes	No	
_____	_____	Asbestosis
_____	_____	Asthma
_____	_____	Chronic bronchitis
_____	_____	Emphysema
_____	_____	Pneumonia
_____	_____	Tuberculosis
_____	_____	Silicosis
_____	_____	Pneumothorax (collapsed lung)
_____	_____	Lung cancer
_____	_____	Broken ribs
_____	_____	Any chest injuries or surgeries
_____	_____	Any other lung problem that you've been told about



EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

222-1 Respirator Medical Evaluation Questionnaire

3. Do you currently have any of the following symptoms of pulmonary or lung illness?

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath
<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath when walking fast on level ground or walking up a slight hill or incline
<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath when walking with other people at an ordinary pace on level ground
<input type="checkbox"/>	<input type="checkbox"/>	Have to stop for breath when walking at your own pace on level ground
<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath when washing or dressing yourself
<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath that interferes with your job
<input type="checkbox"/>	<input type="checkbox"/>	Coughing that produces phlegm (thick sputum)
<input type="checkbox"/>	<input type="checkbox"/>	Coughing that wakes you early in the morning
<input type="checkbox"/>	<input type="checkbox"/>	Coughing that occurs mostly when you are lying down
<input type="checkbox"/>	<input type="checkbox"/>	Coughing up blood in the last month
<input type="checkbox"/>	<input type="checkbox"/>	Wheezing
<input type="checkbox"/>	<input type="checkbox"/>	Wheezing that interferes with your job
<input type="checkbox"/>	<input type="checkbox"/>	Chest pain when you breathe deeply
<input type="checkbox"/>	<input type="checkbox"/>	Any other symptoms that you think may be related to lung problems

4. Have you ever had any of the following cardiovascular or heart problems?

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Heart attack
<input type="checkbox"/>	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	<input type="checkbox"/>	Angina
<input type="checkbox"/>	<input type="checkbox"/>	Heart failure
<input type="checkbox"/>	<input type="checkbox"/>	Swelling in your legs or feet (not caused by walking)
<input type="checkbox"/>	<input type="checkbox"/>	Heart arrhythmia (hear beating irregularly)
<input type="checkbox"/>	<input type="checkbox"/>	High blood pressure
<input type="checkbox"/>	<input type="checkbox"/>	Any other heart problem that you've been told about

5. Have you ever had any of the following cardiovascular or heart symptoms?

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Frequent pain or tightness in your chest
<input type="checkbox"/>	<input type="checkbox"/>	Pain or tightness in your chest during physical activity
<input type="checkbox"/>	<input type="checkbox"/>	Pain or tightness in your chest that interferes with your job
<input type="checkbox"/>	<input type="checkbox"/>	In the past two years, have you noticed your heart skipping or missing a beat
<input type="checkbox"/>	<input type="checkbox"/>	Heartburn or indigestion that is not related to eating
<input type="checkbox"/>	<input type="checkbox"/>	Any other symptoms that you think may be related to heart or circulation problems



EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS POLICY MANUAL

222-1 Respirator Medical Evaluation Questionnaire

6. Do you currently take medication for any of the following problems?

Yes	No	
___	___	Breathing or lung problems
___	___	Heart trouble
___	___	Blood pressure
___	___	Seizures

7. If you have used a respirator, have you ever had any related problems? ___YES ___NO
If yes, please describe below.

8. Have you ever had any of the following problems:

Yes	No	
___	___	Loss of vision in one or both eyes
___	___	Difficulty hearing or wear a hearing aid
___	___	Back injuries
___	___	Seizures

Explanations (Please include question or question number):

I attest that the following is true and correct to the best of my knowledge:

Signature

Print