

McMullen Valley Fire District

Standard Operating Guidelines

I

PURPOSE

These general operating guidelines have been assembled for the purpose of providing a generalized approach to the delivery of fire protection and associated services to the citizens residing within MVFD. They are intended to serve as the basis for a certain degree of uniformity with regard to the manner in which MVFD personnel deploy in response to requests for service.

The operational guidelines herein listed are presented as general guidelines to assist the line officers and members of the fire companies as they go about their work. They may be modified, as needed, by the officers and members, subject to operational situations and the dictates of safety and common sense.

A process will be set up, whereby these guidelines are reviewed by the district's chief on an annual basis. This process will involve some form of input from the members of the MVFD as supplemented by an officers-level review. These guidelines will then be forwarded to the board for approval.

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II
General Regulations

1. The consumption of alcoholic beverages in the firehouse and on fire department property is expressly prohibited.
2. No member who has consumed alcoholic beverages will be allowed to drive or operate any fire department vehicle.
3. Members will keep the apparatus room clean and free from debris and disorder.
4. Apparatus are not to be used for personal, no-fire related business.
5. No equipment is to be removed from the fire department vehicles without permission of a chief officer

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Personal Protection Equipment

1. All members of the fire department are to wear full personal protection gear when riding fire apparatus to emergencies, drills, or work assignments. Drivers will wear their turnout coats and have the rest of the gear available on board the apparatus.
2. Full personal protection gear is to be worn by all members engaged in firefighting or training operations. The officer in command may reduce the level of protection as conditions permit, subject to safety considerations.
3. All members are to keep their gear in a clean and serviceable condition.
4. Members are to promptly report damaged equipment to a line officer.
5. Members are to maintain the emergency alerting communications devices in a serviceable condition. Pagers and radios are to be charged and available for use. Damage to these devices is to be immediately reported to a line officer.
6. Full Personal Protection Equipment is to be used at all times when Members are assisting at extrication incidents, or are engaged in extrication training.
7. When the potential for contact with body fluids from victims exists, Members are to wear latex gloves under all gloves.

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IV

Apparatus Response

Structure Fire

7702
7703
7731
7732
7751
7752
7701 (As Needed)

Car Fire

7702
7751
7752
7732

Auto Accident with Extrication

7702
7751
7752

Hazardous Materials Spill

7702
7703
7751

Brush Fire

7741
7752
7731 (As Needed)
7732 (As Needed)

Alarm Sounding

Full Structural Response

School Response

Full structural response

Medivac Standbys

7751
7752
7702

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V

Responding to Alarms

1. Upon the receipt of an alarm, all members are to report to the fire station and respond with the appropriate fire department apparatus.
2. All fire personnel are to obey the motor vehicle laws of the state of Arizona. This rule applies regardless of whether personal or fire department apparatus is being operated.
3. Apparatus driver will wait for members who are donning their turnout gear before boarding the apparatus.
4. The proper use of emergency lights and audible devices is required. All lights are to be used while responding to an incident
5. The apparatus drivers will maintain control over all equipment assigned to their care. They will remain with the unit unless relieved by another operator, or ordered to perform another duty by a line officer.
6. All members arriving on apparatus, who are not assigned and performing duties are to remain with that apparatus until assigned or returned to quarters.
7. Upon returning to the firehouse after a fire, the apparatus driver and crew will clean the apparatus and all assigned equipment. All tools, hose and equipment will be cleaned and readied for service.
8. Apparatus response sheet is to be filled out for each unit by its driver.
9. Fuel tanks on the apparatus are not to be allowed to fall below full tank level. The apparatus driver will fill the vehicle after every response.

10. Apparatus drivers will be sure to check the water tank level on pumper apparatus. They will insure that the level is maintained in full condition.

11. Any time a pumper is used to draft water from a lake, pool, pond, or stream, the driver will be sure that the unit is hooked to a hydrant and flushed with clean water. This will limit damage to the pump.
12. No one is to ride on the tailboard position of any apparatus. All riders will travel in a seated position and use seat belts, where available.
13. Wet jacketed hose will be replaced with dry hose, as needed after a fire. The wet hose will be cleaned and allowed to dry. When dry it will be rolled and placed in storage.
14. Officers should not drive unless no qualified person responds. They should be relieved from such duties as soon as possible to return them to their supervisory duties.

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V

Responding to Alarms

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21. Upon returning to the firehouse after a fire, the apparatus driver and crew will clean the apparatus and all assigned equipment. All tools, hose and equipment will be cleaned and readied for service.
22. Apparatus response sheet is to be filled out for each unit by its driver.
23. Fuel tanks on the apparatus are not to be allowed to fall below full tank level. The apparatus driver will fill the vehicle after every response.

24. Apparatus drivers will be sure to check the water tank level on pumper apparatus. They will insure that the level is maintained in full condition.

25. Any time a pumper is used to draft water from a lake, pool, pond, or stream, the driver will be sure that the unit is hooked to a hydrant and flushed with clean water. This will limit damage to the pump.

26. No one is to ride on the tailboard position of any apparatus. All riders will travel in a seated position and use seat belts, where available.

27. Wet jacketed hose will be replaced with dry hose, as needed after a fire. The wet hose will be cleaned and allowed to dry. When dry it will be rolled and placed in storage.

28. Officers should not drive unless no qualified person responds. They should be relieved from such duties as soon as possible to return them to their supervisory duties.

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Location of Apparatus at Emergency Scenes

1. Drivers of those units designed as fire attack pumpers shall position their apparatus so that they do not block the front of the fire building.
2. The next arriving pumper unit should make provisions to supply water to the first arriving unit. All personnel will remain with unit to assist in setup until released by the driver, unless immediately requested by the Incident commander.
3. Later arriving units will be guided by the orders of the fire department officers to use their equipment to best advantage.
4. Whenever possible, the first arriving unit should be used for attack lines. As needed, additional lines can be used from other pumpers, after the full capacity of the first unit is reached.
5. By Law, fire fighters will operate in teams of two when using hose lines in fire attack situations. **NO ONE** is to perform any interior firefighting without the use of self contained breathing apparatus (SCBA). Interior firefighting operations are not to begin until there are two people to operate the attack line and two to operate a safety line. This is done in order to meet the intent of the Occupational Safety and Health Administration's (OSHA) **"Two in-Two out"** rule.
6. No member of the fire department is to operate a charged hose line, raise a ladder or perform any fire ground function without full protective clothing, including gloves.
7. **FIREFIGHTER SAFETY SHALL AT ALL TIMES BE THE PRIMARY CONCERN OF FIRE COMPANY OFFICERS AND MEMBERS! SAFETY IS MANDATORY**

8. The officer in command of the emergency should establish a command post in front of the fire building. This command post should be prominently marked so that incoming personnel can report in to receive orders.

9. The primary consideration and responsibility in fire attack operations is the saving of endangered human life. A thorough search and rescue operation should be mounted at structural fire incidents when it is suspected that a person or persons may be in danger.
10. Ventilation will be coordinated with the advancement of hose lines into a burning building.
11. NO hose line is to be directed into the window of a burning building while an INTERIOR FIREFIGHTING OPERATION is in progress.
12. Hose lines WILL NOT be directed into a roof hole, which has been cut for ventilation purposes.
13. Firefighters will follow all P.O.V. policies when arriving at the scene of an emergency in their personal vehicle and will park them at a safe distance from the area of the fire, taking care not to block access to the fire scene. Arriving personnel should report to the officer in charge to receive their assignments.
14. As per federal regulations, the officers of the fire department will drill with, be familiar with and use the incident command system at all hazardous materials incidents.

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VII

Scene Security at Emergency Medical Calls

Purpose:

This Standard addresses the operation of the arriving company or companies at the scene of a potentially unsafe emergency medical call. The purpose of this standard is to reduce the threat or possibility of injury to personnel, provide effective and efficient emergency medical care to victims, and to reinforce our concern for the safety of our members operating at the scene of emergency medical calls.

Background:

There are several types of emergency medical calls that warrant the police to investigate and determine the scene safety, prior to patient care being initiated. Examples of these calls are: Psychological/Behavioral issues, drug overdose, suicidal thoughts or attempts, and domestic violence.

Procedure:

1. Unit(s) responding to these sensitive calls shall plan prior to arrival a safe place to stand-by and wait to be cleared in by police. Acceptable distance to stand-by is a minimum of one-half mile from the address or the call.
2. Emergency lights, if operational, shall be turned off upon your arrival to the area you are standing by to reduce attention and visibility of your presence.
3. The officer of the apparatus on scene will notify dispatch of their arrival and state you are “standing by in the area, waiting to be cleared in by police.”
4. Crew is to remain in their vehicle until dispatch notifies the crew it is safe to enter the scene. Once cleared by police or dispatch state to dispatch, “(unit number) has been cleared into the scene by police.”
5. Before entering the scene it is important to meet face-to-face with a police officer to be briefed on the situation. This may not always occur, but can be beneficial to your safety on scene. The information received will allow you to assess the scene and the patient more efficiently and effectively.

Other Considerations:

Crews should constantly be aware of their surroundings while operating at a potentially unsafe scene. It is of the utmost importance that the crew receives notification from police before entering the scene, no matter how vital patient care is needed. There may be times when you are notified directly from police and not through dispatch (police may notify over our radio channel). Notify dispatch that you are being cleared to enter by police, but continue to be cautious throughout the duration of the call.

McMullen Valley Fire District
Standard Operating Procedure
VIII

Responding to emergency calls in privately owned vehicles

THE FOLLOWING P.O.V. (PRIVATELY OWNED VEHICLE)
PROCEDURES ARE TO BE ADHERED TO AT ALL TIMES WHEN
RESPONDING TO EMERGENCY SITUATIONS:

1. All members responding to an incident are to obey all posted speed limits, stop signs and follow safe driving practices at all times.
2. Members reporting to the fire station will remain at the station unless instructed otherwise by incident command.
3. Anyone failing to abide by this procedure will be reprimanded through progressive discipline/documentation.

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IX
Motor Vehicle Accidents

1. Personnel shall wear all personal protective equipment until the hazards are secured and the incident commander gives the order to remove protection. When protective clothing is removed and the scene dictates, the personnel should don the safety vests for reflective warning.
2. A fire extinguisher or hose line will be deployed until all hazards are secured. A safety line of 1 ½" hose minimum will be deployed while mechanical extrication is being performed.
3. All vehicles should be stabilized prior to extrication.
4. Personnel involved in mechanical extrication shall wear all personal protective equipment. All patients should be covered during mechanical extrication. Personnel should approach the vehicle from safe areas, keeping in mind hazard zones of tires, bumper shocks, hood lifting devices, etc. that present additional hazards to personnel.
5. When mechanical extrication is necessary the incident commander or extrication leader shall evaluate the vehicle for potential air bag devices. These devices dictate where and how extrication should be accomplished. If the air bags have not deployed, the electrical system should be cut and the air bag cover put in place.
6. The apparatus should be staged to allow for an effective scene management while not compromising the safety of the personnel or the apparatus.

McMullen Valley Fire District
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XIII
Standard of Conduct and Discipline

All members of MVFD are expected to conduct themselves at all times in such a manner as will convey a positive image on the department and will in no way impact or reflect adversely on the department.

Whenever a member fails to follow an appropriate standard of conduct, measures must be taken to correct the situation and prevent future occurrences. Minor offenses depend in part upon the circumstances. The degree of discipline will depend upon the seriousness of the offense and the circumstances under which the offense occurred. Certain offenses warrant immediate suspension or discharge.

The following is a general guideline concerning discipline. The procedures outlined may be followed at the discretion of the department and in no way limits the right of the department to discharge a member with or without cause.

Procedures for disciplinary measures will be as follows:

1. A Captain will discuss the issue with the member.
2. If this is not successful, the member will meet with all the Captains to discuss the issue.
3. If this is not successful, the member will then meet with the chief.
4. If the issue is still not remedied, the member will go before the full board for possible termination.

Minor Offenses

1. Written confirmation of counseling for first offense. Confirmation will be placed in the members personnel file.

Major Offenses

PROPER CAUSE FOR IMMEDIATE SUSPENSION OR DISCHARGE SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING MAJOR OFFENSES:

1. Possession of illegal drugs on the premises of the department
2. Under the influence of alcohol while on duty.
3. Chronic or habitual absenteeism or lateness
4. Committing any act of sexual harassment.
5. Contributing to unsanitary conditions.
6. Dishonesty or misrepresenting anything to the department, its officers or board.
7. Failure or refusal to carry out orders or instructions.
8. Failure to fulfill the responsibilities of a job to an extent that might or does cause injury to a person or damage to department property or the property of others.
9. Falsification of information requested on department records or documents.

10. Disorderly or immoral conduct while in department vehicles or on department premises.
11. Obtaining membership on the basis of false or misleading statements.
12. Reckless or negligent behavior that may result or results in damage to department property, the property of others or other persons.

13. Threatened or actual physical violence or profane or abusive language.
14. Unauthorized use of department vehicles.
15. Unauthorized use of, removal of, theft or intentional damage to the property of the department, a member, or third party.
16. Unsatisfactory work performance.
17. Violation of an established safety rule.
18. Harassment of other employees including but not limited to verbal and physical conduct or unwelcome advances with regard to or on the basis of sex, race, color, national origin or ancestry, age religion, creed, marital status or status as a Vietnam Era or disabled Veteran or handicapped person.
19. An Arrest, the filing of a disorderly person or criminal complaint, or the return of an indictment against a member for an alleged wrongful activity may result (at the discretion of the department) in an indefinite suspension, subject to discharge, or immediate discharge, if convicted.

MCMULLEN VALLEY FIRE DISTRICT

STANDARD OPERATING PROCEDURE

XI

Procedures for out of district calls

Responding to out of district calls will require a minimum of two available personnel to remain in district, one of whom shall be an EMT.

At least two personnel shall respond out of district. Those responding must insure there is proper coverage before leaving the district.

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X
Special Rescue Incidents

1. Personnel shall wear all personal protective equipment that is appropriate for the type of call.
2. When applicable air monitoring shall be performed before entering the atmosphere.
3. At any time the rescue incident is above and beyond the normal role and training of the responding personnel, a special rescue team shall be called in for assistance.

Standard Operating Procedure XII

Grievances

1. Any grievance by members of MVFD must be reported and filed through the fire chief. The chief will evaluate the situation and render a decision. If the member is not satisfied with the decision, member may appeal and go in front of the fire board and the fire board's decision will be final.
2. The **fire captains** and/or the fire board will handle any grievances against the fire chief.

Grievance Procedure

Please report any grievance within five working days on the form provided below. Sign and date the form and turn it in to the Fire Chief.

If the grievance is against the Fire Chief, **turn the form into a captain, a meeting will be held among the captains** to decide if the issue should be brought before the Board.

Signature_____Date_____

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XI

Department Uniforms

Approved April 20, 2010

1. Personnel, when at all possible must wear the department uniform to all calls and functions sponsored by MVFD. Please make sure you have a clean uniform to wear at all times.
2. Uniforms may not be worn in a manner that will discredit the department. Always wear your uniform with the utmost respect to the fire service, your department and yourself. **Absolutely no consumption of alcohol while in uniform.**

McMullen Valley Fire District
POLICY
I
Transportation of Patients in 7751

Approved April 20, 2010

MMVFD will minimize the transport of patients in 7751. When possible land helicopter on scene or direct them to helipad and 29 Unit can transport.

At no time will stable patients be transported. The transporting of patients will only be done when Advanced Life Support interventions are quickly needed and 29 unit has extended ETA or when scene is determined to be unsafe to land helicopter. Be certain to obtain both 29 unit and helicopter ETA's prior to any transport. Also medical direction must be obtained from LPRH on reason patient is being transported by fire department.

If patient will be transported by MMVFD, 29 Unit must be cancelled in a timely manner. Do not allow them to continue to respond if they are not transporting.

McMullen Valley Fire District

POLICY

II

Honorary Life Membership

After fulfillment of 15 years of active service to the district, all active members may acquire Honorary Life Member status after retiring active duty.

Honorary Life members retain membership with no benefits.

Life Members will be included in all department functions and activities.

McMullen Valley Fire District

Policy

III

Approved April 20, 2010

Requirements for Membership

1. Must be an upstanding member of the community.
2. Must be at least 18 years old.
3. Must complete 24 hours of training (Fire and EMS) within 1 year of acceptance.
4. All members must attend at least $\frac{3}{4}$ of each meeting to receive credit and or compensation. If a member arrives late or needs to depart early they must have the approval of the Chief.
5. Members will abide by the code of conduct.
6. Members will attend all meetings if possible. If attending the meeting is not possible, members will obtain an excuse from a captain.
7. All potential members will submit a 36 month driving record from MVD.
8. All prospective members will be fingerprinted prior to being accepted as a full time member. We may also view your record on the public access court web site at the discretion of the fire chief.
9. All members will successfully pass a nine panel drug screening prior to becoming a member of MMVFD and submit to random drug testing at the discretion of the chief, or whenever the district requires.
10. Members must successfully pass an oral board interview, conducted by the chief, and the captains prior to being hired.

11. There shall be a one year probationary period for all new members, this probation may be extended at the discretion of the chief and the captains in a review board, or the member may be released.

Members will attend all meetings if possible. If attending the meeting is not possible, members will obtain an excuse from a Captain.

McMullen Valley Fire District Code of Conduct

As a member of the McMullen Valley Fire District, you are expected and required to:

- Abide by all of the Standard Operating Procedures and all other rules and regulations of the department.
- Conduct yourself in a professional and courteous manner that will reflect well upon you and the entire department, especially when in uniform.
- Demonstrate honesty, fairness and integrity.
- Treat all people with courtesy and respect.
- Recognize the value and worth of each individual;
- Dress respectfully and modestly at department functions that you attend.

Approved April 20, 2010

- Refrain from cussing, cursing or using otherwise foul language while in uniform, at the station, and while participating in department functions.
- Work as a team with others
- Participate in training, meetings, and fundraisers.
- Obey the chain of command
- Wear your uniform when coming to the station and any department functions that you help with.
- Not wear your uniform or any other department issued gear for general use outside of the station or department functions.
- Always bring required gear to trainings.
- Always bring your personal identification card with you to the station and department functions.
- Immediately report any problems to a department Captain.