

**LANDER COUNTY COMMISSIONERS MEETING  
TOWN BOARD OF BATTLE MOUNTAIN & AUSTIN  
BOARD OF COUNTY HIGHWAY COMMISSIONERS**

August 23, 2018

AUSTIN COURTHOUSE  
COMMISSION OFFICE  
122 MAIN STREET  
AUSTIN, NEVADA

Also Via Teleconference At

LANDER COUNTY COURTHOUSE  
COMMISSIONERS' CHAMBER  
50 STATE ROUTE 305  
BATTLE MOUNTAIN, NEVADA

10:00 A.M      Call to Order  
                    Pledge of Allegiance  
                    A Moment of Silence  
                    **Lander County Commissioners may break for lunch from 12:00pm to 1:15pm**  
                    Any agenda item may be taken out of order, may be combined for consideration by the public  
                    body, and items may be pulled or removed from the agenda at any time.  
                    Commissioners Reports on meetings, conferences and seminars attended  
                    Staff Reports on meetings, conferences and seminars attended

Public Comment - For non-agendized items only. *Persons are invited to submit comments in writing and/or attend and make comments on any non- agenda item at the Board meeting if any, and discussion of those comments at the discretion of the Board. All public comment may be limited to three (3) minutes per person, again at the discretion of the Board. Reasonable restrictions may be placed on public comments based upon time, place and manner, but public comment based upon viewpoint may not be restricted.*

**\*CONSENT AGENDA\***

All matters listed under the consent agenda are considered routine, and may be acted upon by the Board of County Commissioners with one action, without extensive discussion. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. Consent agenda materials are available at the Lander County Clerk' s office for viewing and copies are available for a nominal charge.

- \*(1) Approval of August 23, 2018 Agenda Notice
- \*(2) Approval of Amended May 10, 2018 Meeting Minutes
- \*(3) Approval of June 14, 2018 Meeting Minutes
- \*(4) Approval of July 12, 2018 Meeting Minutes
- \*(5) Approval of July 12, 2018 Meeting Minutes

- \* (6) Approval of July 26, 2018 Meeting Minutes
- \* (7) Approval of the Payment of Bills
- \* (8) Approval of Payroll Change Requests

**\*COMMISSIONERS\***

- \* (1) Discussion and possible action regarding the Austin Property Line Realignment Project presented by Summit Engineering and to get a timeline on completion of the project or, give instruction to the County Manager to obtain requests for proposals for a new engineer to complete the project, and all other matters properly related thereto.

*Public Comment*

- \* (2) Discussion and possible action regarding a rebuild or remodel of the County owned building located at 67 Main Street, Austin, Nevada, and all other matters properly related thereto.

*Public Comment*

- \* (3) Discussion and possible action regarding an update from Ormat Industries regarding Phase 3 of the company's project and discuss road maintenance concerns of Grass Valley Road, and all other matters properly related thereto.

*Public Comment*

- \* (4) Discussion and possible action to approve/disapprove a Temporary Right-of-Way Occupancy Permit Application on Front Street, Broad Street and Altenberg Street, Friday September 14, 2018 at 12:30 pm for a World Human Powered Speed Challenge Bike Parade, and all other matters properly related thereto.

*Public Comment*

- \* (5) Discussion and possible action regarding the Austin Volunteer Fire Department and review their Policies and Procedures, perform the ratification of the Fire Chief position vote, discuss and view attendance sheets, training sheets, physical fitness guides and PERS, and all other matters properly related thereto.

*Public Comment*

- \* (6) Discussion and possible action regarding the Town of Kingston Fire Company and review their Policies and Procedures, perform the ratification of the Fire Chief position vote, discuss and view attendance sheets, training sheets, physical fitness guides and



PERS, and all other matters properly related thereto.

*Public Comment*

- \* (7) Discussion and possible action to create a temporary permit for RV's to be used as temporary housing for the Town of Austin during periods of high construction, and all other matters properly related thereto.

*Public Comment*

- \* (8) Discussion and possible action to approve/disapprove the Liquor License to Desmond Skeath and Desrae Skeath for the Owl Club in Austin, Nevada, and all other matters properly related thereto.

*Public Comment*

- \* (9) Discussion and possible action regarding the proposal and reading by Title of Ordinance No. 2018-05 amending Title 5 Chapter 020 of the Lander County Code to include various marijuana facilities to be fingerprinted for local business licenses and other related matters, specifically section 5.20.030(G) adding number 13- marijuana retail cultivation, medical cultivation, retail production, and medical production, and all other matters properly related thereto.

*Public Comment*

- \* (10) Discussion and possible action to ratify the approved Change Order 1 from Michael Clay Corp. for the Battle Mountain Hanger Project for the Taxi lane Surface Addition in an amount not to exceed \$44,857.50, and all other matters properly related thereto.

*Public Comment*

- \* (11) Update from Lander County EMS South, and all other matters properly related thereto.

*Public Comment*

**\*CORRESPONDENCE**

- \* (12) Correspondence/reports/potential upcoming agenda items.

*Public Comment*

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### ADJOURN

\*Denotes "for possible action". Each such item may be discussed and action taken thereon with information provided at the meeting. Action may be taken according to the "Nevada Open Meeting Law Manual" via a telephone conference call in which a quorum of the Board members is simultaneously linked to one another telephonically.

### NOTE: TIMES ARE APPROXIMATE

This is the tentative schedule for the meeting. The Board reserves the right to take items out of order to accomplish business in the most efficient manner. The Board may combine two or more agenda items for consideration. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**Notice to persons with disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the County Executive Director in writing at the Courthouse, 50 State Route 305, Battle Mountain, Nevada 89820, or call (775) 635-2885 at least one day in advance of the meeting.

NOTICE: Any member of the public that would like to request any supporting material from the meeting, please contact the clerk's office, 50 State Route 305, Battle Mountain, Nevada 89820 (775) 635-5738.

### AFFIDAVIT OF POSTING

State of Nevada     )  
                                  ) ss  
County of Lander    )

Keith Westengard, Lander County Executive Director of said Lander County, Nevada, being duly sworn. says, that on the 17<sup>th</sup> day of August 2018, he posted a notice, of which the attached is a copy, at the following places: 1) Battle Mountain Civic Center, 2) Battle Mountain Post Office, 3) Lander County Courthouse, 4) Swackhamer's Plaza Bulletin Board, 5) Kingston Community Hall Bulletin Board, and 6) Austin Courthouse in said Lander County, where proceedings are pending.



Keith Westengard, Lander County Executive Director

Subscribed and sworn to before me this 17<sup>th</sup> day of August, 2018

Witness



Name of Agenda: Lander County Board of Commissioners

Date of Meeting: August 23, 2018



*Cindy Benson*  
*Lander County Fiscal Officer*

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**LANDER COUNTY COMMISSION MEETING**

**August 23, 2018**

**APPROVE**

**Check #107882**

*Cindy Benson*

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**Cindy Benson – Fiscal Officer**

**COUNTY OF LANDER  
CENTER**

WELLS FARGO PAYMENT

DATE	INVOICE	AMOUNT	REMARKS
08/10/18	8433/0017	589.98	8/3/18 LURA DUVAL
08/10/18	8433/0033	1,460.54	8/3/18 MAX BUNCH
08/10/18	8433/0633	132.95	8/3/18 ANNA PENOLA
08/10/18	8433/0719	26.71	8/3/18 LESLEY BUNCH
08/10/18	8433/2355	1,397.16	8/3/18 ROBIN SMITH
08/10/18	8433/2582	1,817.61	8/3/18 PAULA TOMERA
08/10/18	8433/4152	61.18	8/3/18 KIM SCHACHT
08/10/18	8433/4378	5,494.83	8/3/18 KEITH WESTENGARD
08/10/18	8433/4709	787.18	8/3/18 THEODORE HERRERA
08/10/18	8433/5275	400.00	8/3/18 CYNTHIA BENSON
08/10/18	8433/5283	353.28	8/3/18 DEONILLA FULLER
08/10/18	8433/5533	825.50	8/3/18 SADIE SULLIVAN
08/10/18	8433/9944	229.67	8/3/18 BARTOLO RAMOS

CHECK NO 107882 \$13,576.59 \*\*

**COUNTY OF LANDER**

50 State Route 305  
Battle Mountain, NV 89820  
(775) 635-2573

**WELLS FARGO BANK**  
BATTLE MOUNTAIN, NV 89820  
GENERAL ACCOUNT

No. 107882

94-7074  
3212

PAY TO THE ORDER OF

WELLS FARGO PAYMENT

VOID IF NOT CASHED  
WITHIN 90 DAYS

DATE	CHECK NO.	AMOUNT
08/10/18 **VOID**	107882 **VOID**	\$13,576.59 **VOID**

\*\*\*VOID\*\*\*\*\*13,576DOLLARS AND59CENTS\*\*\*

WELLS FARGO PAYMENT  
P O BOX 77066

CENTER

MINNEAPOLIS

MN 55480-7766

**NON-NEGOTIABLE**

*Cindy Benson*  
*Lander County Fiscal Officer*

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**LANDER COUNTY COMMISSION MEETING**

**August 23, 2018**

**APPROVE**

**Check #107873**

  
Cindy Benson – Fiscal Officer

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BRADEN POWRIE

COUNTY OF LANDER

DATE	INVOICE	AMOUNT	REMARKS
08/10/18	PER DIEM	138.00	EMD CERTIFICATION COURSE

CHECK NO 107873 \$138.00 \*\*

COUNTY OF LANDER

50 State Route 305  
Battle Mountain, NV 89820  
(775) 635-2573

WELLS FARGO BANK  
BATTLE MOUNTAIN, NV 89820  
GENERAL ACCOUNT

No. 107873

94-7074  
3212

PAY TO THE ORDER OF

BRADEN POWRIE

VOID IF NOT CASHED  
WITHIN 90 DAYS

DATE	CHECK NO.	AMOUNT
08/10/18 **VOID**	107873 **VOID**	\$138.00 **VOID**

\*\*\*VOID\*\*\*\*\*138DOLLARS AND00CENTS\*\*\*

BRADEN POWRIE  
3525 HILLTOP ROAD

BATTLE MOUNTAIN NV 89820

VOID  
NON-NEGOTIABLE

***Cindy Benson***  
***Lander County Fiscal Officer***

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***LANDER COUNTY COMMISSION MEETING***

**August 23, 2018**

**APPROVE**

**Check #107867**

  
**Cindy Benson – Fiscal Officer**

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# COUNTY OF LANDER

LANGUAGE LINE SERVICES

DATE	INVOICE	AMOUNT	REMARKS
06/30/18	9020947004	16.25	APRIL/MAY CHARGES

CHECK NO 107867 \$16.25 \*\*

## COUNTY OF LANDER

50 State Route 305  
Battle Mountain, NV 89820  
(775) 635-2573

WELLS FARGO BANK  
BATTLE MOUNTAIN, NV 89820  
GENERAL ACCOUNT

No. 107867

94-7074  
3212

PAY TO THE ORDER OF

LANGUAGE LINE SERVICES

VOID IF NOT CASHED  
WITHIN 90 DAYS

DATE	CHECK NO.	AMOUNT
08/10/18	107867	\$16.25
**VOID**	**VOID**	**VOID**

\*\*\*VOID\*\*\*\*\*16DOLLARS AND25CENTS\*\*\*

LANGUAGE LINE SERVICES  
P.O. BOX 202564

DALLAS

TX 75320-2564

NON-NEGOTIABLE

LANDER COUNTY COMMISSIONERS MEETING  
8/23/2018

Agenda Item Number \_\_1\_\_

***THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:***

Discussion and possible action regarding the Austin Property Line Realignment Project to be presented by Summit Engineering and to get a timeline on completion of the project or, give instruction to the County Manager to obtain requests for proposals for a new engineer to complete the project, and all other matters properly related thereto.

Public Comment:

Background: **Attached**

Recommended Action:

## Vendor Payment History by Check Date

PB6120B

Vendor# 207717      Payment Name **SUMMIT ENGINEERING CORP.**      Last Pmt 8/09/18

AYTD Pmts	2018	83,764.28	2017	120,713.37	2016	97,719.79
FYTD Pmts	2019	52,508.07	2018	63,795.09	2017	131,107.04

070118

Fiscal

X	Check Dt	Check#	Year	Inv Number	Account Number	Amount	Check Total
—	07/26/18	107694	2019	42857 FA-28	055 000 54018	20,358.77	
—	07/26/18	107694	2018	42857 FA-28	055 000 54018	10,838.00	
—	07/26/18	107694	2018	42834 FA-37	029 000 54010	2,152.50	33,349.27
—	08/09/18	107834	2019	43008 FA-28	055 000 54018	32,149.30	32,149.30

Bottom

F3=Print Report    F12=Cancel    Roll Up/Down

<b>FUND 029</b>
029-000-54010
Not Budgeted
<b>Town of Austin Survey</b>
<b>FA-37</b>
230.00
1,866.20
670.00
375.33
710.00
1,940.00
440.00
7,954.80
2,232.60
3,270.09
806.00
2,152.50
22,647.52

17/18

16/17

175,000	225,000	55,000	50,000	25,000
Safety Equipment	Austin Boundary Line Adjustment	Vehicle Replacement	1 Acre Parcel/ Cemetery	Silver State Lift Station Land Purchase
Safety	Commissioners	Sheriff	Cemetery	W&S
FA-36	FA-37	FA-38	FA-47	FA-48
31,000.00	990.00	500.00		
3,290.00	2380.00	1,419.00		
17.97	481.10	5,660.00		
351.29	4073.89	34,608.25		
775.00	1,005.00	15,502.67		
196.00	1,100.19			
684.48	1,450.00			
2,250.00	400.00			
83.00	2,121.43			
90.00				
1,250.00				
90.00				
98.00				
3,220.00				
3,220.00				
2,450.00				
2,450.00				
3,602.01				
2,964.00				
1,159.92				
3,344.00				
3,200.00				
3,158.08				
679.11				
2,200.00				
17.24				
8,000.00				
486.00				
624.94				
2,323.63				
80,326.10	14,001.61	57,689.92		

225,000
Austin Boundry Line Adjustment
Commissioners
FA-37

15/14

990.00  
2380.00  
481.10  
4073.89  
1,005.00  
1,100.19  
1,450.00  
400.00  
2,121.43

14,001.61
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14/15

225,000
Austin Boundary Line Adjustment
Assessor
FA-37
1,070.62
2,559.26
1,045.00

4,674.88
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13/14

FUND 029 TOTAL FIXED ASSETS \$2,747,060.00

	#4963	#6019	#6006	#6017	#4966	#6000	#4982	#4974	#4983	#4984	#4980	#4986 & 4987	#4988	#4985	#4997	#4999					
	175,000	225	30,000	42,000	55,000	10,000	385,000	200,000	5,060	40,000	150,000	150,000	50,000	55,000	300,000	150,000	180,000	100,000	15,000	80,000	2
	Safety Equip.	Austin Boundary Line Adj.	Extended Cab Truck	Phone/ Radio Audio Recorder	Vehicle w/ Emergency Equip.	HVAC/ Server Room	Additional County Radio System	Fire Rescue Truck	Computer Equip.	Pickup	Loader	Water Truck	Water Storage Tank	Fork Lift	Motor Grader	2 Water Tankers	6.5 Acres Eastgate Property	John Deere 310 5K Backhoe	Tilt Utility Trailer	Dump Truck	Com
	Admin. FA-36	Assessor FA-37	Building FA-38	Sheriff FA-39	Sheriff FA-40	Sheriff FA-41	Sheriff FA-42	B. M. Fire FA-43	Dist. Court FA-44	R&B South FA-45	R&B South FA-46	R&B South FA-47	R&B South FA-48	R&B South FA-49	R&B North FA-50	R&B North FA-51	R&B North FA-52	W & S FA-53	W & S FA-54	W & S FA-55	W FA-56
61	24,732.88	1,831.25	29,461.25	18,612.56	1,999.00	9,500.00	45,410.50			39,367.25	149,600.00	146,850.00	45,109.00	54,220.00	273,386.68	75,000.00		92,725.00	11,445.00	53,265.25	13
	4,411.64		256.68	204.83	6,460.00	500.00	215.00			6.00		786.98			16,475.00	75,000.00				5,125.00	
	3,125.90			4,231.14	260.66		11,603.00								10,125.00					4,975.00	
	19,430.82			9,715.37	29,757.00		36,722.00														
	10,710.00			9,235.00	6.00		1,684.80														
	315.00			4,778.94	43.79		12,765.35														
	99.96			700.18	2,354.07		58.50														
	595.00				74.99		3,117.00														
	1,500.00				102.19		2,256.00														
	8,432.70				983.05		195.00														
	821.45				12,278.36		4,979.25														
	681.41						165.00														
	1,037.70						4,199.00														
	1,351.17						48,826.01														
	2,437.50						38,305.00														
	298.71						9,232.12														
	369.96						3,430.73														
	476.26						66.29														
	311.66						190.11														
	270.11						695.00														
	99.75						2,872.00														
	101.11						20,978.86														
	3,503.50						9,681.14														
	316.04						12,782.63														
	794.11						5,077.80														
	74.15						3,048.33														
	44.75						3,151.80														
	370.61						29,538.36														
	547.12						9,212.00														
	3,850.00						17,997.75														
	644.46						17,446.20														
	10,227.70						252.00														
	736.70						13,731.09														
	4,193.32						2,028.00														
	858.75						4,992.00														
	519.06						7,710.40														
90.07						3,251.80															
13,986.00						8,867.75															
2,798.25						3,547.10															
152.00						5,217.30															
26.28																					
5.50																					
2,798.25																					
3,800.00																					
209.60																					
32.50																					
1,514.43																					
2,914.73																					
41.15																					
4,999.00																					
156.96																					
4,256.60																					
3,406.33																					
0	149,478.61	1,831.25	29,717.93	47,478.02	54,319.11	10,000.00	405,499.97			39,373.25	149,600.00	147,636.98	45,109.00	54,220.00	299,986.68	150,000.00		92,725.00	11,445.00	63,365.25	1

Add'l Funds  
13,966.00  
10,233.00  
8,874.00  
3,600.00  
442,172.97

3,500.00  
3,500.00  
157,000.00


149,478.61  
1,905,579.59  
2,055,058.20

Safety Eq.  
#4991  
#4992  
#6001  
#6008  
#6009  
#6010



Upon completion of filing,  
Return to:

Summit Engineering Corporation  
Attn: Clinton G. Thiesse  
5405 Mae Anne Avenue  
Reno, NV 89523

**DOC # 0267404**  
04/23/2013 09:42 AM  
**Official Record**  
Recording requested By  
LANDER COUNTY CLERK  
Lander County - NV  
Idonna Trevino - Recorder  
Fee: Page 1 of 12  
RPTT: Recorded By: BB  
Book- 644 Page-0390  
  
0267404

**AMENDED  
STANDARD AGREEMENT FOR CONSULTING SERVICES  
TO REPLACE THE  
ORIGINAL AGREEMENT RECORDED APRIL 30, 2009**

This AMENDED AGREEMENT is between LANDER COUNTY (hereinafter referred to as the CLIENT) and SUMMIT ENGINEERING CORPORATION (hereinafter referred to as CONSULTANT).

**ARTICLE 1  
EFFECTIVE DATE**

The effective date of this Agreement shall be April 14, 2013.

**ARTICLE 2  
SERVICES TO BE PERFORMED BY CONSULTANT**

CLIENT hereby engages CONSULTANT to perform the Scope of Services expressly set forth in Exhibit "A" which is attached hereto and incorporated by reference as part of this Agreement (hereinafter "Services") on the project commonly known as the LANDER COUNTY ASSESSOR SURVEY SUPPORT, AUSTIN RIGHT-OF-WAY PROJECT (hereinafter referred to as the "Project"). CONSULTANT shall not be responsible for procuring permits, certificates and licenses required unless such responsibilities are specifically assigned to CONSULTANT in Exhibit "A," Scope of Services. In the event that CONSULTANT agrees to procure permits, certificates and licenses, CLIENT acknowledges that issuance of the same are subject to the approval and discretion of governmental agencies which issuance can not, and is not guaranteed by CONSULTANT.

0405

1

  
CLIENT'S Initials

### ARTICLE 3 COMPENSATION, WORK STOPPAGE

3.1 Compensation for Services. CONSULTANT'S estimated fees for the Services is set forth in Exhibit "A." CONSULTANT shall be compensated on a time and materials basis in accordance with the fee scheduled set forth in Exhibit "B" which is attached hereto and incorporated by reference as part of this Agreement. The Fee Schedule set forth in Exhibit "B" will be utilized for a period of one (1) year after the effective date of this Agreement and may be revised at the end of such period at CONSULTANT'S option without affecting the enforceability of the remaining provisions of this Agreement.

3.2 Methods and Times of Payment. CONSULTANT shall submit to the CLIENT progress invoices. Payment to CONSULTANT for work on the Project shall be made within sixty (60) days from the date of the invoice. Any delinquent payment beyond the 60 days shall be subject to 1.5 percent interest per month, 18% APR. Any payments made after interest has accrued will be applied to interest first, and thereafter the balance of the payment will be applied to the oldest outstanding invoice.

3.3 Deposit. Intentionally Deleted

3.4 Written Objections to Invoice. If the CLIENT objects to a charge on any invoice, CLIENT must provide CONSULTANT written notice of such objection within thirty (30) days after the date of CONSULTANT'S invoice containing the disputed services, or the fees charged in the CONSULTANT'S invoice shall be deemed accepted by the CLIENT and any objection thereto shall be deemed waived by CLIENT. If the CLIENT timely objects to a charge on an invoice in writing, the CLIENT shall pay all undisputed portions of the invoice, and the CLIENT and CONSULTANT shall negotiate on the disputed charges. If a satisfactory resolution can not be reached, CONSULTANT may, at its option and without further notice, stop work or terminate this Agreement without breaching this Agreement.

3.5 Right to Stop Work or Terminate for Non-Payment. If payment in full is not made by the CLIENT within seventy-five (75) days of the mailing date of any invoice, CONSULTANT may treat such non-payment as a material breach of this Agreement and, at CONSULTANT'S option, may without further notice, immediately stop work or terminate this Agreement without breaching this Agreement. Pursuant to Section 3.7 below, upon a change in circumstances or conditions or upon the receipt of a written notice of termination, all work shall stop within 7 days unless otherwise agreed.



3.6 Termination for Cause. This Agreement may be terminated prior to the expiration of the term as follows:

- a. CLIENT or CONSULTANT may terminate this Agreement with or without cause upon thirty (30) days written notice served upon the other party as provided in this Agreement.
- b. CLIENT and CONSULTANT may agree in writing to terminate this Agreement at any time.

3.7 Change in Conditions. If, during the course of performance of this Agreement, conditions or circumstances are discovered which were not contemplated by CONSULTANT or CLIENT at the commencement of this Agreement, ONE PARTY shall notify the OTHER PARTY of the newly discovered conditions or circumstances, and CONSULTANT and the CLIENT shall renegotiate, in good faith, the terms and conditions of this Agreement. If amended terms and conditions cannot be agreed upon within thirty (30) days after such notice, EITHER PARTY may terminate this Agreement without breaching this Agreement. Additionally, EITHER PARTY may terminate this Agreement without cause upon 45 days written notice. This shall not affect payment for work already done.

3.8 Remedies upon Work Stoppage or Termination.

3.8.1 Intentionally Deleted

3.8.2 In the event CONSULTANT stops work or terminates this Agreement as provided in Article 3.4, 3.5 or 3.6, CONSULTANT may recover for:

- a. All time and material charges up to the date of work stoppage or termination.

**ARTICLE 4  
STANDARD OF CARE**

CONSULTANT shall be responsible for the professional quality and technical accuracy of all services furnished by CONSULTANT and their subconsultants under this Agreement. Without limiting the effect of any other provision of this Agreement and in addition to any other provision contained herein, CONSULTANT shall, without additional compensation, correct or revise any errors or omissions in their services.

CONSULTANT and their subconsultants retained pursuant to this Agreement are considered by CLIENT to be skilled in their profession to a degree necessary to perform

the services and duties contained in this Agreement, and CLIENT hereby relies upon those skills and the knowledge of CONSULTANTS and thier subconsultants. CONSULTANT and their subconsultants shall perform such professional services and duties as contained in this Agreement in conformance to and consistant with the standards generally recognized as being employed by professionals of their caliber in the State of Nevada. CONSULTANT makes no warranty, either expressed or implied, as to their findings, recommendations, specifiications or professional advice other than as provided herein.

#### **ARTICLE 5 THE CLIENT'S RESPONSIBILITY**

CLIENT shall provide any information in its possession that is requested by CONSULTANT and is necessary to complete the Project. CLIENT shall assist CONSULTANT in obtaining access to public and private lands to allow the CONSULTANT to perform the work under this Agreement. CLIENT shall examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the CONSULTANT and shall render decisions pertaining thereto within a reasonable time so as not to delay the work or the CONSULTANT.

It is understood and agreed that the CLIENT shall, to the extent reasonable and practicable, assist and corporate with the CONSULTANT in the performance of CONSULTANT's services hereunder. Such assistance and corporation shall include, but not necessarily be limited to, environmental approval, right of access to work sites; providing material available from the CLIENT's files such as maps, As-Built drawings, records, and operation and maintenance information; serving all notices, holding all hearings, and fulfilling legal requirements in connection therewith; and rendering assistance in determining the location of existing facilities and improvements which may be affected by the project.

#### **ARTICLE 6 OWNERSHIP AND REUSE OF WORK PRODUCT**

All reports, drawings, plans, specifications, and other documents prepared by CONSULTANT as products of service under this Agreement shall be the exclusive property of the CLIENT and all such materials shall be remmitted to the CLIENT by CONSULTANT in a timely manner upon completion, termination or cancellation of this Agreement. CONSULTANT shall not use, willingly allow or cause to have such materials used for any purpose other than perfomance of CONSULTANT's obligations under this Agreement without the prior wirtten consent of the CLIENT. Any reuse without CONSULTANT's consent shall be at the CLIENT's sole risk, without liability to the CONSULTANT.



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## **ARTICLE 7 UNCONTROLLABLE FORCES**

Neither the CLIENT nor CONSULTANT shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to uncontrollable forces the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid and were not reasonably foreseeable at the time of entering into this Agreement. The term "uncontrollable forces" includes without limitation, weather delays, fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, inability to procure permits, licenses or authorizations from any state, local or federal agency or person for any of the supplies, materials, accesses or services required to be provided by either the CLIENT or CONSULTANT under this Agreement, strikes, work slowdowns or other labor disturbances, and judicial restraint. Nothing herein shall relieve the CLIENT from its obligation to make full payment of Services performed by CONSULTANT prior to the uncontrollable force.

## **ARTICLE 8 NOTICE**

Any notice, demand, or request required by or made pursuant to this Agreement shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the address specified below.

To CONSULTANT:  
Summit Engineering Corporation  
5405 Mae Anne Avenue  
Reno, Nevada 89523  
Attn: Clinton G. Thiesse

To CLIENT:  
Lander County Commissioners  
825 North 2<sup>nd</sup> Street  
Battle Mountain, Nevada 89820  
Attn: Donna Bohall

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of CONSULTANT and the CLIENT.

## **ARTICLE 9 LIMITS OF LIABILITY**

CONSULTANT shall indemnify, defend and hold harmless the CLIENT from any and all costs, liabilities, damages, reasonable attorney's fees, or expenses of any kind to the extent caused by the negligent acts or omissions, of CONSULTANT while performing or failing to perform CONSULTANT'S duties under this Agreement. CONSULTANT'S liabilities shall be limited to insurance coverages outlined in Exhibit C. The CONSULTANT shall provide Certificate of Insurance to the CLIENT.





## ARTICLE 10 MISCELLANEOUS

10.1 Opinions on Costs and Schedules. CONSULTANT has no control over the cost of labor, materials, equipment, services or resources provided by others on the Project. CONSULTANT'S costs estimates and forecasted schedules, if any, are estimates only and are not made with the same knowledge as a contractor performing the work. As a result, CONSULTANT cannot and does not guarantee that proposals, bids, actual project costs and/or actual time schedules will not vary from CONSULTANT'S cost estimates or forecast schedules. The CLIENT expressly assumes the risk for any reliance on such estimates and releases CONSULTANT from any claims or liability for any actual or perceived damages or delays due to such differences.

10.2 No Third Party Beneficiary and Indemnity from Third-Party Claims. Nothing herein shall be construed to give any rights or benefits to anyone other than the CLIENT and CONSULTANT. CONSULTANT'S work is performed for CLIENT only and no third party may rely upon, use or make a claim against CONSULTANT based upon CONSULTANT'S Services provided pursuant to this Agreement.

10.3 Nonwaiver. A failure by either the CLIENT or CONSULTANT to enforce any provision of this Agreement shall not be binding unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

10.4 Severability. The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement and, to the greatest extent possible, the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The parties further agree to reform this Agreement to replace any unenforceable provision with a valid provision that enforces the parties intent.

10.5 Integration and Modification. This Agreement represents the entire and fully integrated agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by each of the parties. Unless otherwise specified in writing, if there is any inconsistency between the terms of this Agreement and any other agreement between the parties, the terms of this Agreement shall control.



10.6 Client's Representation. CLIENT hereby represents and warrants that the work being performed by CONSULTANT is being performed at the owner's or the owner's agent's request for the property at which the scope of work is being performed by CONSULTANT and that the owner is aware of CONSULTANT'S Services and approves of the same.

10.7 Request for Notices of Completion. CONSULTANT hereby requests CLIENT to provide CONSULTANT with any Notice of Completion recorded or received by CLIENT on this Project.

10.8 Independent Contractor. CONSULTANT undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of its own performance. Nothing contained in this Agreement shall be construed or interpreted to create a joint venture, exclusive agency, joint enterprise, or any other continuing relationship between the parties.

10.9 Assignment. Neither the CLIENT nor CONSULTANT shall assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent CONSULTANT from employing such independent consultants, associates and subcontractors, as CONSULTANT may deem appropriate to assist in the performance of the Services hereunder.

10.10 Attorney's Fees. In the event that either party incurs attorney's fees to enforce the terms of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees and costs incurred therein, including costs of experts, in all legal proceedings.

10.11 Applicable Law and Forum Selection. This Agreement may alter rights each party may have under Nevada law and should therefore be reviewed by counsel of each parties' choice. Nevada law shall be applicable to the interpretation of this Agreement, where not in conflict with the terms of this Agreement. The CLIENT and CONSULTANT agrees that any claim, demand, legal or administrative action shall be commenced and tried in the courts of the County of Washoe, State of Nevada, and submits to the personal jurisdiction thereof.



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10.12 Construction of Agreement. This Agreement was drafted by CONSULTANT, but CLIENT acknowledges that it has had the ability to negotiate any provision of this Agreement whether or not changes have been made to this Agreement as submitted. Consequently, the parties expressly acknowledge that this Agreement is the product of negotiation and preparation by each party hereto and agree that this Agreement shall not be deemed prepared or drafted by one party or another and shall be construed accordingly.

IN WITNESS WHEREOF, the parties hereby to these presents have hereunto set their hands and seals.

LANDER COUNTY BOARD OF COMMISSIONERS

By: Dean Bullock by Lt. Steven Date: 4/11/13  
DEAN BULLOCK, Chair Vice-Chair

Attest:

Sadie Sullivan

SADIE SULLIVAN, County Clerk and Ex-Officio  
Clerk of the Board of Commissioners of Lander  
County, Nevada

Date: 4/11/13

SUMMIT ENGINEERING CORPORATION

By: [Signature]

Date: 4/16/13





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## Exhibit "A"

March 20, 2013

Lander County Commission  
315 South Humboldt St.  
Battle Mountain, NV 89820

Attn: Donna Bohall

Subject: Contract Extension for Surveying Services – Task 2A  
Town of Austin Lander County Rights-of-Way Surveying

Donna:

Summit Engineering appreciates this opportunity to submit the following proposal to provide surveying services within portions of the public rights-of-way within the Town of Austin.

As the Lander County Commission knows, there is a long and complex history in regard to the land boundaries within the Town of Austin. Much effort has been made including the 1989 Court Decree which adopted the Map of Survey of the Disincorporated Town of Austin. However, many issues exist today including those related to the Lander County public rights-of-ways. A majority of the physical roadways are not coincident with the platted centerlines. The result is that many private improvements, including portions of buildings, are within what is now Lander County right-of-way.

Summit Engineering is proposing land surveying activities that will ultimately result in facilitating a series of Abandonments of street rights-of-way. The resultant rights-of-way will then coincide with the limits of the physical roadway improvements, and include, at the minimum, adequate easements for existing and foreseen utility placement.

On April 23, 2009, the Chairman of the Lander County Commissioners signed the contract with Summit Engineering Corporation to provide Survey Support within the Town of Austin. "Task 1: Compilation of the Donovan Map" was completed in 2010. "Task 2: Corrective Action" was not authorized at the conclusion of Task 1. It is our understanding that now Lander County may be interested in pursuing Task 2.

The proposed Scope of Services for Task 2 would include the following:

## Phase 1 - Feasibility

- Coordination with the Lander County District Attorney's Office regarding any legal issues that may arise throughout the project.
- Research as to the ability to work with the Nevada Department of Transportation in resolving issues, if any, with the State rights-of-way within the town of Austin;



- Determine if any Legislative authority is required to perform the anticipated course of action and make an immediate attempt to integrate into the 2013 session for action;
- Work with Stewart Title Company to assure the adequacy of the proposed course of action;
- Coordination with Day Engineering for the location of existing as well as proposed utilities;
- Coordination with the Lander County Surveyor;
- Coordination with the County Assessor to verify which property lines have been adjusted and rights-of-way abandoned in the recent past;
- Coordination with Lander County to determine the latitude we may work with in variation of street widths which may deviate from current County standards.

The work associated with Phase 1 is of the utmost urgency and will be commenced immediately upon authorization by Lander County.

#### Phase 2 - Preliminary control surveying and mapping

- Known control monuments incorporated into the 1989 survey will be tied in such a manner that will assure conformance of our work with the map;
- Historical research in coordination with the Lander County Assessor and Records office to include prior record of survey maps, parcel maps, boundary line adjustments, dedications, abandonments, grant deeds, quit claims, etc.;
- Planimetric mapping using the existing digital orthophotography flown in the 2009 FEMA project completed by Summit for Lander County. This photography included most of the improved portion of the Town and review will dictate how many field ties will be needed to complete the project. The map will include all buildings, fences, street improvements and other visible encroachments into County rights-of-way;
- Preparation of survey calculations of all acquired data prior to final field observations of boundaries and encroachments;
- Determination from the mapping which encroachments need to be field tied;
- Preliminary alignment determination of required rights-of-way and recommendations of which are unnecessary and can be abandoned to the adjacent property owners;
- Preparation of a conceptual rights-of-way map for presentation to Lander County and other interested parties including participation in public hearings as required;

#### Phase 3 – Final determination of Rights-of-way necessary for the orderly growth

- Preparation of final street rights-of-way map;
- Preparation of map suitable for use in the vacation of rights-of-way determined required to clear encroachments or determined unnecessary;
- Indication of areas which may require dedication to Lander County by private parties to assure the function of the streets as determined;
- Preparation of stamped legal descriptions with graphical displays for incorporation into future orders for vacation or abandonment;
- Monumentation of either centerlines or right of way lines as determined necessary by Lander County.

As indicated by the above tasks, this project is a large undertaking and must be done with the cooperation of all parties indicated herein including various departments within Lander County. Every attempt has been made to assure that the outlined process will accomplish the required goals of Lander County.



The team assembled for this undertaking has been carefully selected based upon their individual knowledge of the work required and their familiarity with both Lander County and the Town of Austin.

A preliminary meeting was held on February 14, 2013 in the offices of the Lander County Commissioners regarding this matter. The participants in this meeting were:

Lander County

- Commissioner David Mason
- Commissioner Patsy Waits
- County Assessor Lura Duvall
- County Planner Gina Little

Stewart Title

- Colleen O'Brien
- Linda Jones
- Annette Scates

Summit Engineering Corporation

- Thomas H. Gallagher, P.E., P.L.S. President and C.E.O.
- Ryan Cook, P.L.S., W.R.S., CFedS, Vice President Surveying
- James McGuire, P.L.S.

Other participants from Austin via phone

- Ray Williams

**Summit proposes to begin to provide the services described above on a time and materials basis for a not-to-exceed amount of \$200,000. Work would commence immediately upon authorization to proceed and terminate by June 30, 2013 with any excess funds to be transferred into "Task 2B". The balance of the project known as "Task 2B" would commence July 1, 2013 and terminate upon completion of the project. The date of project completion is dependent upon the complexity of the resolution. Naturally, if any insurmountable obstacles are encountered, Lander County will be notified immediately and work would not continue without resolution thereof.**

It should be noted that this project is not intended to resolve any disputes between private lot owners regarding encroachments nor does it include setting any private lot corners but rather the corners required to delineate ownership between Lander County and said private lot owners.

Summit Engineering Corporation will be available at the meeting of the Lander County Commission to further detail the project approach and present an example of a portion of the recorded map indicating how the project will be completed.

If you have any questions or comments, please contact me personally and I will get the required answers.

Sincerely,

**SUMMIT ENGINEERING CORPORATION**

Thomas H. Gallagher, P.E., P.L.S.  
President and Chief Executive Officer

5405 Mae Anne Avenue • Reno, Nevada 89523 • (775) 747-8550 FAX (775) 747-8559  
1150 Lamoille Highway • Elko, Nevada 89801 • (775) 738-8058 FAX (775) 738-8267  
www.summitnv.com



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**EXHIBIT "B"**  
**RENO 2013 FEE SCHEDULE**  
**ENGINEERING, PLANNING, SURVEYING AND GEOTECHNICAL**  
**January 1, 2013 to December 31, 2013**

**PROFESSIONAL AND TECHNICAL STAFF****HOURLY RATES**

Principal Engineer .....	175.00 - 200.00
Principal Surveyor .....	140.00
Professional Engineer .....	90.00 - 130.00
Professional Land Surveyor .....	90.00 - 110.00
Water Rights Manager .....	90.00
Water Rights Technician .....	65.00 - 90.00
Civil Staff Designer .....	75.00 - 110.00
Civil Design Intern .....	60.00 - 70.00
Chief Photogrammetrist .....	130.00
Photogrammetrist .....	95.00
Planning Manager .....	130.00
Planner / Land Planner Assistant .....	60.00 - 80.00
Surveying Technician .....	65.00 - 80.00
Survey Intern .....	50.00 - 60.00
Project Assistant/Clerical .....	60.00 - 65.00
Deposition Testimony .....	300.00 - 500.00
Expert Trial Witness .....	300.00 - 500.00
Crew Supervisor .....	100.00
1-Man Survey Crew .....	100.00
2-Man Survey Crew .....	135.00
3-Man Survey Crew .....	175.00
2-Man Survey Crew Prevailing Wage .....	quoted per job
3-Man Survey Crew Prevailing Wage .....	quoted per job

**GEOTECHNICAL**

Principal Engineer .....	175.00 - 200.00
Professional Engineer .....	95.00 - 130.00
Staff Designer/Geologist .....	75.00 - 105.00
Geotech Intern .....	60.00 - 70.00
Laboratory Manager .....	95.00
ICC 1704 Inspector .....	85.00 - 95.00
Certified Environmental Manager .....	85.00
Engineering Inspector .....	75.00 - 95.00
Materials Tech .....	75.00
Project Assistant .....	65.00

5405 Mae Anne Avenue • Reno, Nevada 89523 • (775) 747-8550 FAX (775) 747-8559  
 1150 Lamoille Highway • Elko, Nevada 89801 • (775) 738-8058 FAX (775) 738-8267

LANDER COUNTY COMMISSIONERS MEETING  
8/23/2018

Agenda Item Number \_\_2\_\_

***THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:***

Discussion and possible action regarding a rebuild or remodel of the County owned building located at 67 Main Street, Austin, Nevada, and all other matters properly related thereto.

Public Comment:

Background:

Recommended Action:

LANDER COUNTY COMMISSIONERS MEETING  
8/23/2018

Agenda Item Number \_\_3\_\_

***THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:***

Discussion and possible action regarding an update from Ormat Industries regarding Phase 3 of the company's project and discuss road maintenance concerns of Grass Valley Road, and all other matters properly related thereto.

Public Comment:

Background: **None provided**

Recommended Action:

LANDER COUNTY COMMISSIONERS MEETING  
8/23/2018

Agenda Item Number \_\_4\_\_

***THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:***

Discussion and possible action to approve/disapprove a Temporary Right-of-Way Occupancy Permit Application on Front Street, Broad Street and Altenberg Street, Friday September 14, 2018 at 12:30 pm for a World Human Powered Speed Challenge Bike Parade, and all other matters properly related thereto.

Public Comment:

Background: **Attached**

Recommended Action: **Approval of the Temporary Right-of-Way Occupancy Permit Application**





Agenda Request Form  
COMMISSION MEETING DATE 8-23-18 AUSTIN

NAME Paula Tomera REPRESENTING Lander Co. Convention & Tourism

ADDRESS 470 S. Broad St

PHONE(H) (775) 635-1112 (W) (775) 635-1112 (FAX) 775-635-1113

WHICH NUMBER SHOULD WE CALL DURING NORMAL BUSINESS HOURS? WORK

WHO WILL BE ATTENDING THE MEETING? Paula Tomera

JOB TITLE Executive Director

SPECIFIC REQUEST TO BE PLACED ON THE AGENDA: Requesting temporary Road  
Closures on Front Street, Broad Street and Aultenberg  
Streets Friday September 14<sup>th</sup> @ 12:30pm For a WHRSC Bince parade

BACKGROUND INFORMATION: This is the 19<sup>th</sup> year for the  
World Human Powered Speed Challenge

WHAT ACTION WOULD YOU LIKE THE BOARD TO TAKE TO RESOLVE THIS ISSUE? To approve  
the Temporary Road Closures

ARE THERE ANY COSTS ASSOCIATED WITH YOUR REQUEST?

YES \_\_\_ NO X

AMOUNT: \_\_\_\_\_

HAS THIS ISSUE BEEN DISCUSSED AT A PRIOR COMMISSION MEETING?

YES X NO \_\_\_

WHEN? \_\_\_\_\_

HAS THIS ISSUE BEEN REVIEWED BY AFFECTED DEPT HEADS?

YES X NO \_\_\_

**ALL BACKUP MATERIAL MUST BE PROVIDED WITH AGENDA REQUEST- NOT AT THE MEETING**

IS ALL THE BACKUP MATERIAL ATTACHED TO THIS AGENDA REQUEST?

YES X NO \_\_\_

IF THE ITEM IS A CONTRACT AND/OR AGREEMENT, OR REQUIRES LEGAL REVIEW, IT MUST BE REVIEWED BY THE DISTRICT ATTORNEY'S OFFICE PRIOR TO AGENDA SETTING OR IT WILL NOT GO ON THE AGENDA.

HAS THE DISTRICT ATTORNEY'S OFFICE PROVIDED REQUIRED REVIEW?

YES \_\_\_ NO \_\_\_

THE COMMISSION RESERVES THE RIGHT TO REJECT OR RECOMMEND TABLING ALL AGENDA REQUESTS FOR INSUFFICIENT INFORMATION.

ALL INFORMATION STATED IS CORRECT AND TRUE TO MY KNOWLEDGE.

SIGNATURE: Paula Tomera

DATE: 8-13-18



**LANDER COUNTY CONVENTION & TOURISM AUTHORITY**

**470 S. BROAD STREET BATTLE MOUNTAIN, NV. 89820**

**775-635-1112 OFFICE 775-635-1113 FAX**

**EMAIL: [LANDERCTA@GMAIL.COM](mailto:LANDERCTA@GMAIL.COM)**

**[WWW.LANDERCOUNTYTOURISM.COM](http://WWW.LANDERCOUNTYTOURISM.COM)**

August 13, 2018

Lander County Commission

50 State Route 305

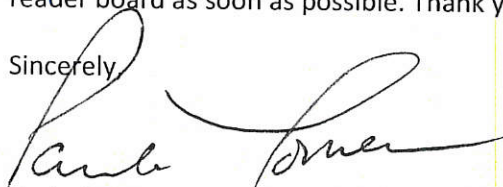
Battle Mountain, NV. 89820

Dear Lander County Commissioners,

On behalf of the World Human Powered Speed Challenge Event Coordinators, I would like to formally request that you would allow us a temporary road closure on Friday September 14<sup>th</sup> for our WHPSC Bike Parade starting at 12:30 pm starting at Etcheverry's Food Town on Fronts street, then turning on Broad Street and ending on Weaver & Altenburg street.

If approved, we will work closely with all affected Departments and affected public to have the appropriate barriers and signage to notify every one of such closures. We will also run it on the County reader board as soon as possible. Thank you for your consideration.

Sincerely,



Paula Tomera

Executive Director

L.C Convention & Tourism Authority

AGENCIES CHECKOFF AND NOTIFICATION LIST FOR  
TEMPORARY RIGHT-OF-WAY OCCUPANCY PERMIT APPLICATION

Applicant WHPSC & LCCAT Milepost No. SEE Below  
Date of Application 8-13-18 District Permit No. \_\_\_\_\_

	SIGNATURE	DATE
• LANDER COUNTY COMMISSIONERS	_____	_____
• LANDER COUNTY SHERIFF	_____	_____
• NEVADA HIGHWAY PATROL	_____	_____
• LANDER COUNTY FIRE DEPARTMENT	_____	_____

The PERMIT APPLICANT, in addition to obtaining the above required signatures, must obtain any and all other permits required by State Law or local ordinance.

Parade will start @ Etchverry's Food Town  
424 E Front Street + continue west and turn  
on to Broad Street turning left onto W and  
ending at the BmHS on Altenberg by the Duck  
Ponds. Parade START Time 12:30pm

LANDER COUNTY COMMISSIONERS MEETING  
8/23/2018

Agenda Item Number \_\_5\_\_

***THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:***

Discussion and possible action regarding the Austin Volunteer Fire Department and review their Policies and Procedures, perform the ratification of the Fire Chief position vote, discuss and view attendance sheets, training sheets, physical fitness guides and PERS, and all other matters properly related thereto.

Public Comment:

Background:

Recommended Action:

**AUSTIN VOLUNTEER FIRE DEPARTMENT**

**PO BOX 26**

**AUSTIN, NEVADA 89310**

**FIRE DEPARTMENT MEETING**

**JULY 31, 2018**

**5:30 PM**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL

**D. PUBLIC COMMENT:**

Your comments are very important to us and the members encourage you to speak at the meeting. Please let us know before the public comment begins if you wish to speak. The department is precluded from discussing or acting on items raised during public comment, which are not already on the agenda.

**E. UPDATE OF THE DEPARTMENT :NONE**

**F. ACTION/DISCUSSION ITEMS:**

- 1. DEPARTMENT NEEDS.
- 2. COMMUNICATIONS NEEDS.
- 3. DISCUSSION/VOTE IN NEW MEMBERS.
- 4. ITEMS FOR NEXT MEETING/TRAINING.

**G. ADJOURN**

**NOTICE TO PERSONS WITH DISABILITIES: MEMBERS OF THE PUBLIC WHO ARE DISABLED AND REQUIRE SPECIAL ASSISTANCE OR ACCOMMODATIONS AT THE MEETING ARE REQUESTED TO NOTIFY THE DEPARTMENT IN WRITING AT: A.V.F.D. PO BOX 26 AUSTIN NEVADA 89310, OR CALL 775 964 1360 AT LEAST ONE DAY IN ADVANCE OF THE MEETING.**

State of Nevada.

County of Lander.

THE FIRE CHIEF, SAYS, THAT ON JULY 27, 2018 HE POSTED THE AGENDA, OF WHICH THE ATTACHED IS A COPY, AT THE FOLLOWING PLACES: 1) AUSTIN POST OFFICE 2) LANDER COUNTY COURTHOUSE AUSTIN 3) PONY CANYON STOP N GO

BY-LAWS FOR THE AUSTIN VOLUNTEER  
FIRE DEPARTMENT INCORPORATED FEB 10, 1982

Section I ORGANIZATION

- A. The Austin Volunteer Fire Department will consist of one Fire-CHIEF, one Assistant Firechief and Firemen ( one of which will be designated and elected secretary )
- B. The Firechief can appoint other officers as he desires to insure proper fire fighting effectiveness

Section II ELECTIONS

- A. The Firechief, Assistant Firechief, and the Secretary shall be elected at the first regular meeting in January of each year to serve for a term of one year.
- B. A board of directors (3) shall be elected at the first regular meeting in January of every other year to serve for a term of two years.
- C. In the event of a vacancy in elected officers, a special meeting can be called to elect a new officer to fill the term.
- D. Any removal of officers before their term has expired, shall be made only for just cause and by 2/3 majority vote of members present at a regular meeting, a motion may be made by any active member to indict an officer for removal from office. The accused officer shall enjoy the right to be heard before the vote is cast.

Section III MEETINGS

- A. Regular meetings will be held on the 2nd and 4th Wednesdays of each month.
- B. Rescheduling of regular meetings and scheduling of special meetings may be made by the Firechief upon just and due cause.
- C. At least one training drill will be scheduled by the Firechief monthly This may be at a regular scheduled meeting if so designated Any fire call occurring during the month may be substituted for the required drill.
- D. A quorum for business meetings shall consist of five members one of which must be an elected officer.
- E. Meetings shall be conducted as described in Roberts Rules of Order

## Section IV

## DUTIES

A. FIRECHIEF- it shall be the duty of the Firechief to:

1. take complete charge at fires extinguishing them with the utmost safety and the least possible loss of life and property.
2. investigate all fires as to their origin and to keep complete records of the same. Any area of suspected arson will be reported immediately to the State Fire Marshall's Office. The area will be sealed and no admittance until released by the State Fire Marshall.
3. insure periodic inspections of all public buildings and facilities as required by law for the prevention of fires. To include coordination with State Fire Marshall's Office on building permits and retrofit requirements.
4. formulate a master plan for fire supervision in this district to insure maximum cooperation between agencies.
5. be responsible for custody, condition and operation of all fire fighting equipment under the supervision of the department.
6. insure unauthorized persons do not ride on, or utilize fire fighting equipment of the department, unless authorized by the Firechief.
7. appoint firemen as drivers, hosemen, pumpers, captains training officers and safety officers as necessary and assign them duties accordingly.
8. conduct meetings of the department as scheduled and appoint committees as required.
12. assume all other duties and responsibilities insuring proper operation of the department.

B. ASSISTANT FIRECHIEF- it shall be the duty of the Assistant Firechief to assume all duties of the Firechief in his absence and to assist the Firechief in all other matters as requested by him.

C. FIREMEN- it shall be the duty of every Fireman to:

1. respond promptly to all fires and/or emergencies handled by the department.
2. stay at the scene of fires and emergencies until released by the senior officer present.
3. attend all regular and special meetings for the department.
4. maintain his issued equipment to the best of his abilities and return said equipment upon his termination from the department.

Section VI continued.

D SECRETARY - it shall be the duty of the secretary to:

1. receive and receipt for and take charge of all monies of the department.
2. keep accounts of as well as exhibit when required all receipts disbursements and balances of all monies.
3. keep a full and accurate record of all meetings of the department.
4. receive and answer all communications and maintain custody of all documents.
5. purchase all stationery and necessary office supplies
6. perform other such secretarial duties as may be required.

Section V

DISCIPLINE

- A. Strict obedience to orders of superior officers shall be observed at fires without argument.
- B. Any member of the department who is disobedient at any emergency scene can be dropped from the Department by a 2/3 majority vote of members, written notice will follow.
- C. Any member who is absent without valid excuse from six drills fires or meetings, in any twelve month period, will be dropped from the rolls of the membership automatically. Re-instatement through petition may be granted upon majority vote of members.

Section VI

MEMBERSHIP

- A. Any person being a resident of the Austin vicinity, over the age of eighteen years, may become an active member of the department. Such persons must be of good moral character and be physically sound.
- B. Applicants can obtain application blanks from the secretary and submit them to the secretary when properly filled out
- C. The Secretary will submit the applications at the next meeting and the Firechief may appoint a committee to investigate the qualifications of the applicant
- D. At the next scheduled meeting, the committee will submit their findings and recommendations. Any member present may add information and recommendations. Approval for membership requires 2/3 majority vote of those present.
- E. All applicants will be voted on in order of their applications being received. Applicants not approved for membership shall be so informed by the secretary.
- F. All accepted members shall complete required physicals within 60 days.
- G. Members will sign for all equipment.



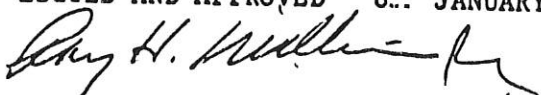
Section VII

GENERAL

- A. The Firechief is authorized to disburse general funds up to \$100.00 for bonifide department use, without prior approval of members. Emergency expenditures are exempt from this provision.
- B. All disbursements of monies in excess of \$100.00 must have approval of majority vote at a scheduled meeting. Emergencies again are exempted.
- C. All checks written on the department's account must be signed by the secretary and one elected officer.
- D. The fiscal year shall begin on the first day of July each year.
- E. Whenever two thirds of the active duty membership shall deem it necessary amendments deletions and additions may be made to these by-laws.
- F. The board of directors will make an inspection of all accounts records equipment and procedures of the department in June of each year. A report of the findings of this inspection shall be made in writing to the department at the first of scheduled meeting in July.
- G. Any certified Nevada retired fireman can be voted an honorary membership and participate in any of the social functions of the department.
- H. Any member in good standing who voluntarily retires from active service because of physical disabilities or health reasons, may be voted an honorary member and participate in social functions of the department.
- I. After elections of change in status of elected officers the county commissioners shall be notified in writing by the secretary.
- J. The department shall encourage and support any community fire department auxillary formed by the citizens of Austin.
- K. The first fireman responding to an alarm shall be in charge of fire fighting procedures until he is relieved by a senior officer.

END

EDITED AND APPROVED 8.1. JANUARY 1986





# APPENDIX A

## TRAINING SIGN-IN SHEET

Training Topic: FIRE TRUCKS OPERATION

Training Category: ☒ Safety |

Type of Training: ☒ Initial ☒ Refresher

Training Venue: ☒ Field ☐ Classroom

Type of Testing: ☒ Oral ☐ Written

Training Conducted By: ROGER JAMES Date: 8-10-2018

Time Training Started/Ended: 7:00AM Duration in Hours:    Man Hours   

\*\*\*\*\*

Safety Topic: \_\_\_\_\_

Safety Category: ☐ Safety |

Type of Training: ☐ Initial ☐ Refresher


Training Venue: ☐ Field ☐ Classroom

Type of Testing: ☐ Oral ☐ Written

Training Conducted By: \_\_\_\_\_ Date: \_\_\_\_\_

Time Training Started/Ended: \_\_\_\_\_ Duration in Hours: \_\_\_\_\_ Man Hours \_\_\_\_\_

Print Name / Signature

1. ROGER JAMES 
2. Shawn Schacht
3. Camron W. Brown
4. Rita Schacht
5. Andrea Lowe
6. Chase Edgar
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## AUSTIN VOLUNTEER FIRE DEPARTMENT MEMBERS MEETING SIGN IN SHEET

[illegible]



**AUSTIN VOLUNTEER FIRE DEPARTMENT  
MEMBERS MEETING SIGN IN SHEET**

[illegible]

## AUSTIN VOLUNTEER FIRE DEPARTMENT MEMBERS MEETING SIGN IN SHEET

[illegible]



## **Austin Volunteer Fire Roster**

**Roger James chief 775-815-5837**

**Bob Wooley 775-848-3811 775-964-2407**

**Kim Schacht 775-291-1426 EMS**

**Dennis Lowe 775-455-5590 LCSO**

**Cameron Von Linsowe 775-294-5832 NHP**

**Rick Hardin 775-232-0946 R and B**

**Shawn Schacht 775-291-1426 R and B**

**Chase Sligar 775-388-2674**

**Andrea Lowe 775-346-0734**

**Ken Williams c 775-455-2582 h 964-1098**

**Robert (Gunnar) Quentermons 1-270-997-20**

8-15-2018

As of July 31, Shawn Schacht , Ken Williams, Chase Sligar, Robert Quertermous have been officially voted on to the Austin Volunteer Fire Department.

Signed

Chief Roger James

A handwritten signature in dark ink, appearing to be 'RJ' followed by a horizontal line.

LANDER COUNTY COMMISSIONERS MEETING  
8/23/2018

Agenda Item Number \_\_6\_\_

***THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:***

Discussion and possible action regarding the Town of Kingston Volunteer Fire Company and review their Policies and Procedures, perform the ratification of the Fire Chief position vote, discuss and view attendance sheets, training sheets, physical fitness guides and PERS, and all other matters properly related thereto.

Public Comment:

Background:

Recommended Action:

ID #	Position	Last Name	First Name	Home Phone	Cell Phone	Email
1500	Fire Chief	Ellis	Chance		702-465-3082	<a href="mailto:townofkingstonfireco@outlook.com">townofkingstonfireco@outlook.com</a>
1501	Fire Fighter	Flynn	Robert		775-781-2184	<a href="mailto:mrrflynn@yahoo.com">mrrflynn@yahoo.com</a>
1503	First Responder Coordinator	Miles	Ann	964-1046	775-230-6012	<a href="mailto:milesnmiles2@yahoo.com">milesnmiles2@yahoo.com</a>
1505	Captain	Miles	John	964-1046	775-230-6012	<a href="mailto:milesnmiles2@yahoo.com">milesnmiles2@yahoo.com</a>
1510	Firefighter	Thiss	Shannon		775-412-3792	<a href="mailto:kingstonh2o@gmail.com">kingstonh2o@gmail.com</a>
1511	Firefighter/EVOC	Colpitts	Chip	964-1398		<a href="mailto:cbcretnev@yahoo.com">cbcretnev@yahoo.com</a>
1512	Firefighter	Center	Chris	964-1228	775-455-7735	<a href="mailto:chriscenternv@gmail.com">chriscenternv@gmail.com</a>
1513	Firefighter/Mechanic	Hardin	Rick		775-232-0946	<a href="mailto:kingstonmetalart@hotmail.com">kingstonmetalart@hotmail.com</a>
1514						
1515	Firefighter/EVOC/EMT	Cardoza	Deborah	964-1461	760-403-5953	<a href="mailto:deborahcardoza@gmail.com">deborahcardoza@gmail.com</a>
1516	Firefighter	Rowe	Shyann		928-279-0810	<a href="mailto:scarley73@gmail.com">scarley73@gmail.com</a>
1517	EMS	McKeen	Juanita		775-455-2520	<a href="mailto:Jmcken65@gmail.com">Jmcken65@gmail.com</a>
UNIT NUMBER		VEHICLE		TYPE		
U-1520		Quick Responds Vehicle (QRV)		Utility		
E-1540		Wildland Engine		Type 4		
FA-1600		Fast Attack		Type 6		
E-1580		Structure Engine		Type 1		
WT-1590		Water Tender		Type 3 WT		

NON OPERATIONAL ADMINISTRATION: TAMMI NEWTON-SECRETARY- 618-263-2438 [jtnewton2@aol.com](mailto:jtnewton2@aol.com)

BILL MCKEEN- ASST FIRE CHIEF 775-455-2520



**Town of Kingston Fire Company**  
HC 65, Box 130  
Austin, Nevada 89310  
By-Laws for the Town of Kingston Fire Company

**ARTICLE 1 - TITLE**

The name of this organization is the Town of Kingston Fire Company (TKFC). Its purpose is to prevent fire, to safeguard the lives and property of all people in the fire district, and to implement fire suppression and fire rescue operations when called upon to do so for the saving of life, property, and resources.

**ARTICLE 2 - ORGINIZATION**

- A. The Town of Kingston Fire Company (TKFC) is a unit of government of the Town of Kingston. The Town of Kingston Fire Company has one fire station located at the Kingston Town Hall (112 Gold Knob Road). The station provides for the area and mutual aid to the surrounding communities.
- B. The Town of Kingston Fire Company shall limit their active membership to twelve (12) members.
- C. The Town of Kingston Fire Company should consist of one Fire Chief, an Assistant Fire Chief, a First Responder Coordinator; and a Secretary/Treasurer. When there are enough volunteers the Secretary and Treasurer Positions should be separate.
- D. The Town of Kingston Fire Company recognizes three (3) types of active members; Active Fire Members, Active First Responders Members and Active Fire/First Responders Members. At least nine (9) members of the company must be reserved for Active Fire or Active Fire/First Responder Members.
- E. All Town of Kingston Fire Company members will be trained in first aid, CPR, AED, EVOC, and Town of Kingston Fire Company policies and procedures at a minimum.
- F. The Town of Kingston Fire Company will provide reliable volunteer fire protection for our community and surrounding ranches.
- G. The Town of Kingston Fire Company will pursue continued training in fire operations and emergency medical care in order to provide quality response.
- H. The Town of Kingston Fire Company will retain our volunteers over time and learn, and add, from their expertise.
- I. The Town of Kingston Fire Company will involve our community in securing their health and safety.
- J. The Town of Kingston Fire Company will remain community oriented and transparent at all times.

**ARTICLE 3 – ELECTION AND APPOINTED OFFICERS**

- A. The Town of Kingston Fire Company will elect the Fire Chief by a 2/3 vote of the quorum present at the regular January meeting of the members for a one year term and the individual must be ratified by the Kingston Town Board. The elected Fire Company Chief will be the fire company representative to the Kingston Town Board and organizations external to the Town of Kingston.
- B. The Chief will appoint an Assistant Chief, a First Responder Coordinator, and other officers for Equipment, training and other responsibilities as necessary.

### **ARTICLE 3 – ELECTION AND APPOINTED OFFICERS CONTINUED**

- C. The Incident Command process will be implemented during responses to emergencies. This provides for the orderly passing of command authority to the highest ranking officer.
- D. The Secretary will be elected by a 2/3 vote of the quorum present at the regular January meeting of the members for a one year term, and ratified by the Board. The Secretary will keep accurate minutes of all meetings, handle all correspondence, and keep attendance records. The Secretary shall report to the Kingston Town Board of any and all changes of elected officials.
- E. The Treasurer will be elected for a one year term by a 2/3 vote of the quorum present at the January regular meeting of members for a one year term, and ratified by the Board. The Treasurer will keep accurate accounting records of all receipts and disbursements for the funds of the company. The Treasurer shall provide a monthly statement of funds to the TKFC membership and Kingston Town Board. The offices of Secretary and Treasurer may be combined into Secretary-Treasurer and held by one person, if desired by the company.
- F. In the event of a vacancy in elected officers a special meeting may be called to elect a new officer to fill the term.
- G. Any removal of an officer before their term has expired shall be made only for just cause includes but not limited to: insubordination, destruction/theft of town property, immoral acts, failure to attend meetings, unlawful acts, untruthfulness, poor management, poor community-ness, or refusal to follow Kingston Town Board direction and by 2/3-majority vote of members present at a regular meeting or by majority vote of Town Board. A motion may be made by any active member or Town Board member to indict an officer for removal from office. The accused officer shall have the right to be heard before the vote is cast.
- H. After elections, the Secretary shall notify the Kingston Town Board in writing of any and all changes of the elected officials and must be ratified by the Kingston Town Board.

### **ARTICLE 4 – MEMBERSHIP**

- A. The membership shall consist of residences of the Town of Kingston, and/or persons residing in close proximity of the Town. This includes the communities of Austin, Gilman Springs and Smokey Valley.
- B. Any person eighteen (18) and over may become an active member of the company. Such persons must be of good moral character and be capable of assigned task, by a physician.
- C. The Secretary will submit the application at the next meeting and the Fire Chief may appoint a committee to investigate the applicant's qualifications.
- D. At the next meeting, the committee will submit their findings. Any member present may add information and recommendation. Approval for membership requires a 2/3-majority vote of those present.
- E. The Secretary will inform applicants of the outcome of the vote.
- F. All accepted members shall complete a required physical within 30 days paid by Town of Kingston Fire Company, the Town of Kingston or Lander County.

#### ARTICLE 4 – MEMBERSHIP CONTINUED

- G.** The Town of Kingston Fire Company will maintain three (3) types of active members on the company. The company recognizes Active Fire Members, Active First Responder Members and Active Fire/First Responder Members
- a. Active Fire Members
    - i. CPR, AED and First Aid
    - ii. SCBA Fit Test
    - iii. Medical Physical
    - iv. Blood borne Pathogens Training
    - v. Emergency Vehicle Operations Course
    - vi. Valid Driver's License, Class C with "F" endorsement or higher
    - vii. Wildland Fire Training
    - viii. Hazmat Awareness and Operations Certification
    - ix. Auto Extrication
  - b. Active First Responder Members
    - i. CPR, AED, EMR, EMT or higher certification
    - ii. Medical Physical
    - iii. Blood borne Pathogens Training
    - iv. Emergency Vehicle Operations Course
    - v. Valid Driver's License, Class C with "F" endorsement or higher
  - c. Active Fire/First Responder Members
    - i. CPR, AED, EMR, EMT or higher certification
    - ii. Medical Physical
    - iii. Blood borne Pathogens Training
    - iv. Emergency Vehicle Operations Course
    - v. Valid Driver's License, Class C with "F" endorsement or higher
    - vi. SCBA Fit Test
    - vi. Wildland Fire Training
    - viii. Hazmat Awareness and Operations Certification
    - i. Auto Extrication
- I.** Any member who is to be removed for cause for any reasons from the company shall require the vote of 2/3 of the quorum of members present at a regular meeting.
- A.** Any member who does not wish to continue, or who is unable to continue as a member, shall present his/her resignation in writing to the Secretary.
- A.** An Auxiliary may be formed from other members of the firefighter families and other local citizens to assist the fire company in other non-firefighting enterprises such as fundraising, social activities and providing food and beverages at incidents and trainings.
- A.** The Town of Kingston Fire Company honor members that have served with the company for more 10 years or more as lifetime members of the company.
- B.** Any member of the Town of Kingston Fire Company in good standing who voluntarily retires from active service because of physical disabilities or health reasons may be voted as a life time member and participate in any of the social functions of the fire company.

#### **ARTICLE 4 – MEMBERSHIP CONTINUED**

- A. Any certified Nevada retired firefighter, emergency medical responder, emergency medical technician or higher can be voted a life time member and participate in any of the social functions of the fire company.
- A. All members shall supply copies of driver's license, CPR Card, First Responder Certificate and/or EMT Certificate

#### **ARTICLE 5 – DUTIES OF MEMBERS**

- A. It is the duty of all members to take instructions from the Chief or from any other officer or member with the power of authority as set forth in these By-Laws.
- B. It is the duty of all members to attend all meetings and trainings. In the event a member cannot attend a meeting or training, he/she shall notify the Chief or an Officer prior to the meeting or training.
- C. It is the duty of all members to respond promptly and safely to the fire station for any pages.
- D. It is the duty of all members to maintain their issued equipment to the best of their abilities and report all damage or loss equipment immediately to the fire Chief or Assistant Fire Chief.
- E. It is the duty of all members to be honest, forthcoming, ethical and professional at all times.
- F. It is the duty of all members to read the By-Laws and be familiar with them.
- G. It is the duty of all members to provide copies of certifications and training classes to the Town of Kingston Fire Company to be retained in the members training folder.
- H. No members under the age of twenty-one (21) shall drive a Town of Kingston Fire Company vehicle.
- I. It is the duty of all members of the Town of Kingston Fire Company to return all issued gear and equipment back to the company prior to leaving the company  
Members that fail to return gear or equipment may receive a bill for the replacement or possible legal action.
- J. Minimum of two firefighters and/or First Responders are to respond to calls unless otherwise directed by the Fire Chief.
- K. Stay at the scene of the fire and/or emergency until released by the senior officer present.
- L. A complete incident report must be filed within 24 hours for injuries sustained while performing duties, including calls and training and transferred to a locked cabinet.

## **ARTICLE 6 – OFFIER RESPONSIBILITES**

### **A. Fire Chief:** (Accountable to the Kingston Town Board)

1. Responsible to ensure proper emergency services coverage for Kingston. May include roster for fire fighters and first responders.
2. Ensures for all safety for the Town of Kingston Fire Company members and the Town of Kingston.
3. Develops and updates the Town of Kingston Emergency Responds Plan, Company Standard Operating Guidelines, and other documents pertinent to the safety and responds of the fire company.
4. Promote fire prevention programs in the Town of Kingston.
5. Shall work with other fire companies on mutual aid agreements and partnerships.
6. Conduct business meeting of the company.
7. The Chief shall be in command of the company subject to the laws of the state of Nevada, County of Lander, and the ordinances of the Town of Kingston.
8. The Chief shall be responsible for the general conditions and efficient operation of the company, training and the performance of all other duties imposed upon him/her by statute.
9. The Chief shall make every effort to attend a Town Board meeting to provide a monthly update on the company. If the Chief shall miss the meeting a monthly report must be submitted to the Town Board prior to the monthly meeting.
10. Be responsible for the purchasing and condition of all firefighting and EMS equipment under the supervision of the Town of Kingston Fire Company.
11. Must maintain an open line of communication with the members of the Town of Kingston Fire Company, Kingston Town Board and the citizens of the Town of Kingston.
12. Serves as Operations Section Chief in the event the Kingston Incident Management Team is activated.
13. Investigate all fires as to their origins and to keep complete records of the same. Any area of suspected arson shall be reported immediately to the State Fire Marshall's office or Lander County Arson Investigator and to seal off the area allowing admittance until releases by the State Fire Marshall.
14. Insure that no persons ride on, or utilize fire-fighting equipment of the company unless authorized by his or her representative.
15. Make written record of each fire incident Town of Kingston Fire Company responds to—to be kept in a locked file cabinet. (Form can be devised for this requirement.)
16. Keep Town Board informed and explains all actions of the Town of Kingston Fire Company.

### **B. Assistant Fire Chief:**

1. Assume all duties and responsibilities of the Fire Chief in his/her absence.
2. Assist the Fire Chief in all other matters as so requested by the Fire Chief.
3. Serves as Operations Section Chief in the Chief's absence in the event the Kingston Incident Management Team is activated.

## ARTICLE 6 – OFFIER RESPONSIBILITES CONTINUED

### **C. First Responder Coordinator:**

1. Insure that all personnel are properly training for EMS services with the Fire Company.
2. Develop and update the Town of Kingston Fire Company, Emergency Medical Responds procedures and guidelines.
3. Working with the Town of Kingston Fire Company Training officer conduct monthly EMS trainings for EMS personnel.
4. Serve as the Medical Unit Leader in the event the Kingston Incident Management Team is activated.
5. Be responsible for the purchasing, stocking and the material condition of all medical equipment in the unit, under the supervision of the company.
6. Insure that no persons ride in the unit or utilize medical equipment, unless authorized by a qualified First responder, or his or her representative. The unit cannot be used for transport.
7. Adhere to HIPPA Regulations. Keep records of all medical calls in a separate locked file.

### **A. Training Officer:**

1. Must be knowledgeable of Town of Kingston Fire Company policies, guidelines and By-laws.
1. Must have understanding of the fire service and up to date on fire company practices
3. Shall conduct a monthly training at a minimum of 3 hours.
1. The Training Officer must keep accurate training folders, logs and rosters.
1. Trainings may be physical (instructional) and/or the by use of videos, PowerPoints, books, and online.
1. Must develop a yearly training schedule by December and approved by the Chief.
1. The Training Officer must keep up to date on member and company recertification.
1. Promote through training personal advancement in the company.

### **B. Secretary/Treasurer:**

1. Receive and receipt for and take charge of all monies of the company to be deposited with Kingston Town Board Deputy Clerk.
2. Keep account of and exhibit all receipts, disbursements and balance of all monies to be deposited with Kingston Town Board Deputy Clerk.
3. Keep a full and accurate record of all meetings of the company.
4. Receive and answer all communications and maintain record in locked file cabinet.
5. Purchase all stationary and office supplies approved by Chief or Kingston Town Board.
6. Perform all other secretarial duties as required.
7. Maintain records of each individual fire together and different in locked file.
8. Maintain records of all equipment issued to all members with serial number if applicable.



## **ARTICLE 7 – COMPANY FUNDING**

- A.** The Chief is responsible for presenting a proposed budget to the Town Clerk by February 1<sup>st</sup> each year. The fire company provides for training, equipment and supplies as needed under the budget and presents the invoices to the Deputy Town Clerk for monthly approval and payments by the Town Board. The Chief must attend the Kingston Town Board budget workshop in March.
- B.** The Chief is authorized to disburse up to \$500 dollars for justifiable company use without prior approval of members or the Kingston Town Board, but the expenditure must be reported to the next Town of Kingston Fire Company and Kingston Town Board meetings. Town Board can request explanation of any item purchased, and has the options of denying reimbursement if item is found unnecessary.
- C.** All disbursements of monies in the excess of \$500 dollars must have approval of a majority vote by the Kingston Town Board. Emergencies are exempt.
- D.** All checks written on the Town of Kingston Fire Company checking account must be signed by two (2) elected officials, one of which must be the Secretary or Treasurer. Bills to be paid must be submitted by Secretary/Treasurer and co-signed by Chief to Kingston Town Board for review/acceptance and signed for payment. Checking account must maintain a balance of \$500, with registry reviewed by KTB to assure balance and transparency.
- E.** The fiscal year shall begin on the first day of July each year.
- F.** Failure to be honest, forthcoming regarding any company activities will be grounds for immediate suspension from the Town of Kingston Fire Company and or possible legal action by Chief or Kingston Town Board.
- G.** All funds shall be accountable to the Kingston Town Board and the yearly Fiscal Year audit.
- H.** The Town of Kingston Fire Company is encouraged to apply for grants to support the fire company. Any grants that require a grant match must be approved by the Kingston Town Board prior to submitting the grant application.
- I.** All fundraising funds will be held by the Kingston Town's account and subject to Article 7 procedures.

## **ARTICLE 8 - EQUIPMENT**

- A.** All apparatus and equipment is the property of the Town of Kingston, and is operated and maintained under the jurisdiction of the Town of Kingston Fire Company.
- B.** No person shall use any fire apparatus or equipment for any private purpose unless this use will benefit to the Fire Company, and then only with the approval of the Chief. Non-company members are not authorized to use any fire equipment or to drive/ride in company vehicles, and only then with the approval of the Chief.
- C.** Members of the company shall not take issued equipment from the station unless prior approval from the Fire Chief.
- D.** All new members will be required to sign for all equipment issued to them from the company.
- E.** Serial numbers shall be recorded a copy given to the Deputy Town Clerk.

## **ARTICLE 9 –MEETINGS AND TRAININGS**

- A. The fire company will conduct monthly business meetings and training sessions according to a schedule determined by the members of the fire company in January of every year. The Chief or delegate will determine the program.
- B. Rescheduling of regular meetings and scheduling of special meetings may be made by the Fire Chief upon just and due cause.
- C. The Fire Chief will schedule training and this may be a regular meeting if so designated. Any emergency may or may not be substituted for a drill.
- D. No children/pets are permitted at meetings, training or calls.
- E. For purpose of conducting official fire company business a quorum is defined as two-third of the active membership of the fire company

#### **ARTICLE 10 - DISCIPLINE**

- A. Any member of the Town of Kingston Fire Company, who is insubordinate at any emergency scene, can be suspended from the company with further action to be voted by 2/3 majority vote of the members at the next meeting or by a majority vote of the Kingston Town Board.
- B. Any member responding to an emergency or attending training under the influence of alcohol and/or any drug either illegal or prescription will be automatically dropped as a member. Refer to the TKFC Zero Tolerance Policy
- C. All reports of violations by members of the fire company must be documented in writing.
- D. All disciplinary action may be appealed to the Kingston Town Board.

#### **ARTICLE 11 - MISCELLANEOUS**

- A. No corporation shall be created by the Town of Kingston Fire Company without approval of the Kingston Town Board.
- B. If a corporation is created, it will be for fundraising ONLY and over seen by a Fire Board consisting of the Fire Chief, one Kingston Town Board member, and two Kingston residents (decided from a ballot of volunteers elected by Town of Kingston Fire Company members and the Kingston Town Board.)

#### **ARTICLE 12 - AMENDMENTS**

- A. These By-Laws may be amended or changed by a two-thirds vote of a quorum present at a regular membership meeting provided that advance notice is given regarding the proposed changes. The changes must also be reviewed and ratified by the Town Board at one of their regular meeting.



These By-Laws of the Town of Kinston Fire Company have been approved by:

_____	_____
Town of Kingston Fire Company, Fire Chief	Date

_____	_____
Town of Kingston Town Board Chairman	Date

_____	_____
Lander County Emergency Manager	Date

# **TOWN OF KINGSTON**

## **AIRPORT/HELOPORT EMERGENCY PLAN**

DRAFT

## AIRPORT/HELOPORT PLAN PAGE REVISION LOG

The entire AEP was updated April 1, 2015. All pages revised since April 1, 2015 are listed below with the latest revision date.

[illegible]

# AIRPORT EMERGENCY PLAN

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SECTION 4 -EMERGENCY PUBUC INFORMATION

SECTION 5 -PROTECTIVE ACTIIONS

SECTION 6 -LAW ENFORCEMENT AND SECURITY

SECTION 7 -FIREFIGHTING AND RESCUE

SECTION 8 -HEALTH AND MEDICAL

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APPENDIX A – Town of Kingston Fire Company Helicopter Operations

APPENDIX B – Kingston Equipment List

### **AIRPORT EMERGENCY PLAN DISTRIBUTION LIST**

This manual, issued by the Town of Kingston as owners and operators of the Kingston Airport and Heliport, is prepared in accordance with the requirements of 14 CFR Part 139 of the Federal Aviation Regulations.

This manual will be kept current and an approved electronic copy will be available through the Town of Kingston.

The official file copy of the Airport Emergency Plan is maintained in the Manager, Airside Operations Office.

It will be the responsibility of all recipients listed in the Distribution List of this manual to keep a current copy of the AEP.

1. Town of Kingston
2. Town of Kingston Fire Company
3. Kingston Airport/Heliport
4. Lander County Safety

Name	Agency	Title	Phone Number
------	--------	-------	--------------

	Town of Kingston	Executive Member	
	Town of Kingston Fire Company	Fire Chief	
	Kingston Airport/Heliport	Manager	
	Lander County Safety	Manager	

EMERGENCY NOTIFICATION ROSTER	
American Red Cross- Central Nevada	
Lander County Sherriff's Department Dispatch- Austin	
Lander County Sherriff's Department Dispatch- Battle Mountain	
Town of Kingston Fire Company	
Town of Kingston Water Department	
Lander County Safety	
Lander County Road and Bridge- South	
Nevada Department of Transportation- Carvers	
Nevada Highway Patrol- Austin	
Federal Aviation Administration (FAA)-	
Federal Bureau of Investigations (FBI)- Elko Office	
National Transportation Safety Board (NTSB)	
Transportation Safety Administration (TSA)	

## BASIC PLAN

These procedures are designed to permit a frame of reference in all forms of emergencies and a quick checklist system to ensure that all areas of responsibility are covered in a time of stress. The sections of these emergency procedures are general guidelines to follow in an emergency, and must be read and understood **PRIOR** to use.

### Introduction

These procedures are designed to permit a frame of reference in all forms of emergencies and a quick checklist system to ensure that all areas of responsibility are covered in a time of stress. The sections of these emergency procedures are general guidelines to follow in an emergency, and must be read and understood **PRIOR** to use.

**NOTE: Kingston Airport and Heliport shall follow the guidelines established by the National Incident Management Systems (NIMS) in an Airport Emergency.**

**Purpose** -The purpose of this plan is to identify the policies and procedures that will ensure the efficient and effective response to all airport/heliport emergencies and mitigate to the greatest extent practical, loss of life, injury, and property damage as a result of both natural and manmade

disasters. This plan will include the functional annexes: Command and Control, Communications, Alert Notification and Warning, Emergency Public Information, Protective Action, Law Enforcement/Security, Firefighting and Rescue, Health and Medical, Resource Management, and Airport Operations and Maintenance. In addition, this plan will include hazard-specific responses: aircraft incidents and accidents, terrorism incidents, structure fires, fuel farms and fuel storage areas, natural disasters, hazardous material incidents, sabotage, hijack and the unlawful interference with operations, failure of power of movement area lighting, water rescue situations, crowd control.

**Situation and Assumptions** -This plan will include hazard -specific responses: aircraft incidents and accidents, terrorism incidents, structure fires, natural disasters, hazardous material incidents, sabotage, hijack and the unlawful interference with operations, failure of power of movement area lighting, water rescue situations, crowd control. The characteristics of the Airport allow for a multifaceted approach to emergency response including multiple agencies and access methodologies and therefore, there are no known hindrances to any emergencies on land. The only known assumption is that outside agencies will comply with the provisions of the Inter local Agreements for automatic aide and mutual aide.

**Operations** -In every emergency situation, it is imperative that the clear, concise passage of responsibility for operational control be established in advance. What cannot be defined is how injuries, capacity, late arrival, or absence will affect the planned succession listing.

Within each department, a line of succession will be clearly established to eliminate confusion in an emergency. However, in all emergency situations the first person at the scene is automatically in charge until relieved by another authority. Seniority of personnel in an emergency situation is as follows:

Town of Kingston Fire Company Fire Chief  
Town of Kingston Fire Company Assistant Fire Chief  
Lander County Sherriff's Department Deputy  
Town of Kingston Fire Company First Responder Coordinator  
Town of Kingston Fire Company Senior Captain

Procedures listed herein are mandatory; however, it is quite possible that deviation from these procedures may be required in some situations. Where common sense dictates, deviate and then report the deviation to the next senior person; this should be done when practical, but not later than the Post-Accident Phase.

Coordination of many different agencies is required in order to prevent or minimize loss of life or damage to property. Mutual Aid Agreements and/or applicable contracts are maintained with the Town of Kingston Fire Company's and copies with the Town of Kingston Office. These documents explain the various duties of and the coordination between agencies.

The following covers Town of Kingston Fire Company (TKFC) protocols for manpower and equipment:

1. Lander County Dispatch shall monitor and record all information given to the TKFC Station. They shall record times of dispatch, arrival and departure of all TKFC and Mutual Aid units.
2. Lander Dispatch shall become the primary dispatch center for TKFC units and all Mutual Aid units responding per established alarm response.
3. All Mutual Aid response shall be based on established alarm assignments and shall only be requested by the Incident Commander (IC), the Senior TKFC Officer, or the Lander County Sheriff's Department Deputy on scene.
4. Lander Dispatch shall provide progress reports to all fire units as requested.
5. Mutual Aid will respond to assigned staging areas as follows unless directed otherwise by the Incident Commander:

**Staging Area 1**                      Located on the East side of the airport, at the corner of HWY 376 and Kingston Canyon Road.

**Staging Area 2**                      Located on West side of the Airport at Kingston Canyon Road and Toiyabi Road.

### **Organization and Assignment of Responsibilities**

The primary methodology for responses to all emergencies is the use of Unified Command which is comprised of Town of Kingston Fire Company, Lander County Sheriff's Department, Airport/Heliport Operations, and the Transportation Security Administration (TSA); as applicable the aircraft owner or operator, property owner, or secondary responding agencies e.g. RMFD, AVFD, FAA, NTSB, FBI, the Health Dept., Red Cross, Medical Examiner, Emergency Management, and PIO.

### **Administration and Logistics**

The following services are available 24/7 for all types of Airport emergencies, structural firefighting, ARFF, law enforcement, airport operations, and mutual aide.

The Unified Command structure, in accordance with NIMS will be responsible for managing the resources required for the initial emergency response. Continued resource management will reside with the Town of Kingston Emergency Operations Center (TKEOC) or with Lander County Dispatch depending on the size of and availability of personnel to staff the TKEOC. Resource will include mutual aide agreement with Round Mountain Fire Department in Nye County. (See Appendix A)

As conditions warrant, the Lander County Sheriff's Department Dispatch Center has established a procedure for the rapid recall of personnel resources to augment on duty staff.



In accordance with NIMS the airport/heliport has designated a primary and secondary coordinator for the maintenance of all financial record keeping, reporting, and tracking documents associated with each emergency responds.

### **Development and Maintenance**

The Kingston Airport Manager or designee is responsible for reviewing Airport Emergency Plan on an annual basis. However, descriptions of duties and responsibilities will be reviewed semiannually.

The Airport/Heliport will conduct training for all Town of Kingston Fire Company, Kingston Medical Clinic and mutual aid agencies annually. This training shall include aviation safety, helipad operations and helicopter safety. Table top exercises and/or live aircraft emergency drills will be performed every three years and will incorporate all lessons learned in required changes of the emergency plan.

### **Authorities and References**

The Town of Kingston is the legal owner/operator of the Kingston Airport/Heliport and has been issued an Airport Operating License by the State of Nevada Department of Transportation. Additionally, the airport/Heliport maintains an Operating Certificate issued by the Federal Aviation Administration (FAA). Under 49 CFR Part 139, the airport is required to maintain this manual and conduct emergency response operations.

## **FUNCTIONAL SECTIONS**

### **Introduction**

This section shall parallel that of the Basic Airport/Heliport Emergency Plan.

### **Functions to Include**

Command and Control Communications Alert Notification and Warning Emergency Public Information Protective Actions Law Enforcement and Security, Firefighting and Rescue, Health and Medical, Resource Management, Airport/Heliport Operations and Maintenance

### **Description of Core Functions**

A description of the core functions associated with each functional area is described in following sections.

## **SECTION 1**

### **COMMAND and CONTROL**

#### **1.1 Purpose**

The Kingston Airport Manager or designee shall be responsible for overall direction and control of the airport emergency. The designee is determined by the nature of the airport emergency. Other members of Unified Command will act in a supporting role. Below is listed the primary agency/individual responsible for providing direction and control for initial response. The responsibility for recovery operations shall reside with the Kingston Airport Manager or designee.

TKFC Fire Chief or designee Aircraft Incidents/ Accidents, Structure fires, and Hazardous material incidents.

LCSO Sherriff or designee: Terrorism incidents, Sabotage, Hijack and the unlawful interference with operations, and Crowd control

Kingston Airport Manager or designee: Natural Disasters Power failure of the movement area lighting

#### **1.2 Situations and Assumptions**

The types of emergencies listed will initiate the notification and mobilization of emergency response personnel. The only known limit to the fire company's ability to respond to an emergency will occur if the emergency impacts the region, e.g. natural disaster or radiological event.

#### **1.3 Operations**

Overall incident command structure shall be as follows and will follow NIMS protocols (Incident Commander, Operations Chief, Planning Chief, Logistics Chief, Safety Officer, Finance Chief, and PIO).

TKFC Fire Chief or designee:

Aircraft Incidents/ Accidents

Structure fires

Hazardous material incidents

LCSO Sherriff or designee:

Terrorism incidents

Sabotage

Hijack and the unlawful interference with operations

Crowd control

Kingston Airport Manager or designee:

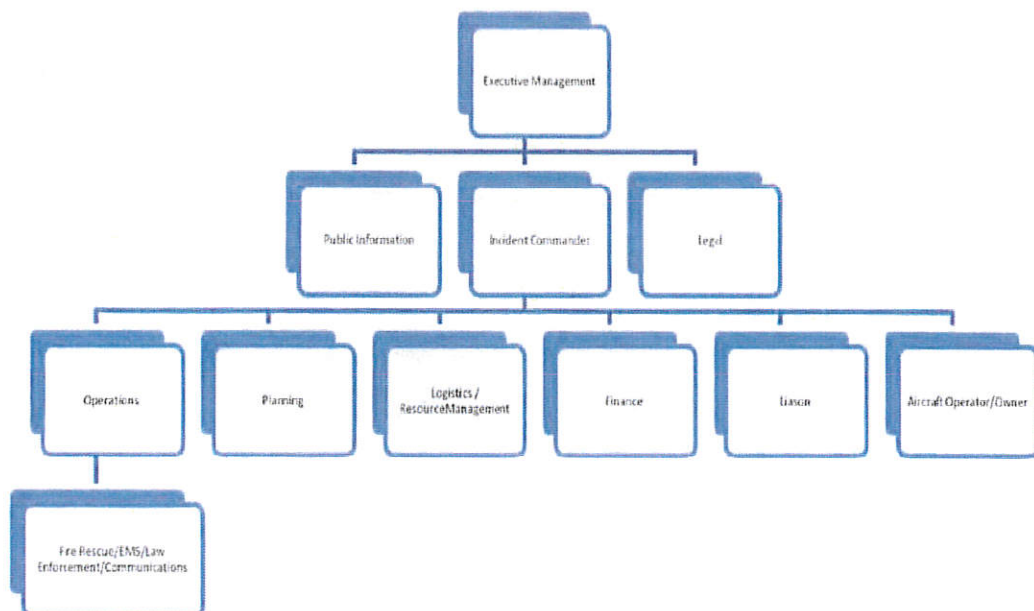
Natural Disasters

Power failure of the movement area lighting

Each incident commander as described has the full authority to carry out emergency protocols as delegated by the Town of Kingston and Kingston Airport Manager as described in this plan.

The Airport/Heliport maintains a communication link between the Incident Command Post, and the Lander County Dispatch Center. The Airport maintains a communication network to coordinate and communicate with all stakeholders. Additionally, the Kingston Airport Manager maintains a notification roster of all jurisdictions and agencies.

The Lander County Dispatch Center and EOC is located at the Lander County Sheriff's Department in Battle Mountain, Nevada. The Dispatch Center and EOC is equipped to support emergency operations 24/ hr. per day, 7 days per week and is large enough to meet all NIMS staffing requirements. The Town of Kingston EOC is located at the Kingston Town Hall at 112 Gold Knob Road and is staffed for emergency operations for the Town of Kingston. Staffing function include; the EOC Incident Commander, Operations, Logistics, Planning, Finance, Liaison, Fire Rescue/EMS, Law Enforcement, Communications, Aircraft Operator/Owner, and PIO.



## 1.4 Emergency Response Organizations

The Town of Kingston Airport/Heliport and the Town of Kingston Fire Company uses the NIMS standard ICS approach to manage all emergencies. At a minimum this includes; Incident Commander, Operations, Planning, Logistics, Finance/Administration, Safety Officer, Agency Liaison, and PIO.

### **1.5 Command Staff**

Safety Officer - responsible for monitoring and assessing the safety hazards and unsafe situations response personnel may be exposed to and to develop and enforce measures to ensure their safety.

Public Information Officer - serves as the conduit for information to the public and media and/or with other agencies with incident-related information requests. The Public Information Officer gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external audiences.

Liaison Officer - responsible for serving as a point of contact with assisting or coordinating agencies.

### **1.6 Command Post**

The on-scene response is executed through the use of a mobile command unit for all airport emergencies. This unit may be the use of the first responder unit by the Town of Kingston Fire Company.

### **1.7 Personnel Identification**

Personnel are identified through the use of reflective vests labeled in accordance with standard NIMS protocols.

### **1.8 Organizational and Assignment of Responsibilities**

#### **1.8.1 Kingston Airport Manager.**

Directs all tasked organizations to ensure appropriate response in accordance with established plans and procedures.

Reports to the command post of the Kingston EOC, when notified.

Provides overall direction of response operations until an emergency scene is

established and an IC assumes this responsibility (some rapidly developing situations occur where the IC may have already responded to the scene and established command).

Directs implementation of protective actions (sheltering/evacuation) for residences around the airport, tenants, and visitors, as appropriate.

Terminates response operations and releases personnel, when appropriate.

Kingston Airport Manager is tasked for implementing and executing the airport's emergency plan.

### **1.8.2. Town of Kingston Fire Company**

When notified of an emergency situation, responds to the incident scene with appropriate personnel and firefighting equipment in accordance with standard operating procedures (SOP).

Identifies an initial IC and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff functions.

Performs IC duties at the scene of the incident, as appropriate.

Keeps the IC and Lander County Dispatch informed of scene status, as appropriate.

Manages fire/rescue resources, directs fire operations, conducts necessary rescue operations, and determines the need to evacuate the area in the vicinity of the scene or to initially shelter in place.

Alerts emergency response personnel of the presence of hazards at the scene, (e.g., fire, hazardous materials, safety, scene evacuation, etc.).

Requests mutual aid responses from the Round Mountain Fire Department and Austin Volunteer Fire Department.

### **1.8.3. Law Enforcement**

When notified of an emergency situation, responds to scene, or other location, with appropriate personnel and law enforcement equipment. Identifies an initial IC and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff functions.

Performs IC duties at the scene of the incident, as appropriate. Keeps the IC and EOC informed of scene status, as appropriate. Manages law enforcement resources and directs law enforcement operations, such as:

Traffic control and traffic diversion. Evacuation assistance. Scene access control (both personnel and vehicular). Scene security. Damage assessment.

#### **1.8.4. Town of Kingston**

When notified of an emergency situation, sends response teams/personnel, equipment and vehicles to the scene, staging area, or other locations when appropriate or requested

Manages resources and directs operations, such as: Performing debris collection and removal. Conducting damage assessment activities Providing emergency generators, fuel, lighting, sanitation to emergency responders. Coordinates with utility companies, as necessary.

Request through the IC additional support for the incident from Lander County Road and Bridge South and the Nevada Department of Transportation.

#### **1.8.5. Public Information Officer**

When notified, reports to EOC. Performs interface with media and governmental officials regarding the emergency.

### **1.9 Administration and Logistics**

All reports shall be kept relating to specific agencies' expenditures and obligations during all emergency conditions. These reports may need to be submitted to the various levels of emergency management agencies for possible reimbursement.

### **1.10 Plan Development and Maintenance**

The Kingston Airport Manager or designee with the assistance from the Town of Kingston Fire Company Fire Chief is responsible for reviewing Airport Emergency Plan on an annual basis. However, descriptions of duties and responsibilities will be reviewed semiannually.

## **SECTION 2**

### **COMMUNICATIONS**

#### **2.1 Purpose**

The purpose is to provide and maintain an effective communication network and equipment required during emergency response operations.

#### **2.2 Situations and Assumptions**

The Town of Kingston Fire Company uses various redundant communications methods and equipment to make notifications and coordinate activities. A limiting factor or event would be a large scale regional disaster such as a natural disaster, which would affect multiple communication networks.

The Town of Kingston Fire Company, in conjunction with Lander County EOC and Lander County Sheriff's Department, maintains communications network during emergency response.

## **2.3 Operations**

The Lander County Dispatch Center is the primary entity for the gathering and disseminating information. Communications methods include: 180 MHZ digital radios, land line telephones, and cellular phones. When necessary, the Lander County will use the emergency call back program to disseminate information. The primary responding agencies have interoperable systems allowing the ability to communicate across multiple agencies and jurisdictions.

## **2.4 Organization and Assignment of Responsibilities**

Kingston Airport Manager delegate's communication responsibilities to the Lander County Dispatch Center and appropriate communications systems are maintained at all times. The Lander County Sheriff's Department Manager of the LCDC has the full delegated authority and responsibility to maintain and manage all communications systems. The Liaison Officer has the responsibility to establish and maintain the chronological log of events as applicable.

Other organizations - responsibility of the each responding agency to ensure that all equipment primary or redundant is maintained in full operating condition. It is also their responsibility to inventory and account for all equipment following emergency operations.

## **2.5 Administration Logistics**

Finance and Administration Chief is responsible for records/ reports preparation and maintenance, and accounting and reimbursement procedures.

## **Plan Development and Maintenance**



The Kingston Airport Manager or designee is responsible for reviewing Airport communications checklist and SOPs on an annual basis.

## **2.7 Authorities and Reference**

The authority resides with the Kingston Airport Manager or designee.

# **SECTION 3**

## **ALERT NOTIFICATION and WARNING**

### **3.1 Purpose**

To provide information identifying methods and sequences to be used in notifying personnel. It describes the various alerting and warning systems and equipment available, how and under what conditions they are to be used, and who is responsible for them to include activation/de-activation and testing/maintenance.

### **3.2 Situations and Assumptions**

Examples of circumstances that could warrant the activation of the alert and warning system are: aircraft incidents and accidents, terrorism incidents, structure fires, hazardous material incidents, sabotage, hijack and the unlawful interference with operations, failure of power of movement area lighting, and crowd control.

### **3.3 Operations**

Notifications of Airport/Heliport emergencies will be conducted through the use of 911 dispatch. In the event of any alert and warning system failures, notification will be made through the use of a landline phone to the Town of Kingston or the Town of Kingston Fire Company Fire Chief.

Key personnel are included from the following agencies: Town of Kingston Fire Company, Lander County Sheriff's Department, Kingston Airport Manager, FAA, NTSB, FBI, area hospitals, medical examiner, media , clergy, Red Cross, Health Department, Emergency Management, other agencies as required .



The Lander County Dispatch Center is responsible to initiate and make notifications of Airport emergencies through the use of the emergency dispatch and paging system.

Local responding agencies which include those contained within automatic aid and mutual aid agreements are notified directly through the 911 Dispatch System through Lander County Dispatch Center.

### **3.4 Organization and Assignment of Responsibilities**

Kingston Airport Manager delegates' communication responsibilities to the Lander County Dispatch Center to ensure adequate and appropriate communications systems are maintained at all times. The Kingston Airport Manager or designee has the full delegated authority and responsibility to activate all alert notifications and communications systems. The Liaison Officer has the responsibility to establish and maintain the chronological log of events as applicable.

When an emergency notification is activated, all organizations are required to:

Notify all employees who have response duties of the emergency situation via their internal communication system.

The incident commander, following concurrence with all other unified command participants, shall assess the Airport's ability to suspend or curtail normal business activities, notify and recall essential off-duty personnel, send non-essential personnel home, and the evacuation of any impacted facilities. All response activities shall be conducted with the goal of restoring normal business activities as soon as possible.

### **3.5 Administration and Logistics**

Emergency personnel contact information is maintained by the Lander County Dispatch Center.

Alert notifications systems shall be tested daily. Each agency with responsibilities contained within this manual shall be responsible for maintaining all networks and communication equipment.

The Airport/Heliport maintains adequate notifications systems to handle multiple events. The airport maintains agreements with private service that augment notification systems.

### **3.6 Plan Development and Maintenance**

The Kingston Airport Manager or designee is responsible for reviewing the Airport alert notification and warning systems.

### **3.7 Authorities and Reference**

The authority resides with the Kingston Airport Manager or designee.

## **SECTION 4**

### **EMERGENCY PUBLIC INFORMATION**

#### **4.1 Purpose**

To describe the means, organizations, and processes by which timely, accurate and useful information and instructions are disseminated to the public throughout the emergency.

#### **4.2 Situation and Assumption**

Airport hazards that require immediate public notification include: aircraft incidents and accidents, terrorism incidents, structure fires, hazardous material incidents, sabotage, hijack and the unlawful interference with operations, failure of power of movement area lighting, and crowd control.

The Town of Kingston Fire Company has a Public Information Officer (PIO) to gather and disseminate relevant and accurate information to the public utilizing various local media resources. In the event of a wide spread disaster, the Kingston Airport and the Town of Kingston will rely on Lander County to disseminate information to the public. Lander County Dispatch Center has the ability to communicate in multiple languages and to people with special needs.

This plan is communicated to all Kingston Airport, Town of Kingston Fire Company, Town of Kingston, Kingston Medical Clinic, Lander County and mutual aid agencies part of the Kingston Airport/Heliport annual safety and operations training.

Emergency responders and PIOs should anticipate that large scale Airport emergencies will generate extensive local, national, and potential international media interest.

#### **4.3 Operations**

The PIO has the delegated authority to act the single point of contact to release relevant emergency information to members of the public. A designated media staging area has been identified where local media will respond to obtain information regarding airport emergencies. Emergencies involving multiple jurisdictional responses on a local, state,

and/or federal level, will require the PIO to coordinate the dissemination of information with agency public information representatives.

#### **4.4 Organization and Assignment of Responsibility**

#### **4.5 Administration and Logistics**

The Town of Kingston Fire Company primary Public Information Officer (PIO) shall have the responsibility for maintaining all summaries and chronologies of releases. Increased public information requests shall be handled via the primary PIO secondary PIO and PIOs from local law enforcement and Lander County.

#### **4.6 Plan Development and Maintenance**

The Kingston Airport Manager or designee is responsible for reviewing Airport communications checklist and SOPs on an annual basis.

#### **4.7 Authorities and References**

The authority resides with the Kingston Airport Manager or designee.

### **SECTION 5**

#### **PROTECTIVE ACTIONS**

##### **5.1 Purpose**

Establishes emergency measures intended to eliminate and/or reduce exposure to the consequences for an emergency or a disaster by either evacuation or shelter.

##### **5.2 Situation and Assumption**

Protective actions may be required for events such as floods, snow storms, wildfires, and threats.

The airport has established a protocol whereas the airport is not intended as a shelter. Evacuation, when deemed necessary shall not be voluntary. Kingston maintains resources to support airport evacuation and response and recovery from hazardous materials events. For natural disasters, Kingston Airport/Heliport shall not be used as a shelter or an evacuation point. As necessary, people will be transported to established emergency shelters as identified by the Town of Kingston and the Lander County Dispatch Center. For fires or threats, the following procedure shall be implemented.

##### **5.3 Operations**

When conditions warrant, and as determined by unified command, with concurrence with the Kingston Airport Manager of designee, visitors, owners and employees will be evacuated from buildings until deemed safe by unified command as determined in functional areas of this manual.

If a situation requires evacuation from the airport/heliport, coordination shall be made through the Town of Kingston Fire Company and the Lander County Dispatch Center for local shelters and transportation. Attention should be paid to those requiring special needs (mobility, visual, hearing impaired and the elderly). The use of Town of Kingston Fire Company vehicle PA system can be used mass notification of the airport/heliport and residences and businesses surrounding the airport/heliport.

Evacuation can be made through the various roadways that lead into and out of the airport and surrounding communities.

The Town of Kingston Fire Company and Lander County Sheriff's Department employees shall be responsible for securing buildings and ensuring that all persons are clear of affected areas and secure all property and equipment.

Partial evacuations, such as fire alarms, shall be carried out in accordance with the procedures described in the functional areas of this plan. Evacuees from buildings shall be directed to the Kingston Town Hall.

#### **5.4 Organization and Assignment of Responsibility**

Instructions will be given to airport users concerning evacuation and shelter procedures.

Law Enforcement shall provide traffic control and to ensure that all facilities are evacuated and any remaining essential personnel are accounted for.

The Kingston Airport Manager shall be responsible for disseminating all information regarding facility evacuation to the public and tenants.

The Kingston Airport Manager shall be responsible for communicating airport condition to local and national media, as well as through social media.

#### **5.5 Administration and Logistics**

The Liaison Officer will have the responsibility of recording all actions and maintain logs of events, including any evacuations along with methodologies and headcounts.

#### **5.6 Plan Development and Maintenance**

The Kingston Airport Manager or designee is responsible for reviewing this section on an annual basis.

## **5.7 Authorities and References**

The authority resides with the Airport Manager or designee.

## **SECTION 6 LAW ENFORCEMENT**

### **6.1 Purpose**

Provide information identifying the methods used to mobilize and manage law enforcement services in response to emergencies.

### **6.2 Situation and Assumptions**

Law enforcement support at the Kingston Airport is provided by the Lander County Sheriff's Department for supplemental law enforcement, including: additional personnel, bomb and arson units, drug introduction units, traffic homicide, Homeland Security, and other related specialized law enforcement units .

### **6.3 Operations**

Specific law enforcement response protocols are outlined in the Airport Security Plan (ASP) in accordance with 49 CFR Part 1542. Included in the ASP are general policies, law enforcement personnel and equipment, coordination with other law enforcement agencies and mobilization process.

Law enforcement personnel authorized to operate in the airfield movement areas at the Kingston Airport are required to attend initial and recurrent driver training annually by their department. Additionally, law enforcement personnel attend both annual security and emergency related exercises covered under both CFR 49 Parts 139 and 1542.

### **6.4 Organization and Assignment of Responsibilities**

Law enforcement organizational structure is identified in the ASP.

For all applicable emergencies, the Lander County Sherriff or designee shall respond to the command post or the Lander County Dispatch Center and will coordinate LEO's response with the appropriate the emergency support functions. Military support will be coordinated with the appropriate emergency support function at Lander County Dispatch Center.

Release of information to the public shall require coordination between the incident PIO and Lander County Sheriff's Department PIO.

Chronological event logs are maintained by the liaison.

### **6.5 Administration and Logistics**

Detailed checklists and SOPs are maintained under separate cover within the LCSD and copies are maintained with Lander County Dispatch Center. Policies and procedures to test, maintain, repair, and/or replace law enforcement support equipment are contained within the ASP.

### **6.6 Plan Development and Maintenance**

The Kingston Airport Manager with assistance from the Lander County Sheriff's Department is responsible for reviewing law enforcement checklist and SOPs on an annual basis.

### **6.7 Authorities and References**

The authority resides with the Kingston Airport Manager or designee and is referenced in the ASP.

## **SECTION 7**

### **FIREFIGHTING and RESCUE**

#### **7.1 Purpose**

Identify the methods used in mobilizing and managing fire and rescue services in response to emergencies and operating at the Kingston Airport/Heliport.

#### **7.2 Situation and Assumptions**

The Kingston Airport/Heliport is supported by the Town of Kingston Fire Company provides all ARFF, Structural, EMS, Hazmat, and Emergency Management services to the Airport/Heliport. The Town of Kingston Fire Company maintains mutual aid agreements with the surrounding municipalities who will assist in large scale airport/heliport emergency response as needed.

#### **7.3 Operations**

##### **7.3.1 FIRE RESCUE AIRPORT RESPONSE PROTOCOLS**

See Town of Kingston Fire Company aviation responds, helicopter operations and aviation emergency SOG's.

### 7.3.2 STAGING AREAS

The *two (2)* staging areas for emergency units responding to an airport alarm are clearly marked with green and white reflective signs displaying the letter "E" and the number designation of the particular staging area.

**NOTE:** When in staging, do not block any gates, road or driveways. Report to the Staging Officer in person upon arrival.

#### Staging Areas / Locations

E-1 (WEST) at the intersection of Kingston Canyon Road and Toiyabe Road, by Medical Clinic  
E-2 (EAST) Located on Kingston Canyon Road at HWY 376. Location is .4 miles off HWY 376.

**NOTE:** AN ESCORT WILL BE PROVIDED TO TAKE UNITS OR PERSONNEL TO THE COMMAND POST. DO NOT ENTER RUNWAY OR TAXIWAY WITHOUT AN ESCORT.

### 7.4 STAFFING AND EQUIPMENT

#### I. ALERT STATUS FOR AIRCRAFT INCIDENTS

1. **Alert 2**-Fire units shall respond to aircraft emergencies, on the ground experiencing difficulties, or for inflight emergencies. Fire personnel shall standby at designated locations; all other units remain in staging area.

2. **Alert 3**-Actual/Imminent aircraft crash-(To include all actual aircraft emergencies on the ground. i.e., aircraft fires) all units respond to airport staging area as designated by the Incident Commander (IC).

## **II. CLASSIFICATION OF AIRCRAFT**

1. Class 1: 12,500 lb. or less (light twin engine aircraft). Fire crews will handle all alerts involving Class 1 aircraft unless otherwise advised.
2. EMS helicopters or law enforcement helicopters. Fire crews will handle all alerts involving helicopters unless otherwise advised.

### **All Units Respond Code 3, Unless Otherwise Directed**

## **III. ON ALL ALERTS**

Respond all equipment and personnel to staging area designated by the Incident Commander and await orders.

**The Incident Commander may increase the number of rescue/suppression units based on existing conditions.**

## **IV. AIRPORT ASSIGNMENTS (STRUCTURE)**

### **SINGLE ENGINE AIRPORT**

1- Engine

### **1st ALARM (STRUCTURE) AIRPORT**

2 - Engines

1 - Rescue,

1 - Chief

### **AIRCRAFT ASSIGNMENTS**

#### **1st ALARM (AIRCRAFT)**

2 - Engine

1 - Rescue



1 - Chief

2<sup>nd</sup> Alarm (AIRCRAFT)

3 - Engines,

1 – Water Tender

2 - Rescues

2 - Chiefs

Town Board of Kingston Notified

1 Hazardous Materials Team

Lander County Safety Manager

## 7.5 Organization and Assignment of Responsibilities

### V. RESPONSE GUIDELINES: BASED ON INFORMATION FROM KA TO COMMAND

**Alert 2 Class 1**-Requires first alarm assignment. It may require additional suppression/rescue units based on circumstances/conditions from pilot of aircraft.

**Alert 3 Class 1**-Requires first alarm assignment. It may require additional suppression/rescue units based on circumstances/conditions from pilot of aircraft.

**Alert 2 Class 2** -Requires first alarm and may require second alarm assignment. It may require additional suppression/rescue units based on circumstances/conditions from pilot of aircraft.

**Alert 3 Class 2** -Requires first and airport second alarm response. It may also require an Airport third alarm, as well as additional suppression/rescue units based on circumstances/conditions from pilot of aircraft.

**NOTE: Response variation is at the discretion of Incident Commander.**

### VI. AIRPORT EMERGENCY DISPATCH RESPONSE & OPERATIONAL PROTOCOLS REVIEW

1. *LANDER COUNTY DISPATCH* shall dispatch all units (Channel **Bunker**)

*LANDER COUNTY DISPATCH* shall instruct all responding units to monitor Channel **Bunker**.

*LANDER COUNTY DISPATCH* shall monitor dispatch channels and record times of dispatch and arrival of all responding units on Channel **Bunker**.

All radio traffic until being assigned an operational role, this includes "en route," "arrival" and any other radio transmission shall remain on Channel **Bunker**

The first arriving unit shall establish *Staging* on Channel **Bunker** and *monitor* Channel **Bunker** until the IC requests an update from the Staging Officer.

The Staging Officer shall be the **only** voice on the operational Channel **Bunker** from *Staging* to communicate with the IC.

ALL units shall monitor Channel **Bunker**, until an operational assignment is ordered. They shall enter the airport, under escort, to a pre-designated area drop off PAR tags to the Accountability Officer and may receive up dated directions) or report directly to the assignment as determined by the IC.

1. *LANDER COUNTY DISPATCH* will *monitor* Channel **Bunker**, under Alert conditions, and additional channels if/when they become requested by the IC.
2. All mutual aid responses shall only be requested by the Computer-Aided Dispatch (CAD) and automatically dispatched. The IC can have the option of requesting specific mutual aid units depending on the incident situation.
3. All responding mutual aid units shall use **their own respective dispatch channels** to go "en route" to the incident.

Mutual aid units shall also advise Lander County Dispatch their "en route" and "arrival" status on Channel **Bunker**.

All incoming units, inclusive of mutual aid, shall monitor **Bunker** channel, for the progression of the incident, but shall not communicate on it.

Upon arrival, all officers must check in with the Staging Officer at the staging site. Additional channel assignments will be given based on operational needs.

Town of Kingston Fire Company and Lander County Fire and EMS units shall be dispatched by *LANDER COUNTY DISPATCH* on **Bunker** and *monitor Bunker* while responding. **"En route" and "Arrival" times shall be reported on Bunker**

TKFC units shall monitor Channel **Bunker**, for the progression of the incident, but shall not communicate on it.

Upon arrival, all officers must check in with the Staging Officer at the staging site. Additional channel assignments will be given based on operational needs.

Channel **Bunker** shall be used by the IC to run the operational component of the incident.

Channel **Kingston Fire** shall also be used to provide updated information to fire rescue supervisors as well as all responding personnel, when possible.

#### **7.6 DISPATCH CHANNELS TO BE USED DURING ACTUAL EMERGENCY RESPONSE**

Additional personnel may be needed to supply additional resources like light units, mass casualty trailers, etc . All requests/ directions shall be channeled through the Unified Command System (UCS).

5. The following Command Post (C/P) procedures shall apply at any Class 2 aircraft incident:

a. The initial on-site C/P will have the following response:

- i. Two (2) Chiefs (request mutual aid for chief personnel if needed)
- iii. Lander County Safety Manager
- iv. Town Board Executive Member
- v . Any additional Fire Rescue Officers as needed by the IC.

6. The IC shall coordinate fire rescue on-site emergency operations on Channel **Bunker** The two (2) Chiefs shall coordinate all support efforts at the C/ P.

The Staging Officer (assigned Chief, Staff or Company Officer) shall coordinate control of the Staging Area on Channel **Bunker**.

An assigned Chief, Staff or Company Officer shall coordinate control of the Medical Branch on **Kingston Fire**.

A Chief shall coordinate resource request s from dispatch on main channel (i.e. *LANDER COUNTY DISPATCH* on **Bunker**).

All requests/ directions shall be channeled through the Unified Command Post ( UCP).

#### **7.7 DISPATCH CHANNELS TO BE USED DURING ACTUAL EMERGENCY RESPONSE:**

TITLE	FUNCTION	CHANNEL
Incident Commander	Crash Site Operations	<b>KINGSTON FIRE</b>
Staging Officer	Staging Branch Control	<b>BUNKER</b>
Medical Officer	Medical Branch Control	<b>KINGSTON FIRE</b>
Branch Officer	Ancillary Operations/Tactical	<b>KINGSTON FIRE</b>
Planning/Logistics Officers	Planning/Logistics	<b>KINGSTON FIRE</b>

## VII. AIRPORT RESPONSE PROCEDURES FOR TKFC CHIEF AND ASSISTANT CHIEF

### THE 1st ARRIVING CHIEF SHALL:

1. Respond to the assigned Staging Area(s): E-1, and E-2.
2. Confirm via *LCDC Bunker* that all specific alarm assignments are responding as directed in the Airport Emergency Response Plan and/or requested by the IC.
3. Upon arrival at the appropriate Staging Area, the Chief shall contact the IC on Channel **Bunker** and await direction.
4. Command shall be established immediately as needed. Initially, the Company Officer on the first arriving unit may be directed to establish that role. He/she may be relieved as in-coming senior staff onsite.

## VIII. LONG TERM OPERATIONS

*Command* will be established by the first arriving unit, at a designated "On-Site" Command Post (C/P). However, as the incident progresses into a long term operation, *Command* may be relocated to the Kingston EOC or another location. The decision to transfer the C/P will be a joint effort between the fire chief, an airport representative and LCSO, (through the Unified Command Post).

The "on-site" C/ P shall then become the *Operations* Branch upon transition of *Command* to the Kingston EOC or another location. See the following section for Command Tasks.

The Kingston Medical Clinic can be used as a temporary staging area for walking wounded or a temporary morgue for the medical examiner.

## **X. COMMAND FUNCTION RESPONSIBILITIES**

### **A. KINGSTON AVIATION REPRESENTATIVE COMMAND FUNCTIONS**

1. Assign finance officer (F) and staff.
2. Assign airport staff as prescribed in Airport Emergency Plan.
3. Coordinate helicopter landing sites with fire rescue *Operations* Chief.
4. PIO assignment and predetermined announcements.
5. Determine if TKFC needs to be activated.
6. Coordinate Medical Examiner logistical needs.
7. Brief airport staff.
8. Arrange for support of NTSB, FAA and other outside agencies.
9. Assist in providing special equipment needs.
10. Request that dispatch respond a communications supervisor to assist with on scene communications and channel usage.

### **B. PLANNING COMMAND FUNCTIONS (PL):**

1. Provide for long term operation of EOC.
2. Reassign CP personnel to cover extended shifts.
3. Develop Security Plan
4. Develop Traffic Plan
5. Develop BIOHAZARD Plan with HAZMAT coordinator.
6. Develop DECON Plan with HAZMAT coordinator.
7. Develop plan for REHAB and Critical Incident Stress Management team
8. Project equipment needs.
9. Develop Staffing Plan for long term operation.

10. Mutual aid planning needs.
11. Develop a Safety Plan.
12. Develop a Medical Plan.
13. Develop a Communications Plan

**C. LOGISTICS COMMAND FUNCTIONS (LOG):**

1. Project equipment needs and order equipment through Command.
2. Coordinate equipment with Staging Officer.
3. Coordinate personnel assigned to Staging and Operations.
4. Work in conjunction with Operations Section Chief.
5. Identification tags implemented.

**D. FINANCE COMMAND FUNCTION (F):**

1. Maintain equipment rental costs.
2. Develop an operational plan for the finance function and the incident,.
3. Account for personnel time records.
4. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
5. Brief Airport/County Administration and command on all business management issues needing attention.
6. Cost recovery.
7. Incident documentation.

**E. TKFC COMMAND FUNCTIONS:**

1. Develop Security Plan.
2. Develop Traffic Plan.
3. Work with Medical Examiner



4. Request mutual aid and develop plan.

5. Establish common communication channel with Lander County Sherriff's Department.

**\*\*Command staff shall include the appropriate Assistant Chief, Deputy Chief and Director. Notification of Command staff shall occur on any additional Alarms.**

**NOTE:** Chief Officers have the ability to deviate from these guidelines as circumstances dictate.

**NOTE:** Fire, EMS and LEO units will respond Code 3 unless the IC advises Code 1 or cancel.

### **AIRCRAFT CRASH ACTION PLAN**

IDENTIFICATION: Identification and tracking through Triage Tag System.

COMMUNICATIONS: Cellular phones  
180 MHz Digital Radios

AGENCIES: FALLON NAB -(775)  
HAZMAT TEAMS (LOCAL) -911  
UNITED STATES BLM (775)  
EPA -(800) 424-8802, Region 5  
RED CROSS -(775)

EQUIPMENT: LIGHTING  
PORT TOILETS  
FOOD, WATER, ICE  
BODY BAGS  
TRIAGE TAGS  
START KITS, TARPS, FOGS  
MARKER FLAGS  
REFRIGERATOR TRUCKS  
DECON CLOTHES, GLOVES, BOOTS, AND MASKS ETC.  
BUS TO MOVE PERSONNEL  
GALLON SIZE FREEZER BAGS -BODY PARTS/USED  
YARD RAKES/TROWELS  
CHLORINE FOR DECON USE  
STOCK PILE OF TYVEK® SUITS (150 UNITS)  
MASS CASUALTY TRAILER(S)

WORK SITES: UNIFIED COMMAND POST  
COMMAND POST ROOM (EXTENDED USE)  
DECON SITE FOR PERSONNEL

DECON SITE FOR PLANE PARTS MEDIA ROOM  
CHAPLAINS, PRIESTS, ETC. MEETING ROOM TENTS  
TRAILERS FOR ON-SITE STORAGE / WORK AREAS  
DEBRIEFING ROOM (EMERGENCY PERSONEL)

### **7.8 Administration and Logistics**

ARFF equipment is tested and maintained by TKFC. The Lander County Hazmat trailer is tested and maintained by Lander County LEPC.

Should incidents occur that require additional resources, Fire Rescue maintains mutual aid agreements with other municipalities.

### **7.9 Plan Development and Maintenance**

The Kingston Airport Manager or designee along with the Town of Kingston Fire Company, Fire Chief are responsible for reviewing this section on an annual basis to coordinate revisions to any plans, procedures, SOPs, and checklists.

### **7.10 Authorities and References**

The authority resides with the Kingston Airport or designee.

## **SECTION 8**

### **HEALTH AND MEDICAL**

#### **8.1 Purpose**

Provide information which identifies the methods used in mobilizing and managing health and medical services in response to emergencies.

#### **8.2 Situation and Assumption**

Responds to the Kingston Airport/Heliport for Emergency Medical Service (EMS) is provided by the Town of Kingston Fire Company, Lander County, and Nye County EMS. The Town of Kingston Fire Company provides first responder services. Both Lander County and Nye County EMS provide advanced life support (ALS) response unit at all times. Additionally, through mutual aid (both public and private) sufficient personnel and equipment are available to respond to airport emergencies including those of larger scale. Large scale emergencies affecting the region will require the resources and coordination. The Kingston Airport/Heliport will accomplish this through the use of services provided by FAA.

#### **8.3 Operations**

Due to the remote location of the Kingston Airport/Heliport there is limited EMS responds during an incident. Due to this the Town of Kingston Fire Company works with both Lander County and Nye County EMS. In addition to the local EMS agencies TKFC works with area EMS helicopters to assist in medical evacuations.

If an emergency occurs at the Kingston Airport/Heliport the IC shall notify Lander County Dispatch of the need for EMS or aviation units as soon as possible. These resources are communicated and coordinate through the Fire Chief or designee. Medical response is included in annual training and is part of the Town of Kingston Fire Company medical training.

Fire Rescue personnel utilize the START (Simple Triage And Rapid Treatment) protocols during emergency response incidents.

#### **MEDICAL SERVICES NOTIFICATION LIST**

Lander County Emergency Medical Service	
Nye County Emergency Medical Service	
Lander County Sherriff's Department	
Nevada Highway Patrol	
Careflight	
Summit Air	

#### **AREA HOSPITALS/CLINICS -NOTIFICATION LIST**

Battle Mountain General Hospital	
Kingston Medical Clinic	
Austin Medical Clinic	
Fallon Hospital	
	<b>TRAUMA CENTER</b>
	<b>BURN CENTER</b>

Fire Rescue has the ability to treat victims that have been exposed to hazardous materials and WMD (Weapons of Mass Destruction).

In accordance with CFR Part 139, all personnel that are required to operate in the airfield movement areas at the Kingston Airport are required to attend initial and recurrent driver training annually. In addition, an annual aviation operations and safety training. A table top

exercise or live disaster drill exercises are conducted to review emergency response procedures every three years.

#### **8.4 Organization and Assignment of Responsibilities**

The Town of Kingston Fire Company, Fire Chief or designee is tasked with coordinating emergency health and medical services for the Airport.

The TKFC Fire Chief or designee shall report to the Kingston EOC for all applicable emergencies and direct medical operations via the TKFC medical network. Coordinates the policies and procedures for medical resources and equipment. The Town of Kingston Fire Company First Responder Coordinator will act as the health and medical coordinator, act as liaison to local hospitals and health officials as necessary. Response protocols shall comply with NIMS.

Medical resource including personnel responding to airport emergencies shall be allocated as requested by the Operations officer and distributed by the staging officer.

The START system shall be the prevailing method of triage. The transport officer shall coordinate the transport of patients to local medical facilities and account for patient identification.

Local hospitals and medical facilities are part of Kingston's disaster and emergency planning operation, which includes pre-emergency planning, post incident analysis, staffing of reception and support centers, coordination with affected air carrier personnel, American Red Cross, media, and other agencies requiring information .

The TKFC Fire Chief through the LCDC, shall coordinate responder relief including mental health services for disaster victims, survivors, bystanders, responders and their families, and other airport caregivers during response and recovery (Post Traumatic Stress Syndrome)

The Lander County Medical Examiner is responsible for the collection, identification, and care of human remains. The Incident commander is responsible for the preservation of the scene.

The Town of Kingston Fire Company Auxiliary is part of the Kingston's disaster and emergency planning operation. Their responsibilities include; providing food/drink for emergency medical responders, assistance with reunification of injured with their families, and providing assistance for people with special needs.

Standard operating procedures related to health and medical response are prepared and maintained under separate cover by the Town of Kingston Fire Company.

#### **8.5 Administration and Logistics**

The Town of Kingston Fire Company is also responsible for obtaining required medical supplies and equipment.

## **8.6 Plan Development and Maintenance**

The Kingston Airport Manager or designee in cooperation with the Fire Chief of the TKFC is responsible for reviewing Health and Medical checklists and SOPs on an annual basis.

## **8.7 Authorities and References**

The authority resides with the Kingston Airport Manager or designee.

# **SECTION 9**

## **RESOURCE MANAGEMENT**

### **9.1 Purpose**

Describes the processes by which an airport will identify requirements, expeditiously locate, acquire, allocate, and distribute those resources to satisfy needs that are generated by an emergency.

### **9.2 Situation and Assumptions**

Activation of this function would occur as a result of aircraft incidents and accidents, terrorism incidents, structure fires, natural disasters, hazardous material incidents, sabotage, hijack and the unlawful interference with operations, failure of power of movement area lighting, and crowd control. Each of these incidents could potentially have an impact on available emergency resources.

The Town of Kingston will select a member of the department or an employee from the Town of Kingston to serve as the Logistics Chief in the Kingston EOC. The Logistics Chief also serves as the designated Resource Manager responsible for maintaining a complete list of vehicles, heavy equipment, and post incident recovery materials that may be needed for emergency response. Resources not available in the town of Kingston can be requested through Lander County Dispatch Center or EOC and existing mutual aid agreements.

### **9.3 Operations**

The priority of resource allocation during an airport/heliport emergency will first be to the emergency responders and victims as requested by Unified Command. Purchase agreements have been coordinated with outside suppliers in order to obtain resources not currently available.

In the event of an Airport/Heliport emergency, the Resource Manager will be notified in accordance with the Alert and Notifications procedures. The Resource Manager is responsible for establishing contact with those emergency contract vendors putting them on notice of the airport emergency and their services may be needed.

Following an Airport Emergency, the Logistics Chief will be responsible for the disposal of excess resources and assisting with the return to normal duties.

#### **9.4 Organization and Assignment of Responsibilities**

Logistics Chief will also have the role of Resource Manager during an Airport emergency response. The Logistics Chief will be the point person to coordinate the overall resource management function to include; receiving resource requests, prioritize the requests, locating the required resources, and arranging for the transportation and distribution of the resources .

#### **9.5 Plan Development and Maintenance**

The Kingston Airport Manager or designee in cooperation with the Kingston Airport Maintenance is responsible for reviewing the Resource Management checklists and SOPs on an annual basis.

#### **9.6 Authorities and References**

The authority resides with the Kingston Airport Manager or designee.

## **HAZARDS**



## **INTRODUCTION**

This section will focus on the special planning needed for each particular hazard and will contain unique and regulatory response planning details that apply to a particular hazard. The following will be the methodology and procedures that will be followed for all hazards in this section.

## **GENERAL**

These procedures are designed to permit a frame of reference in all forms of emergencies and a quick checklist system to ensure that all areas of responsibility are covered in a time of stress. The sections of these emergency procedures are general guidelines to follow in an emergency, and must be read and understood **PRIOR** to use.

**NOTE: The Kingston Airport/Heliport and the Town of Kingston Fire Company shall follow the guidelines established by the National Incident Management Systems (NIMS) in an Airport Emergency.**

## **HAZARDS TO INCLUDE**

Aircraft Accidents and Incidents, Terrorism, Structural, Natural Disasters, Hazardous Materials Sabotage, Hijack Unlawful Interference Movement Area, Power Failure, and Crowd Control.

## **OPERATIONAL SUCCESSION AND RESPONSIBILITY**

In every emergency situation, it is imperative that the clear, concise passage of responsibility for operational control be established in advance. What cannot be defined is how injuries, capacity, late arrival, or absence will *affect* the planned succession listing.

In all emergency situations the first person at the scene is automatically in charge until relieved by another authority.

## **PROCEDURES**

Procedures listed herein are mandatory; however, it is quite possible that deviation from these procedures may be required in some situations. Where common sense dictates, deviate and then report the deviation to the next senior person; this should be done when practical, but not later than the Post-Accident Phase.

## **MUTUAL AID AGREEMENTS**

Coordination of many different agencies is required in order to prevent or minimize loss of life or damage to property. Mutual Aid Agreements and/or applicable contracts are maintained by the Town of Kingston. These documents explain the various duties of and the coordination between agencies.

The following covers Town of Kingston Fire Company (TKFC) protocols for manpower and equipment:

1. Lander County Dispatch shall monitor and record all information given to the TKFC. They shall record times of dispatch, arrival and departure of all TKFC and Mutual Aid units.
2. Lander County Dispatch shall become the primary dispatch center for TKFC units and all Mutual Aid units responding per established alarm response.
3. All Mutual Aid response shall be based on established alarm assignments and shall only be requested by the Incident Commander (IC), or the LCS Officer on scene.
4. Lander County Dispatch shall provide progress reports to all fire units as requested.
5. Mutual Aid will respond to assigned staging areas as follows unless directed otherwise by the Incident Commander:

Staging Area 1- E-1 East of the Kingston Airport at HWY 376 and Kingston . Canyon Road

Staging Area 2- E-2 West of the Kingston Airport at Kingston Canyon Road and Toiyabe RD.

## **COMMUNICATIONS**

Use of communications facilities is incorporated in applicable emergency procedures sections. All applicable telephone numbers are delineated in the appropriate sections listed under NOTIFICATIONS.

## **MEDICAL FACILITIES**

A complete listing of Medical Facilities is included in Hazards -Section 1 Aircraft Incidents and Accidents.

## **EQUIPMENT INVENTORY**

Available on-airport and off-airport emergency equipment is listed in Appendix XX- Town of Kingston Fire Company Equipment List.

## **GRID MAP**

The Airport Grid Map is shown in Functional Areas -Section 3-Alert Notification and Warning.

## **MEDIA BRIEFINGS**

Media Briefings for Airport emergencies will be conducted in the Media staging area located at the Kingston Town Hall.

The Public Information Officer will coordinate an alternate site (if necessary), and notify, all applicable agencies.

When there is an airport emergency, it is the Airport Authority's responsibility to provide the media with **official, accurate, and timely information**. For this reason all media calls will be transferred to the Public Information Officer (PIO).

When you receive a media inquiry:

1. Acknowledge that there is an emergency in progress and we are in the process of handling it. **DO NOT GIVE ANY FURTHER INFORMATION.**
2. Ask the name of the reporter and which news media they represent. Ask & note
  - a. call back number.
3. Make sure all information is written down clearly and accurately.
4. Advise the caller that you will be transferring him/her to the Public Information Officer, or that he/she will return their call.
5. Contact the Public Information Officer and advise him/her of the incident and media call(s).
6. Information needed for the PIO:
  - a. Nature of emergency.
  - b. Number of people involved or persons on board.
  - c. Location or Point of departure for the aircraft (or did it leave FLL and turn around or is it inbound from another city)
  - d. Type of aircraft.
  - e. Estimated time of arrival (time/minutes/miles out)

**NOTE: The public information systems described in NIMS are designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response.**

## **SECTION 1**

### **AIRCRAFT INCIDENTS and ACCIDENTS**

#### **1.1 Purpose**

Defines responsibilities and describes further actions to be taken in the event an aircraft Incident/accident affects the airport in any of the situations.

#### **1.2 Situation and Assumptions**

The hours of operation for the Kingston Helipad is limited to 0700 to 1900 7 days a week / 365 days a year. The exception to these times are EMS, Law Enforcement, and Federal Fire Helicopters. Kingston Airport has one (1) runway that service general aviation aircraft operations. The Helipad is located on the west side of the airport runway.

There is no onsite airport staff at this time. For all maintenance or airport/heliport operations contacting the Kingston Airport Manager. Fire service is provided by the Town of Kingston Fire Company who serves the Airport, the Town of Kingston, and Gilman Springs. The Town of Kingston Fire Company is available 24 hours a day/ 7 days a week/ 365 days a week. The Lander County Sheriff's Department will provide law enforcement for the airport/heliport and surrounding area.

### **1.3 Operations**

#### **1.3.1 General**

These procedures set forth herein are based on the premise that the rescue of aircraft occupants takes precedence over all other operations until it is established that there is no further hazard to life **RESCUE FIRST**. Speed and skill are of the utmost importance in situations where such hazards exist. Personnel performance during rescue operations determines the degree of success of that operation.

Emergency operations should adhere to the following priority:

1. RESCUE of living victims
2. Sorting of victims (TRIAGE) and First Aid
3. Removal of fatalities if further damage is possible
4. Rescue of livestock
5. Protection of cargo
7. Protection of aircraft and property

Rescue personnel are not expected to, and are hereby specifically instructed not to unduly risk their lives in the performance of their duty. Under no circumstances will rescue personnel risk injury to remove obviously dead victims, livestock, cargo, or to protect the aircraft.

An emergency will be declared any time there is a POSSIBILITY of loss of life or property due to an unusual circumstance associated with aircraft operations. The following individuals may declare an emergency:

1. Pilot of the aircraft concerned
2. FAA Air Traffic Control or flight specialist, even if a remote location
3. Aircraft owner or representative
4. Airport Manager or Designee
5. Witness to an accident through any of the above.

## **SECTION 2**

### **TERRORISM INCIDENTS**

#### **2.1 Purpose**

Defines the responsibilities and describe the actions taken in the event of any terrorism incidents or bomb threats

## **2.2 Situations and Assumption**

These procedures are applicable in the event of a terrorism incident or any threat involving an aircraft on the ground or airborne which is scheduled to arrive at, depart from or return to this facility or posing any threat to Airport Facilities/Structures at Kingston Airport/Heliport. It establishes procedures necessary to cope with the problem, including necessary safeguards, with minimal disruption of normal operations. All response procedures are considered Security Sensitive Information (SSI).

## **SECTION 3**

### **STRUCTURAL FIRES**

#### **3.1 Purpose**

Defines responsibilities and describes actions to be taken in the event of a structural fire.

#### **3.2 Situation and Assumption**

Several buildings at the Kingston Airport are protected by fire alarm system (heat detectors and pull stations) which includes sprinklers systems. The other tenants are protected by their own individual fire protection systems. The Town of Kingston Fire Company personnel are trained on fire response to these facilities.

#### **3.3 Operations**

Initial response to a structural fire will be made by the Town of Kingston Fire Company. If the additional recourses are need the Incident Commander will request for additional units through Lander County Dispatch Center. In case of an aircraft incident during the fighting of a structural fire, the fire/rescue equipment will respond to the aircraft incident. At this time the incident commander will request for additional mutual aid assistance through Lander County Dispatch.

#### **3.4 Organization and Assignment of Responsibilities**

Witness: Notify Lander County Dispatch or the Town of Kingston Fire Company

Town of Kingston Fire Company: Will respond in accordance with structural protocols.

Lander County Sheriff's Department: After receiving notification, assist in evacuation and first aid, and provide crowd and traffic control.

Kingston Airport Manager: Provide coordination between various agencies and obtain additional help, if required. Overall control of the operation will be with the Unified Incident Commander.

### **Evacuation Map**

## **TOWN OF KINGSTON FIRE COMPANY**

### **STANDARD OPERATING GUIDELINES AND PROCEDURES**

## **Helicopter Operations**

1601 Purpose – To set procedures for the rapid movement of a seriously ill or injured patient to an appropriate hospital by EMS Helicopter and Operations at the Kingston Heliport.

1. Standby Status – Upon receipt of information indicating an incident has occurred in which one (1) or more victim(s) have sustained potentially serious injuries, the responding unit may call Lander County Dispatch and ask to place Lifeflight on standby. Standby places the flight crew on the helipad and flight coordinator plots the location on the map.
2. Activation of Lifeflight – Suggested guidelines for activating Lifeflight include:
  - A. Glasgow coma scale less than 13.
  - B. Multiple trauma with systolic blood pressure less than 80.
  - C. Extrication time of greater than twenty (20) minutes.
  - D. Penetrating injury proximal to elbow and knee (excludes trunk).
  - E. Limb paralysis.
  - F. Amputation proximal to wrist and ankle.
  - G. Ejection from automobile.
  - H. Death in same passenger compartment.
  - I. Combination trauma with burns of 15%, face, and airway.
  - J. Pediatric trauma.
  - K. Geriatric trauma.
3. Once the helicopter has been requested, a Landing Zone Officer (L.Z. Officer) shall be designated by the Incident Commander on the scene. The L.Z. Officer shall be the only person communicating with the helicopter during the operation. This person shall be highly identifiable (highly visible vest or other appropriate identifier).
4. The primary concern of the Landing Zone Officer is to execute a safe arrival and departure of the helicopter. The Landing Zone Officer shall use the following criteria in selecting the landing zone:
  - A. Locate as close as possible to the scene without interfering with rescue operations.
  - B. The landing zone shall be approximately one hundred (100) x one hundred feet (100).
  - C. Physically checking the landing zone for presence of any power or phone lines. Small trees, soft spots, and/or loose debris (gravel, sand, glass, flying dirt, dust, cut grass, etc.) can become a hazard during landing and takeoff. Ground personnel on the landing site should protect.
5. At night, all power lines, poles, and other possible obstructions shall be marked with a spot/flood light or emergency vehicle. The Landing Zone Officer shall also advise the pilot of the location of these hazards. To prevent blinding of the pilot, spot/flood lights should never be directed towards the helicopter on landing or takeoff. Do not allow media crews to aim lights at the aircraft.

6. At the Kingston Helipad the pad identification beacon must be illuminated.
  - a. Operating the Kingston Light Beacon
    - i. Report to the "KINGSTON" hanger. (Northwest of helipad)
    - ii. Turn switch on Light Beacon box on Southwest corner of hanger.

## **Helicopter Operations**

7. The Landing Zone Officer shall also be responsible for the following responsibilities:
  - Assume sector command and secure landing zone.
  - Establish radio contact with Lifelight.
  - Assist pilot in locating the landing zone.
  - Keep bystanders one hundred (100) feet away from the landing zone.
  - Mark all wires or obstructions with lights.
8. Once airborne, communication between the scene and Lifelight are established on a radio frequency of 155.280 unless designated by Lifelight. The Landing Zone Officer should never rely on the hand-held portable for communicating with the helicopter; this should be done on a mobile radio until the helicopter is within visual contact of the Landing Zone Officer. Personnel with the patient should relay patient information back to the Landing Zone Officer who may relay this back to the helicopter of time permits.
9. The Landing Zone Officer shall assist the pilot in locating the exact site by giving simple directions and easily identifiable landmarks. Directions should be provided based upon the pilot's right or left. It is more difficult to find the landing zone in the daytime. As soon as the Landing Zone Officer has visual contact with the helicopter, let the pilot know. The Landing Zone Officer may reference major roads, but must take in consideration that the pilot cannot see road signs.
10. The Landing Zone Officer shall alert the Lifelight crew if there is more than one (1) patient. The Lifelight crew will then make a triage decision dependant on the patient(s) status. There will be times when it is only appropriate to fly one (1) patient.
11. Besides the number of patients, the following information is considered most important:
  - A. Adult or pediatric.
  - B. Pinned or free
  - C. Neuro and respiratory status.
12. If hazardous materials are involved, the Landing Zone Officer shall advise the Lifelight crew the name of the substance(s) or placard numbers(s), if known. The landing zone should then be at least 200 yards upwind of the scene. The patient must be decontaminated before loading on the aircraft.
13. The landing of the helicopter will be at the discretion of the pilot. Possible reasons for a pilot aborting a landing might include, but are not limited to:
  - A. Loss of radio contact with the Landing Zone Officer.
  - B. Unsuitable landing site.
  - C. Weather conditions
  - D. Debris on landing site.
  - E. Wires unidentified by Landing Zone Officer.



F. Inappropriate Landing Zone site.

The helicopter may circle the landing zone several times before landing. The E.O.C. shall be advised when the helicopter is on the ground.

14. The helicopter pilot or crew must make contact with the Landing Zone Officer prior to landing; no exceptions.

### **Helicopter Operations**

15. Shutdown versus hot landing – The pilot shutdown if ground time will be greater than ten (10) minutes. The Landing Zone Officer shall advise the Lifeflight crew if there will be a lengthy extrication. The Landing Zone Officer and at least one (1) additional personnel (EMS, Fire Department, Rescue Squad, Law Enforcement, etc.) shall remain with the helicopter to keep unauthorized persons away from the helicopter.
16. While the helicopter is running, no one should approach the helicopter unless specifically requested by the crew. Instead, the Lifeflight crew will come to the patient.
17. When approaching or departing the helicopter, always do so from the front.
18. Whenever possible, a patient staging area shall be prepared at least fifty (50) feet from the landing zone site (preferably in an EMS unit). All patients shall remain in the staging area until the flight nurse has completed a primary assessment. The patient(s) will be secured to the helicopter stretcher and then carried to the helicopter using a four (4)-person carry. A flight nurse or the pilot will safeguard the loading procedure by directing the traffic under the tail section.
19. If two (2) patients are being loaded, the second patient should remain in the staging area until directed by the Lifeflight crew. This will be done after the first patient is secured and the area is clear of all personnel.
20. As personnel have completed their assignments in patient loading, they will leave the tail section walking toward the front of the helicopter and continue to a minimum of fifty (50) feet from the helicopter.
21. Lifeflight personnel (or authorized personnel) shall check the immediate area for loose debris or any items dropped. The Landing Zone Officer shall insure that emergency vehicles have been moved a minimum of one hundred (100) feet from the helicopter and that all vehicle doors, equipment, etc., are secure. The Landing Zone Officer will then position himself or herself in the view of the helicopter pilot and give the all clear for takeoff signal. As soon as the helicopter departs, the Landing Zone Officer will contact E.O.C. that the helicopter has left the scene.
22. Patient information for records can be later obtained by calling the Lifeflight communication center.
23. Helicopter Operations Training
  - a. All fire, first responder, Kingston Medical Clinic and Kingston Airport/Heliport personnel shall attend helicopter safety and helipad operations training annually.
    - i. Training must include the following:
      - Aviation Safety
      - Working Around Aircraft
      - Light Beacon Functions

- Town of Kingston Fire Company Aviation Guidelines

- b. The Kingston Airport/Heliport must host a emergency responds drill every three (3) years. Drill may consist of the following:
  - i. Sand table exercise
  - ii. Active Responds Drill
  - iii. Table top exercise
- c. All training and drills must be document and kept on fill with the Kingston Airport Manager for a minimum of three (3) years.

DRAFT

Date	The Kingston Fire Company Call Out Log for 2018 (Page 10)
830 07/15/18	<b>Continued from previous page</b> Austin Fire Department was already on scene. Brush Truck assisted Austin FD by preventing fire from jumping road while rest of TKFC remain on summit awaiting tasking. F/F Hardin left TKFC Water Tender on summit and proceeded to Austin to get Lander County Road and Bridge Water Tender and sprayed the road shoulders to prevent fire from jumping. Once Road shoulders were safe the Brush Truck relocated to Austin summit to await tasking. Rescue 2 EMT Cardoza (Solo) arrived on scene approximately 1400 in case of medical emergency. At approximately 1515 TKFC went 10-8. Water Tender Remain behind in support along with F/F Hardin who was returning Lander County's Water Tender and Rescue 2 proceeded to Austin to refuel than proceed to Kingston Barn. TKFC Brush Truck and Fast Attack was back in Kingston Barn approximately 1545.
831 07/18/18	Dispatched out approximately 2025 via phcon Between EMT Shodlt and EMT Cardoza of a 70 year old woman who had stepped on a toy and was requesting medical assistance at 199 Bateman Street in Austin. Rescue 5 departed the barn at approximately 2030 with EMT Cardoza and F/F Colpitts (driver) and arrived in Austin at approximately 2100. Having difficulty trying to locate 199 Bateman street EMT Cardoza called dispatch for for more information and was told by dispatch to stand down. Rescue 5 went 10-8, and refuel in Austin and back in the barn approximately 2215.
832 07/20/18	Dispatched out approximately 1150 for a older male subject feeling short of breath at 132 6th street in Austin. Rescue 5 departed the barn at approximately 1155 with F/F J. McKeen and F/F Colpitts (driver) and EMT P. Young was picked up enroute. Rescue 5 arrived on scene approximately 1230 and Lander County Deputy was on scene. EMT Young and F/F McKeen treated patient who was was breathing easy and reported he had been stung by a bee earlier. Battle Mountain Ambulance arrived approximately 1310 and took over treating patient. Patient decided to refuse transport. Prior to leaving Rescue 5 was tone out to report to Grass Valley Road for a wildfire.
833 07/20/18	Dispatched out approximately 1325 to report to a fire on Grass Valley Road. Rescue 5 departed 132 6th Street in Austin at approximately 1330 and arrived on scene in Grass Valley Road just north of the Willow Creek Ranch at approximately 1345. Lander County Deputy was on scene. At approximately 1445 Rescue 5 requested from dispatch to be release and permission was granted. Rescue 5 was back in the barn at approximately 1510.
834 07/23/18	Rescue 5 dispatched out approximately 1550 to provide driver for Rescue 3 at US 50 Lander MM-30 for a motorcycle accident. Rescue 5 departed barn at approximately 1555 with EMT Cardozo and F/F Colpitts (driver). Arrived on scene approximately 1625. Patient was a middle age male with possible broken left ankle and already on Rescue 3's gurney. Patient was loaded into Rescue 3. Rescue 5 was secured and left on scene. Rescue 3 departed scene approximately 1635 with EMT Shodlt, EMT Cardoza and F/F Colpitts (Driver) enroute to Banner Churchill Hospital. Rescue 3 arrived Fallon approximately 1815 and departed Fallon 1845 back in Austin approximately 2015. Rescue 5 was picked up at Austin's Ambulance barn and back in Kingston 2115

Date	The Kingston Fire Company Call Out Log for 2018 (Page 9)
827 06/21/18 Continued	<b>Continued from previous page...</b> Care Flight Landed approximately 0935 and Rescue 4 arrived at the approximately same time. Patient was loaded via Rescue 4 patient chair onto Care Flight and care flight was airborne approximately 0955. "Lil Red" departed scene approximately 1000 and back in the barn 10-8 at approximately 1030.
828 07/04/18	Dispatched out approximately 0930 via phcon Between EMT Shodlt and EMT Cardoza of a vehicle wreck on US 50 Lander County MM 31-32 with a woman trap inside. Rescue 2 departed approximately 0940 with EMT Cardoza and F/F Colpitts (Driver) and TKFC Fast attack with Fire Chief Ellis (solo) along F/F Hardin (solo) in Lander County Work Truck. All three units arrived at approximately 1000. Rescue 2 departed approximately 0940 with EMT Cardoza and F/F Colpitts (Driver) and TKFC Fast attack with Fire Chief Ellis (solo) along F/F Hardin (solo) in Lander County Work Truck. All three units arrived at approximately 1000.

	<p>after patient transfer. Fire Chief Ellis and F/F Hardin assisted in traffic control and departed scene approximately 1030 and back in the barn 1100. Rescue 5 &amp; 2 arrived Austin airport approximately 1025 and Rescue 4 from Battle Mountain arrived approximately 1045. Lander County Deputies arrived Airport approximately 1050. Care Flight arrived approximately 1100 and patient was loaded and airborne at approximately 1115. Rescue 2 with EMT Cardoza, Patsy Waits and F/F Colpitts departed Austin Airport at approximately 1120. Rescue 2 stopped for fuel in Austin and dropped P. Waits off at scene so she could get her POV and Rescue 2 back in the barn at 1230.</p>
829 07/14/18	<p>Dispatched out approximately 1115 for a motor cycle vs truck at US 50 Lander County MM 49. TKFC Fast Attack departed at approximately 1120 with F/F J. McKeen, F/F Hardin and F/F Colpitts (Driver). At approximately 1125 TKFC received word that their assistance was not required and to proceed to 314 Toiyabe for a middle age woman complaining of dehydration and back pain. TKFC arrived on scene at approximately 1135 and F/F McKeen begin tending patient and administrated O2 while F/F Hardin took notes. Received call from dispatch Rescue 4 was enroute from battle mountain with a ETA of 1300 and Care Flight was enroute also with ETA of 1235. F/F Hardin and F/F Thiss who arrived via POV proceeded to Helo pad to await Care Flight. Care Flight advised TKFC that they would land east of 314 Toiyabe. F/F Thiss F/F Hardin and F/F Flynn returned from Helo pad and set up LZ east of 314 Toiyabe and Care Flight arrived approximately 1235. Patient self loaded and Care Flight was airborne approximately 1250 and TKFC was back in the barn and 10-8 at approximately 1305.</p>
830 07/15/18	<p>Dispatched out approximately 1150 for a wild land fire located on Austin Summit. TKFC Fast Attack with F/F J. McKeen and F/F Flynn (Driver), Brush Truck with F/F This and F/F Colpitts (Driver), Water Tender F/F Hardin (Solo) Departed approximately 1200. TKFC Fast Attack arrived on scene approximately 1230 with Brush Truck and Water Tender arrived on scene approximately 1245. <b>(Continued next page)</b></p>



Date	The Kingston Fire Company Call Out Log for 2018 (Page 8)
823 06/01/18	Ambulance and TKFC First Responders were dispatched out at approximately 1640 for a 65 year old female who had passed out and was foaming from the mouth at Hickson Campground. Rescue 2 was unable to respond (EMT not in town) TKFC Fast attack departed at approximately 1647 with F/F Thiss, F/F J. McKeen, F/F Brickley and F/F Colpitts (Driver) and arrived on scene at approximately 1715. Lander County Deputy was on scene. Patient was sitting up and alert. F/F J. McKeen evaluated patient and Eureka Ambulance arrived approximately 1725 and patient was self loaded and TKFC departed scene approximately 1735 and back in the barn approximately 1810.
824 06/03/18	Rescue 2 dispatched out at approximately 0942 for a 60 year old female with COPD complaining of difficulty breathing at 175 Court Street in Austin. F/F's Hardin, Thiss, Flynn remained behind while EMT Cardoza, F/F J. McKeen and F/F Colpitts (Driver) departed in Rescue 2 at approximately 0950. Arrived on scene approximately 1030 and Lander County Deputy was already on scene. EMT Cardoza and F/F J. McKeen evaluated and gave patient O2. Patient refused transport and Rescue 2 departed scene at approximately 1110. Rescue 2 refueled in Austin and was back in the barn at approximately 1150.
825 06/09/18	Rescue 2 dispatched out at approximately 1435 for a past out female at Austin Park. Call came in during TKFC monthly meeting, Fire Chief Eliss, F/F's Hardin, Thiss, and Flynn remained behind while EMT Cardoza, F/F J. McKeen and F/F Colpitts (Driver) departed in Rescue 2 at approximately 1441. At Approximately 1455 Rescue 2 was told by dispatch to go 10-8. Rescue 2 back in the barn approximately 1525.
826 06/09/18	Rescue 2 dispatched out at approximately 2055 to standby at Kingston Barn for a suicide attempt in Kingston. Fire Chief Eliss, F/F's Hardin, Flynn, Thiss, Colpitts and EMT Cardoza all arrived Kingston to wait if needed. At approximately 2110 Lander County Deputy called for Rescue 2 to come to the scene at 208 Las Padres Road. Fire Chief Eliss, F/F's Hardin, Flynn, and Thiss departed in TKFC Fast Attack, while EMT Cardoza, and F/F Colpitts (Driver) departed in Rescue 2 and both vehicles arrived on scene approximately 2115. Patient was a 50-60 year old female whole had ingested some sort of medicine and had pass put while talking to Lander County Deputy. Patient was loaded for transported to Churchill Banner and Rescue 2 departed scene at approximately 2130. Fire Chief Ellis and F/F Thiss traveled with Rescue 2 and at approximately 2230 rendezvoused with Churchill Banner Ambulance approximately 5-7 miles east of Cold Springs and conducted patient transfer. Rescue 2 was back in the barn and 10-8 at approximately 0010.
827 06/21/18	Dispatched out at approximately 0805 via phcon from Austin Dispatch to provide medical support for a 81 year old male with diabetics at 3 rd and Water Street in Austin. Depart Kingston barn approximately 0810 in Lil Red with F/F Thiss and F/F Colpitts (drive) and arrived on scene approximately 0840. F/F Hardin was on scene along with Lander County Deputy Lowe. Rescue 4 was dispatched from Battle Mountain and Care Flight was also called with a Care Flight ETA of 0930. <b>Continued on next page.</b>

Date	The Kingston Fire Company Call Out Log for 2018 (Page 7)
05/10/18 820	<p>Dispatched out at approximately 1735 for a middle age woman who had been assaulted in the upper body area at the Lincoln Motel in Austin. EMT Cardoza and F/F Thiss (Driver) departed in TKFC Fast Attack at approximately 1740 and arrived on scene at approximately 1810. Rescue 2 departed at approximately 1750 with F/F J. McKeen and F/F Colpitts (Driver), reason for delay in departure was because the regular gurney in Rescue 2 had been red tag and old gurney from TKFC Q.R.V. had be put in and the locking mechanism had to be adjusted. Rescue 2 arrived on scene at approximately 1820 and Lander County Deputy was on scene. Patient was very stressed and was loaded into Rescue 2 and departed at approximately 1830 to rendezvous with Rescue 4. Met up with Rescue 4 at approximately 1840 and patient hand off was conducted and rescue 2 went 10-8 at approximately 1850. Both Rescue 2 and Fast Attack stopped in Austin to refuel and both were back in the Barn at 1930.</p>
821 05/14/18	<p>Ambulance was dispatched out at approximately 1025 for a traffic accident at LA-48 on US-50 (west side of Hickson Summit) with unknown injuries. EMT Cardoza was unable to roll. F/F Thiss, F/F J. McKeen F/F Flynn and F/F Colpitts (Driver) departed in TKFC Fast Attack at approximately 1030 and arrived on scene at approximately 1105. F/F Thiss and F/F J. McKeen began giving first aid to a 60-65 year old female complaining of back and shoulder pain. Other Occupant was a 60-65 male who was stable and refused treatment. F/F Flynn and F/F Colpitts proceeded to set up flagging stations until NDOT arrived and relived them at approximately 1125. Eureka Ambulance arrived at approximately 1120. Patient was loaded with TKFC assistance and TKFC was requested by ambulance crew to follow and help transfer patient to care flight. Departed scene at approximately 1145 and proceeded to Austin airport. Arrived Austin Airport approximately 1250 and Care Flight arrived approximately 1315 and patient was loaded with TKFC assistance and TKFC departed for Austin at approximately 1330. Arrived Austin at approximately 1345 refueled and back in the barn 1425.</p>
822 05/26/18	<p>Ambulance and TKFC First Responders were dispatched out at approximately 2040 for a 67 year old male who had passed out at Zac's Lucky Spur in Kingston. Rescue 2 departed approximately 2247 with F/F Colpitts (Solo) who met up with EMT Cardoza along with F/F Thiss, F/F Hardin and Fire Chief Ellis already on scene at approximately 2250. EMT Cardoza evaluated patient and requested Care Flight. Patient was loaded and Rescue 2 departed the scene at approximately 2105 and arrived Kingston Helo Pad and lights were deployed and Care Flight ETA was 2155. Lander County Deputy arrived on ace a approximately 2107. At approximately 2145 dispatch informed Lander County Deputy that Helo could not make Kingston due to weather and patient needed to be transported to Austin Airport. Rescue 2 with Lander County Deputy in the lead departed and at approximately 2155 was informed by dispatch that Helo was able to make Kingston and was enroute. Both Rescue 2 and Lander County Deputy returned to Kingston Kingston Helo Pad. Care Flight arrived at approximately 2205 and Patient was loaded and Care Flight departed approximately 2220. Rescue 2 back in the barn at approximately 2240.</p>



# *Town of Kingston Fire Company*



## *Standard Operating Guidelines & Procedures*



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## *Executive Summary*

In the following sections, you will find the Standard Operating Guidelines, (S.O.G.'s), for the Town of Kingston Fire Company. These guidelines are designed to give personnel a guide in which to assess, control, and successfully bring emergency incidents to a close.

These guidelines are to be used only as guidelines, and are not meant to be the rules by which all incidents are to be handled. Due to the nature of our business, all incidents are not going to be identical. Therefore, there will never be accrue-all set of rules that everyone will play by.

We, as professional firefighters, will always have to be dynamic in our ability to adapt and overcome the situations with which we are faced on a day-to-day basis. That is where a good set of S.O.G.'s come into play. They give us a good starting point.

Every member of the Fire Company is expected to fully understand and follow the Policies, Procedures and Guidelines in this manual. Officers are expected to fully understand, follow and implement the Policies, Procedures and Guidelines in this manual as intended and will support these documents. This will ensure good order is maintained and a professional demeanor is maintained to provide the needed services to the community.

All members are expected to have access to these documents and only changes that are made by the Chief of the Fire Company shall be added to these documents.



# ***Vision Statement***

The Town of Kingston Fire Company will strive at all times to serve the Town of Kingston and Lander County as a partner in Fire & Life Safety needs.

## **OUR FIRE COMPANY WILL:**

Maintain Good Stewardship of the Resources Provided by the Community

Develop Life Safety Goals as a **TEAM**

Provide Fire & Life Safety Education for the Shareholders & Customers

Provide Professional Service at all times

Work to improve ourselves through:

Education Team Work Respect Discipline

**&**

**TRUST**

# *Firefighter Code of Ethics*

AS A FIRE SERVICE PROFESSIONAL:

MY FUNDIMENTAL DUTY IS TO SERVE MANKIND AND TO SAFEGUARD LIVES  
AND PROPERTY.


I WILL:

- » KEEP MY PRIVATE LIFE UNSULLIED AS AN EXAMPLE TO ALL.
- » MAINTAIN COURAGEOUS CALM IN THE FACE OF DANGER, SCORN OR  
RIDICULE AND DEVELOP  
SELF-RESTRAINT.
- » BE CONSTANTLY MINDFUL OF THE WELFARE OF OTHERS.
- » HONEST IN THOUGHT AND IN DEED IN BOTH MY PERSONAL AND OFFICIAL  
LIFE.

I WILL BE EXEMPLARY IN OBEYING STATE LAWS, LOCAL ORDINANCES,  
REGULATIONS AS WELL AS THE POLICIES, PRECEDURES AND GUIDELINES OF MY  
FIRE COMPANY.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Incident Command			
Section:	Administrative – Rules & Regulations			
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### **1. PURPOSE:**

Provide guidance for establishing, passing, transferring and terminating command at an emergency scene utilizing the Incident Command System “ICS”.


### **2. PROCEDURE:**

#### **2.1 Establishing Command**

- a. Any incident involving two or more companies requires formal activation of the Incident Command System.
- b. An incident which requires only the response of one company, and is not expected to escalate beyond the commitment of this company, does not require the use of the Incident Command System.
- c. The first unit to arrive at the scene should establish command, unless command is passed in accordance to section 2.2 of this guideline. The initial Incident Commander (IC) should remain in command and direct activities until command is transferred or the incident is stabilized and terminated.
- d. Command is established as follows:
  - First unit or command officer arrives on the scene and performs size-up. He/she determines the need to establish command.
  - Command is established over the radio by contacting Dispatch, advising that command is established and by naming the command. Example - “Orange County, Engine 45 is establishing Kingston Ave. Command.”
- e. One of the key elements to naming the command is to make the name specific to the incident, yet as short and as brief as possible.
- f. All on-scene and responding units need to be aware when command has been established and network their communications through command as required.

# *Town of Kingston Fire Company*

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- g. Command should utilize a tactical board and on-scene tracking of personnel and unit status. The IC should appoint Command Staff and establish division/group officers as needed to maintain an acceptable span of control.

### 2.2 Passing Command


- a. Circumstances may be encountered that require rapid intervention on the part of the first arriving crews. These situations could include a report of trapped victims, or a fire requiring a fast knockdown to protect a stairway or other means of egress.
- b. The first arriving officer has the option of working with their company in a fast attack mode or passing Command to the next arriving officer. However, this does not relieve the initial officer of his/her duties relating to initial size-up and command decisions.
- c. Upon arrival, a report should be given to Lander County. As part of this arrival report, the officer should announce “Passing Command.” At this point, Command *should not* be named or established. The officer may elect to designate his crew according to their function in anticipation of working within the Incident Command System. Example - “Engine 45 will be Fire Attack Group.”
- d. The next arriving officer should then designate and establish Command.
- e. Officers are encouraged to establish Command as a matter of routine, and should use the “Passing Command” mode only when the officer is needed to perform other critical functions.

### 2.3 Transferring Command

As an emergency escalates or de-escalates, there may be a need to transfer command. The following guidelines outline the procedures for transferring command.

- a. The Company Officer or Incident Commander should have command established and, when possible, use a vehicle command post. As soon as is practical, the necessary tactical worksheet should be started for tracking of on-scene personnel and units.

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- b. Command is transferred, when practical, after a face to face briefing, to include current situation, current unit placements, assignments, and a review of the tactical worksheet.
- c. Arrival of a senior ranking officer on a scene does not automatically cause command to be transferred. Assumption of command is based on several factors, including potential escalation of the incident, personnel limitations, IC capabilities, etc. A chief officer would be expected to assume command of second alarm (or greater) fires.
- d. In formally transferring command, once the face to face is completed and the tactical worksheet reviewed, Command will notify Lander County of the transfer, i.e. “Lander County, Chief 45 assuming Kingston Ave. Command.”
- e. It may be advantageous to have the officer being relieved remain with the new Incident Commander, in the role of IC Aide or Operations Section Officer, since the initial action plan was established by this officer.
- f. This formal process for transfer of command should be utilized both as the emergency escalates, and in the demobilization phase as situations are brought under control. “Kingston Ave. Command, Chief 45 available – transferring Kingston Ave. Command to Engine 751.”


## 2.4 Terminating Command

Command should be terminated when the incident has de-escalated to a point where all units have returned to service. The Incident Commander should complete the following prior to terminating command:

- a. Survey the incident scene to insure that it has de-escalated to a point where Command can safely and effectively be terminated. The same standard used for establishing Command applies to terminating Command. If two or more units are still on scene, Command should remain in place.
- b. Contact Dispatch and advise them that Command has been terminated and that you are in service from the incident.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

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## 2.5 Fire Watch

Upon completion of operations at a fire scene, the Incident Commander (IC) may implement a fire watch to ensure that the fire is completely extinguished. The fire watch should be implemented using the following guidelines:

- a. Prior to leaving a fire scene, the IC should conduct an inspection to verify that overhaul activities have exposed all potential hidden fires. Mattresses and overstuffed furnishings, after exposure to fire, should be removed from structures completely. Blown-in cellulose insulation in particular presents a major rekindle hazard. Consideration should be given to aggressively pulling ceilings to detect smoldering fires in this situation.
- b. If a fire scene does not pose any future threat to life safety and/or property, the IC may waive the fire watch requirement. The rationale for this decision should be documented in the narrative section of the fire report.
- c. If a fire scene does pose a possible threat to life safety and/or property, an engine company should be assigned to visit and inspect the fire scene periodically. The times and conditions noted on such visits should be recorded in the unit narrative of the fire report.
- d. If a fire scene poses a significant threat to life safety and/or property, an engine company (or companies) should be assigned to provide a continuous fire watch. Conditions on scene will dictate whether or not the unit can remain available on scene. The conditions noted and actions taken should be recorded in the unit narrative of the fire report.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Critical Incident Stress Debriefings	
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Section:	Administrative – Rules & Regulations		
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# 1. PURPOSE:

To establish guidelines for conducting critical incident stress debriefings.

# 2. GENERAL STATEMENTS:

- a. Emergency response personnel face more than physical risks. The psychological consequences of exposure to trauma in the fire service can result in high levels of burnout, long-term emotional difficulties and other life-disrupting problems.
- b. A critical incident is defined as: any incident that evokes extraordinary emotion on the part of emergency workers and overwhelms their ability to cope, either at the scene or later.
- c. Critical Incident Stress Debriefing (C.I.S.D.) is a psychological and an emotional process designed to reduce and control the impact of critical incidents. It is designed to accelerate *normal* recovery processes in *normal* people who are experiencing *normal* reactions to *abnormal* circumstances.
- d. CISD are *not* a critique of emergency operations at the scene. Performance issues will *not* be discussed at the debriefing. The debriefing process provides a format in which personnel can discuss their feelings and reactions and thus reduce the stress resulting from exposure to critical incidents. All debriefings will be strictly confidential.
- e. Examples of incidents that may call for a debriefing include but are not limited to:
  - Serious injury or death to a fellow emergency worker
  - Multiple casualty incidents
  - Suicide of a crewmember
  - Death of a child
  - Death or serious injury of a civilian resulting from emergency service operations
  - Prolonged or extraordinary rescue or recovery operations with expenditures of intense physical or emotional energy.

## *Town of Kingston Fire Company* Standard Operating Guidelines

Title:	Critical Incident Stress Debriefings	
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### 3. PROCEDURE:

- a. Any member recognizing stress or situations for potential stress in themselves or coworkers may contact their Lieutenant, Battalion Chief, Assistant Chief/Ops, or Fire Chief and request assistance. These calls will be kept confidential.
- b. Following any Critical Incident either the CISD Team Leader or other assigned member will conduct a defusing session and disperse informational materials relating to Critical Incident Stress.
- c. When indicated, the CISD Team Leader will then make arrangements for a formal debriefing through the State of Florida protocols. (The debriefing will occur within 72 hours of the incident) when possible.
- d. All members present at the incident will be required to attend the debriefing to act as peer support for other members.
- e. The debriefing will be limited to those personnel involved in the actual incident (including dispatchers, police officers, ambulance personnel, and hospital personnel), the peer counselors, and a mental health professional. No media will be allowed.
- f. All items relating to the activities of the debriefing will be kept strictly confidential.
- g. Personnel may also use a member assistance program.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Public Information & Media Contact	
Section:	Administrative – Rules & Regulations	

SOG #:	110.03	Page:	1 of 3	
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## 1. PURPOSE:

To establish a policy which will facilitate the flow of information between the Kingston Fire Company, the media, and the general public.

## 2. PROCEDURE:

### 2.1 Responsibility

All personnel within the Town of Kingston Fire Company are committed to and recognize the right of the public and news media to be fully and accurately informed on matters concerning public safety. In order to maintain this philosophy, all members of this Fire Company will strive to maintain a relationship of trust; cooperation, mutual respect and a free flow of information with the public and news media without favoritism.


- a. The Incident Commander (IC) shall be responsible for the management of public information on the fire ground.
- b. Any major incident likely to attract news media attention shall be brought to the attention of the Assistant Chief and/or the Fire Chief via pager, cell phone or the Communications Center.
- c. At multi-agency incidents, the agency having primary jurisdiction will be responsible for the coordination and release of information to the media.
- d. Members of the media will often respond to a scene that normally would not require the presence of Administrative personnel. In such cases, the IC or his/her designee should be prepared to provide a media briefing as soon as their command responsibilities permit.

### 2.2 Interview Guidelines

- b. Information released to the media should relate only to the facts of the incident.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

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- c. No determination as to the cause of an incident shall be released. Questions relating to the cause shall be referred to the appropriate investigative agency (i.e., Nevada State Fire Marshal, Nevada Highway Patrol, and Lander County Sheriff's Office).
- d. Under NO circumstance shall the names of fatalities or injured persons be released unless authorized by Fire Administration or the appropriate investigative agency.
- e. At no time shall Town of Kingston Fire Company member's personal information be provided to the news media. All requests for such information shall be immediately referred to Fire Administration via the chain of command.
- f. When, in the opinion of the IC, an incident results in what may be a potentially controversial situation, a Fire Administration representative will be requested to respond immediately.
- g. When a representative of the news media requests interviews or information from Fire Company personnel at any time other than that described in the above section, the request shall be referred to Fire Administration via the chain of command.

### 2.3 Media Relations

- a. At the scene of any event of public interest, representatives of the news media will be permitted to conduct interviews, take photographs, and otherwise perform their assigned tasks provided their activity is not in violation of the guidelines established in this SOP, and provided such activity does not interfere with Fire Company operations.
- b. Photographs and videotape may be taken from any area where the news media representatives have been given access. Areas of access for news media representatives on scene of an incident will include:
  - Any areas open to the public
  - Any designated area set aside for news media briefings.
  - Any area to which the news media representatives are provided guided access to by the IC, or his/her designee.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Standard Operating Guidelines				
Title:	Public Information & Media Contact			
Section:	Administrative – Rules & Regulations			
SOG #:	110.03	Page:	3 of 3	
Effective Date:		Revision Date:		


Authorized By:		
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c. News media representatives shall be permitted to interview victims of an incident who have consented to such interviews providing:

- The victim is not undergoing medical attention.
- The victim appears able to make sound decisions, is not visibly upset, severely injured or emotionally distraught.
- Investigative personnel have completed their interviews.
- If a victim desires not to be interviewed, the news media representatives will be so advised.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Conduct in the Fire Station			
Section:	Administrative – Rules & Regulations			
SOG #:	110.04	Page:	1 of 2	
Effective Date:		Revision Date:		
Authorized By:				

## 1. PURPOSE:

To establish standards to maintain a good image of the Fire Company without depriving the public of the opportunity of visiting the fire station to conduct business or familiarize themselves with the Fire Company.

## 2. PROCEDURE:

### 2.1 Access


- a. The Kingston Fire Station is a public building for the purpose of conducting Fire Company business on a twenty-four (24) hour basis. No person shall be denied entry into the Fire Station at any time for the purpose of conducting such business.
- b. Fire Company business, involving the public, shall be conducted only in the areas of the station provided for that purpose (i.e.: Reception area, meeting room, etc.). All other areas of the Fire Station shall be termed "OFF LIMITS" to the public with the exception of guided tours or as authorized at any reasonable time of the day light hours.

### 2.2 Guests

- a. **Guests** – (For the purpose of this policy) is defined as a visitor other than for the purpose of conducting Fire Company business which may include family or personal friends.
- b. Guests are welcome at any reasonable hour of the day, in the Fire Station, and shall not be permitted in the station later than 22:00 hours.
- c. Luncheons and coffee occasions with guests are permitted.
- d. The presence of guests in the Fire Station shall not significantly disrupt or prevent the on-going activities of operations.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines


Title:	Conduct in the Fire Station			
Section:	Administrative – Rules & Regulations			
SOG #:	110.04	Page:	2 of 2	
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## 2.3 Personal Conduct

- a. Many occasions arise when personnel receive phone calls of a personal nature. The member shall make all efforts to keep these calls to a minimum, particularly during business hours.
- b. Member's conduct should be professional at all times, especially in the presence of the public. (i.e.: No foul language, rude behavior, etc.)

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Station Security			
Section:	Administrative – Rules & Regulations			
SOG #:	110.05	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				

## 1. PURPOSE:

To protect the station apparatus and equipment from random damage and to protect both station personnel and the public while making the fire station accessible to those who have business or are working in the area.


## 2. PROCEDURE:

The station is a public building for the purpose of conducting Fire Company business on a twenty-four hour basis. No person shall be denied entry into the Fire Station at any time for the purpose of conducting such business. (See SOG 110.02) Reasonable security considerations make it prudent to protect the apparatus room, offices and other station facilities from any outside damage or theft and to protect visitors from injury.

- a. The entrance to the reception area shall remain locked. Entrance by visitors can be made at the main entrance of the Town Hall.
- b. The bay and side doors from the apparatus room and Town Hall shall be kept locked unless these areas are occupied by fire Company personnel. ALL station doors shall be locked when no personnel are in the station.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Pager Requirements			
Section:	Administrative – Rules & Regulations			
SOG #:	110.06	Page:	1 of 2	
Effective Date:		Revision Date:		
Authorized By:				



## 1. PURPOSE:


The purpose of this policy is to define operational guidelines and requirements for members to maintain a communication medium with Fire Administration.

## 2. PROCEDURE:

The Town of Kingston Fire Company deems it necessary to have a mechanism to contact members to relay general information, solicit a response to a need, and facilitate member recalls during disaster related situations. The Fire Company recognizes that many members have access to personal telecommunications equipment that is capable of receiving text and/or email messages. The Fire Chief shall set the guidelines and requirements related to acceptable devices used to receive pager or text messages.

- b. Fire Company members have a responsibility to readily receive, interpret, and properly address authorized electronic transmissions sent by representatives of the Fire Company.
- c. It is the responsibility of each member to maintain an approved mechanism for electronic communications with the Fire Company during their off-duty time.
- d. Each member shall complete a Member Contact Form within 30-days of the effective date of this policy and immediately any time their contact information changes.
- e. The Fire Company assumes no responsibility for messaging charges or any other fees associated with the maintenance of member's personal telecommunications devices when authorized to be used.
- f. It is the responsibility of each member having a Fire Company issued pager to insure that the device is adequately cared for and that it is not damaged through carelessness or neglect.


## *Town of Kingston Fire Company* Standard Operating Guidelines

Title:	Pager Requirements			
Section:	Administrative – Rules & Regulations			
SOG #:	110.06	Page:	2 of 2	
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- g. All members are required to appropriately respond to electronic transmissions initiated by any person within the Fire Company having supervisory authority within five (5) minutes unless the message sent indicates otherwise.
- h. Messages relating to emergency situations or call related responses are to be answered immediately.
- i. Determine whether the information or request is needed without delay or if it can be addressed upon the members return to duty.
- j. All transmissions sent related to Fire Company business are to contain the sending person's name included in the message.
- k. The Fire Company provides pager protection (insurance) for lost or stolen pagers and for pagers that are damaged beyond repair. There is a deductible associated with lost or damaged pagers. Members with issued pagers may be responsible for paying the deductible amount if the County's Safety Committee or the Fire Chief determines that the damage or loss was due to negligence or carelessness.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Smoking / Tobacco Usage			
Section:	Administrative – Rules & Regulations			
SOG #:	110.07	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				

## 1. PURPOSE:


To establish a procedure governing the use of smoking and tobacco products at the fire station and on all Fire Company equipment.

## 2. PROCEDURE:

- a. No smoking or tobacco use while operating a Fire Company vehicle.
- b. All personnel that engage in smoking will use the designated smoking area at least 50 feet from any doorway and place all trash in the suitable container.
- c. Personnel that are engaging in any other form of tobacco usage needs to ensure that all trash is thrown away after use.
- d. Smoking is prohibited in the building including the engine bays.
- e. Smoking and tobacco usage is not encouraged by the Town of Kingston Fire Company and encourages personnel to quit the usage. If personnel need assistance with quitting contact the Fire Chief.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Uniform			
Section:	Administrative – Rules & Regulations			
SOG #:	110.08	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				

## 1. PURPOSE:

This document sets forth the standards for non-PPE uniforms and apparel (clothing items) worn by department members.

## 2. GENERAL GUIDELINES:

Whether purchased by the department or a member it is important that uniforms and apparel be consistent and professional in appearance. All uniforms and related equipment or other apparel purchased after the issue date of this document shall meet these requirements.

The department holds the copyright for all department logos and the department name and is therefore entitled to determine where and under what circumstances they are used. No individual member may use any department logo and/or the department name in any form or for any purpose. To provide uniformity and standardization of design and official member identification and recognition, the design of all apparel bearing the department's name and/or logo shall be approved by the executive committee and only such apparel shall be issued or obtained by the department or any member

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Commendations / Service Awards		
Section:	Administrative – Rules & Regulations		
SOG #:	110.09	Page:	1 of 2
Effective Date:		Revision Date:	
Authorized By:			



## 1. PURPOSE:

To foster pride in the Fire Company through the recognition of personnel who have excelled in the performance of their duty.

## **2. PROCEDURE:**

### **2.1 Nomination Procedures**

- a. It shall be the privilege of any member to nominate a person or group of people for recognition as an award recipient.
- b. All nominations shall be submitted on the “Nominations for Awards” form and forwarded, via the Chain of Command, to the Assistant Fire Chief/Ops no later than 30 days after the event or incident has occurred. Supporting information, i.e., photos, drawings, video, may be attached to the nomination form.
- c. Senior Fire Company staff consisting of the Assistant Chiefs and First Responder Coordinator will review the Nomination for Awards form at their next regularly scheduled staff meeting and by a majority vote of the members, shall make a recommendation as to the appropriate award to be issued. Recommendations shall be forwarded to the Fire Chief’s office for final approval.

### **2.2 Awards and Requirements**

- a. Medal of Valor (Highest Award)


Members who, in the line of duty, perform an act(s) far and beyond the normal call of duty and under EXTREME personal risk, rescues or attempts to rescue a fellow firefighter or endangered citizen(s).

Regalia:

- Shall consist of neck ribbon cordon with a medal (Gold Plated Medal)
- Framed distinctive description of the incident.
- Service ribbon (Red, White, and Blue).

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Commendations / Service Awards			
Section:	Administrative – Rules & Regulations			
SOG #:	110.09	Page:	2 of 2	
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- . b. Distinguished Service Award (Second Highest Award)

Any member performing an act considered involving an unusual degree of personal risk with bravery and high degree of initiative and capability.

Regalia:

- Shall consist of a neck ribbon cordon with a medal (Silver Chrome Medal)
- Framed distinctive description of the incident.
- Service ribbon (Red & Blue).

c. The Fire Chief's Award

Issued at the discretion of the Fire Chief to members of the Fire Company who have demonstrated dedication and excellence while performing assigned duties, or to any person exemplifying the Fire Company through individual commitment to excellence.

Regalia:

- Service ribbon (Gold & White with Fire Chiefs bugles)
- Framed Certificate

d. Certificate of Commendation

Acts of notable performance at the scene of an emergency, not involving personal risk above and beyond the call of duty, but demonstrating a high degree of professional skill.

e. Certificate of Letter of Appreciation

May be awarded to Fire Company members or Community members for notable acts of kindness or outstanding service to the Citizens of Kingston or Fire Company.

f. Civilian Award of Valor


Awarded to civilian members of the community for distinguished acts of bravery involving a high degree of personal risk.

Regalia:

Engraved trophy.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Personnel Administration			
Section:	Administrative – Rules & Regulations			
SOG #:	110.10	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				


**1. PURPOSE:**

The purpose of this guideline is to set forth the aspects of personnel administration to be in compliance with local, State and National requirements.

**2. PROCEDURE:**

- a. Fire Company personnel are expected to comply with provisions of the Town OF Kingston Fire Company's Standard Operating Guidelines (SOGs).
- b. Fair and equitable treatment of all members will be maintained by fair administration of these policies and procedures and by consideration of the rights and interests of the citizens and the Town.
- c. A charge of the Fire Company and the Town of Kingston is to comply with all local, State and National laws and requirements in the course of operations.

***Town of Kingston Fire Company***  
**Standard Operating Guidelines**

Title:	Fire Company Budget Preparation			
Section:	Administrative – Rules & Regulations			
SOG #:	110.11	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				


**1. PURPOSE:**

The purpose of this policy is to define the components and areas of responsibility necessary to develop a comprehensive annual budget for the Fire Company.

**2. PROCEDURE:**

- a. Each year, beginning on or about January 1st, members/officers of the Fire Company having specific areas of purchasing responsibility are to begin budgetary planning for the upcoming fiscal year (FY). This includes, but is not limited to, medical supplies, station supplies, uniforms, personal protective equipment (PPE), FD equipment, training, etc.
- b. The Fire Chief, or his designee, will submit a comprehensive initial Fire Company budget package to the Town of Kingston.
- c. The Fire Company Secretary will submit the Town of Kingston Fire Company Budget to the Town of Kingston by the first week in February.
- d. The Town of Kingston Fire Company Fire Chief or designee will present the budget at the budget hearing in March.

***Town of Kingston Fire Company***  
Standard Operating Guidelines

Title:	Ride A Longs			
Section:	Administrative – Rules & Regulations			
SOG #:	110.12	Page:	1 of 2	
Effective Date:		Revision Date:		
Authorized By:				



## 1. PURPOSE:

To establish the procedures whereby civilians can ride to observe the operations of the Fire Company in order to obtain a real life perspective of what the Fire Company is all about.

## 2. PROCEDURE:


- a. Any person wishing to participate in the ride along program must be at least 16 years of age or older. Exceptions may be made under certain circumstances.
- b. All persons must obtain the appropriate rider release forms and submit the fee for conducting a criminal background check. No one will be permitted to ride if they have criminal charges pending or past criminal convictions. (\*Immediate family members of FD members may be excused from these background checks upon approval of FD Administration)
- c. Upon clearance, the person will be notified of their approval to ride. They will be directed to schedule the ride time with the Fire Chief.

## 3. LIMITATIONS:

- a. Civilians who have been approved to ride may ride no more than once per every 6 (six) month period.
- b. The Fire Chief or his/her designee may deviate from frequency and duration for individuals seeking education/knowledge related to future fire service employment.
- c. The Fire Chief or his/her designee may make exceptions to this policy based on special or unique circumstances.
- d. Rider approval is good for one-year from the date of the background check.
- e. Only one civilian rider may be permitted per engine.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Ride A Longs			
Section:	Administrative – Rules & Regulations			
SOG #:	110.12	Page:	2 of 2	
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- f. Civilian riders shall not be permitted to ride for more than 8 hours.
- g. Rider's must wear a solid white shirt, dark blue or black pants, black closed toed shoes, and the rider nametag.
- h. **Civilian riders may not carry any weapons.**
- i. No civilian (even if they are a certified firefighter, EMT, Paramedic, RN, etc.) shall participate in patient treatment or fire service operations and may not handle FD equipment.
- j. No civilian shall represent themselves as a member of the Fire Company and must ensure that the reputation of the Fire Company is protected from harm by their actions.

4. **RESPONSIBILITIES:**

- a. It is the responsibility of the Fire Company member to ensure that all requirements of the program are followed.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Funeral		
Section:	Administrative – Rules & Regulations		
SOG #:	110.13	Page:	1 of 6
Effective Date:		Revision Date:	
Authorized By:			



## 1. PURPOSE:

The purpose of this policy is for the handling on duty deaths, off duty deaths, retired member deaths, past member's deaths, and the death of a member's family up to and including the funeral proceedings.

## 2. PROCEDURES:

### 2.1 Definitions

- a. **Line of Duty Death** – Any active volunteer of the Fire Company whose death occurred while on duty or from injury or illness received while on duty.
- b. **Active Duty Death** – Any member of the Fire Company whose death occurred while off duty.


### 2.2 Line of Duty Death – Notification

- a. Upon the death of a member in the line of duty, the Officer In Charge (OIC) shall immediately notify the Assistant Fire Chiefs and the Fire Chief.
- b. At no time will the decedent's name be publicly released unless authorized by the Fire Chief or his designee.
- c. The Fire Chief and/or designated representatives shall notify the next of kin.
- d. The Fire Chief or his designee may conduct a formal news conference or news release as soon as appropriate to ensure factual information is given to the media.

### 2.3 Responsibilities

- a. The Fire Chief will, as soon as practical, appoint a Fire Company Liaison Officer and a Funeral Detail Officer.

## *Town of Kingston Fire Company* Standard Operating Guidelines

Title:	Funeral			
Section:	Administrative – Rules & Regulations			
SOG #:	110.13	Page:	2 of 6	
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## 2.4 Fire Company Liaison Officer

- a. Will contact the next of kin of the deceased member as soon as possible and offer any assistance and support that the Fire Company might be able to render.
- b. Together with the family and the funeral director, establish the Fire Company's participation in the funeral and/or viewing.
- c. If appropriate, arrange for the Honor Guard's participation during the viewing.
- d. Arrange for pallbearers from the Fire Company, if requested (6 plus one officer).
- e. Coordinate with the Funeral Detail Officer and Honor Guard to plan viewing and funeral proceedings.
- f. Obtain and secure a casket flag if decedent is a veteran.

## 2.5 Funeral Detail Officer

- a. Assume overall responsibility for the uniformed personnel's participation in the funeral proceedings.
- b. Appoint any help deemed necessary to carry out his/her responsibilities.
- c. Coordinate with the Fire Company Liaison Officer, Honor Guard, and the Funeral Director to assure an efficient participation to the funeral proceedings.
- d. Survey the site of the funeral services and coordinate with the Funeral Director as to the placement of all attending units and personnel.
- e. Plan for and coordinate the role of visiting uniformed firefighters and police Fire Company's.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Funeral		
Section:	Administrative – Rules & Regulations		
SOG #:	110.13	Page:	3 of 6
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- f. Provide all members of the Fire Company with accurate and timely information necessary to carry out their roles in the funeral. This will include visiting delegations.
- g. Provide media information as required.

## 2.6 Services for Line of Duty Deaths

- a. The details for the funeral service are ultimately determined by the next-of-kin. The Fire Company will offer as much assistance as possible to the family in the planning for services.
- b. All members shall place a strip of black material over the center of their badge as a sign of mourning. Badges shall remain taped for one (1) week starting when the official announcement is given.
- c. American Flags may be lowered to half-mast only by the order of the President of the United States. Therefore, station flags shall not be lowered until such an order.
- d. Only a Line of Duty Death allows for fire apparatus to be used as a hearse.
- e. If desired by the next of kin, appropriate fire apparatus will be assigned that duty.
- f. The casket may be draped with an American Flag. If desired by the family, the Honor Guard may fold and present the flag as a part of the funeral services.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Funeral			
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- g. If desired by the family and approved by the Fire Chief, the following additional

services may be performed for a Line of Duty Funeral.

A “missing firefighter” display of empty boots, coat, and helmet during the funeral.

Ringling of the Bell ceremony during the funeral service if available.

Participation of TKFC and visiting apparatus in the funeral procession.

Crossed aerial ladders at a designated point in the procession if available.

Apparatus may be staged along the funeral procession route with crews presenting a hand salute as the procession passes.

A “Gauntlet Formation” of uniformed personnel as the casket enters the grave site, with officers nearest the grave.

A graveside presentation of the decedent’s helmet or the folded American Flag to the next of kin by either the Fire Chief or Honor Guard Commander.

A bugler (Taps) and bagpipes (Amazing Graze) at appropriate times during the ceremony.

TKFC shall honor all appropriate military honor for veterans.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Funeral		
Section:	Administrative – Rules & Regulations		
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#### **2.7 Services for Active Duty Deaths**

- a. The details for the funeral service are ultimately determined by the next-of-kin. The Fire Company will offer as much assistance as possible to the family in the planning for services.
- b. All members shall place a strip of black material over the center of their badge as a sign of mourning.
- c. American Flags may be lowered to half-mast only by the order of the President of the United States. Therefore, station flags shall not be lowered until such an order.
- d. The casket may be draped with an American Flag if the member was a veteran. If desired by the family, the Honor Guard may fold and present the flag as a part of the funeral services.
- e. If the decedent was not a veteran, the casket may be draped with a TKFC flag if available.
- f. If desired by the family and approved by the Fire Chief, the following additional services may be performed for a Line of Duty Funeral.

A “missing firefighter” display of empty boots, coat, and helmet during the funeral.

Ring of the Bell ceremony during the funeral service if available.

Participation of TKFC and visiting apparatus in the funeral procession.

Crossed aerial ladders at a designated point in the procession if available.

Apparatus may be staged along the funeral procession route with crews presenting a hand salute as the procession passes.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Funeral		
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A “Gauntlet Formation” of uniformed personnel as the casket enters the grave site, with officers nearest the grave.

A graveside presentation of the decedent's helmet or the folded American Flag to the next of kin by either the Fire Chief or Honor Guard Commander.

A bugler (Taps) and bagpipes (Amazing Graze) at appropriate times during the ceremony.

TKFC shall honor all appropriate military honor for veteran's strip of black

## 2.8 Exceptions

- a. Exceptions to these guidelines may be made at the Fire Chief's discretion.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Zero Tolerance Policy		
Section:	Administrative – Rules & Regulations		
SOG #:	110.14	Page:	1 of 2
Effective Date:		Revision Date:	
Authorized By:			



### 1. PURPOSE:



This policy is described as a "**zero-tolerance**" standard about the use of alcohol and drugs by members of Town of Kingston Fire Company at any time when they may be called upon to act or respond as a member of those Fire Company.

## 2. PROCEDURE:

- a. If someone has consumed alcohol within the previous eight (8) hours, or is still noticeably impaired by alcohol consumed previous to the eight (8) hours, they must voluntarily remove themselves from the activities and functions of the fire company, including all emergency operations and training.
- b. No member of the Town of Kingston Fire Company shall participate in any aspect of the organization and operation of the fire or emergency under the influence of alcohol or drugs, including but not limited to any fire and emergency operations, training, meetings, etc.
- c. No alcohol shall be on the premises of any operational portion of the Fire Company, including but not limited to the apparatus, the apparatus floor, the station, etc. without approval from the Fire Chief.
- d. The Fire Company has adopted a program of "for cause" alcohol and drug testing of members who are involved in motor vehicle accidents or who are reasonably suspected of being under the influence of alcohol or drugs.


### Alcohol and Drug Testing Procedures:

The procedures of the Town of Kingston Fire Company in regard to members suspected of using, possession or being under the influence of alcohol or drugs while on duty are as follows:

1. **Reasonable Suspicion:** shall include but not be limited to an apparent behavior or personality change; insubordination; confusion or lack of coordination; irrational conduct or activity; an appearance of or odor of intoxication, unusually slow or erratic movements or speech patterns.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Zero Tolerance Policy			
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2. In cases in which a member is acting in an abnormal manner or appears unfit to perform their duties in a safe manner; a supervisor has reasonable

suspicion to believe the member is using or is under the influence of alcohol or drugs; the supervisor shall contact a second supervisor of increasing rank to interview the member. If they feel there are reasonable grounds that the member is under the influence they shall make arrangements to take the member to a properly authorized testing facility for alcohol and drug testing.


3. Failure of the suspected member to promptly volunteer to submit to such test, including signing any required forms, will be deemed an act of insubordination justifying immediate suspension.

#### **Post-Accident Testing:**

1. Any member driving a Town of Kingston Fire Company vehicle that is involved in a motor vehicle accident involving another vehicle or pedestrian; or a non-driving member who has caused or contributed to such an accident, shall be tested for alcohol and drugs.
2. Any member who causes, in part or in whole, an incident that results in an injury to another member which requires treatment at a medical facility may be tested for alcohol and drugs. The Fire Chief will decide if testing is to be performed.
  - a. All Fire Company members are required to sign the zero tolerance policy form and a copy is to be retained in the member's personnel file.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Chain of Command and Delegation of Authority			
Section:	Administrative – Rules & Regulations			
SOG #:	110.15	Page:	1 of 2	
Effective Date:		Revision Date:		
Authorized By:				

#### **1. PURPOSE:**

To establish a well-defined Chain of Command within the organizational structure of the Fire Company that will encompass all Divisions and all personnel.

## **2. SCOPE:**

This procedure is designed to outline for all personnel the direct chain of command they are to follow when addressing Fire Company issues. Every effort should be made to follow this chain of command in order to keep all levels of management and personnel informed and instructed on their particular job function. In addition, this procedure outlines the procedure for the delegation of authority within the Fire Company.

## **3. GENERAL:**


In order for an organization such as a Fire Company to operate smoothly, there must be a defined chain of command, and it must be adhered to as closely as possible.

## **4. Chain of Command:**

- a. An organizational chart has been provided which clearly depicts each position in relation to the established chain of command.
- b. All personnel, either on or off duty, should follow this chain of command. Some individuals have been given special responsibilities in addition to their normal duties. At times it will become necessary to have a direct contact with a member of management without following the direct chain of command. The Assistant Chief shall be notified of any special responsibilities given to any of their personnel.
- c. On emergency scenes, the chain, by necessity, may be broken. For example, the Deputy Fire Chief or the Fire Chief may give an order directly to a firefighter and expect the firefighter to report directly back to him.
- d. There will be times when more than one order will be given at a time. Under absolutely no circumstances is any order to be ignored, or do only as you see fit.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Chain of Command and Delegation of Authority			
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- e. If you are given one order by an officer, and either before, or during your carrying out of that order, you are given an additional order by another officer, you must

inform the other officer of your previous order. The second officer may permit you to carry out his or her order. If you are directed to carry out the second order, the officer who does so accepts the responsibility for the original officer's order.

- f. The Fire Chief is the one person who has ultimate responsibility for the actions of the entire Fire Company; however, certain areas of responsibility and authority are delegated to other officers within the operation.
- g. In the absence of the Fire Chief or Assistant Fire Chief the Senior Captain or the Fire Chief's designee is in charge of the Fire Company.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Harassment and Discrimination			
Section:	Administrative – Rules & Regulations			
SOG #:	110.16	Page:	1 of 3	
Effective Date:		Revision Date:		
Authorized By:				

#### 1. **PURPOSE:**

To establish a guideline which incorporates the Fire Company's Policy against sexual, racial and other workplace harassment into all Fire Company operations.

## 2. SCOPE:

This guideline is designed to parallel the current Town of Kingston's policy Against Sexual, Racial and Other Workplace Harassment.

## 3. GENERAL:

This guideline describes the Town of Kingston Fire Company's commitment to providing its members with a work environment free from all forms of harassment, discrimination and/or retaliation and the confidential and reliable mechanisms for reporting complaints of harassment, discrimination and/or retaliation.

## 4. DEFINITIONS:


**Member** - All Civil Service and general member(s) of the Town of Kingston Fire Company

**Sexual Harassment** - Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may occur between the members of the opposite sex or the same sex.

- a. **Workplace Harassment:** Unlawful conduct directed at a group or individual that has the intent or effect of producing humiliation, embarrassment and/or revulsion at the target. Conduct which is unwelcome, pervasive and severe that may be demeaning, demoralizing, threatening or confrontational.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Harassment and Discrimination			
Section:	Administrative – Rules & Regulations			
SOG #:	110.16	Page:	2 of 3	
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Authorized By:				

- b. **Discrimination:** Adverse treatment of a Fire Company member(s) whether intentional or unintentional, based, for example, on race, color, national origin, religion, sex, disability, age, veteran status, or any other protected category.

- c. **Hostile Work Environment:** Working conditions that are offensive because of illegal workplace discrimination, typically characterized by humiliation, mockery, and cruelty directed against members of disadvantaged or protected groups and including sexually offensive conduct in the workplace.
- d. **Protected Health Information (PHI):** data, including demographic information collected from a member and created or received by the Town of Kingston Fire Company that:
  - 1. Relates to the past, present or future physical or mental health or condition of a Fire Company member.
  - 2. Identifies or can be used to identify the Fire Company member.


**Protected characteristic** – A personal attribute or characteristic that under anti-discrimination laws may not be the basis for discrimination or harassment. Federal law prohibits harassment based on sex, race, religion, national origin, age, pregnancy and disability status.

#### 5. **Responsibility of Command and Supervisory Personnel:**

- a. Maintaining a business-like work environment free from all forms of member discrimination including incidents of sexual harassment.
- b. Training their assigned members in the definition and prevention of workplace harassment so the entire Fire Company has a common understanding.
- c. Initiating immediate disciplinary or remedial action, if warranted.
- d. Documenting observed or reported incidents of workplace harassment and immediately reporting via the chain of command up to and including the Fire Chief.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Harassment and Discrimination			
Section:	Administrative – Rules & Regulations			
SOG #:	110.16	Page:	3 of 3	
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- e. Taking immediate action.

#### 6. **Reporting Procedures:**

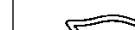
A member who believes he/she has been harassed shall report the entire matter to the Fire Chief or Assistant Fire Chief. The Fire Chief or the Assistant Fire chief shall then **immediately** report the entire matter to the Kingston Town Board.

**7. Investigating Procedures:**

Officers of the Town of Kingston Fire Company will conduct a formal investigation into all allegations of sexual harassment.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Possession of Weapons in Fire Company Facility			
Section:	Administrative – Rules & Regulations			
SOG #:	110.17	Page:	1of 1	
Effective Date:		Revision Date:		
Authorized By:				

**1. PURPOSE:**

To establish a procedure for the safety of all members that will control the use of weapons, such as guns, within any Fire Company facility.

## 2. SCOPE:

This policy is designed to outline where Fire Company members may possess gun/firearm with regards to all Fire Company facilities.


## 3. GENERAL

Only authorized personnel will be allowed to have a gun/firearm in their possession while at duty the Kingston Volunteer Fire station. Personnel that are authorized to have guns/weapons will keep them holstered at all times.

### a. Weapons in the Fire Station

Authorization for any Fire Company members to possess a gun/weapon within any Fire Company facility must be granted by the Fire Chief, in writing.

## *Town of Kingston Fire Company* Standard Operating Guidelines

Title:	Code of Conduct			
Section:	Administrative – Rules & Regulations			
SOG #:	110.18	Page:	1 of 2	
Effective Date:		Revision Date:		
Authorized By:				

## 1. PURPOSE

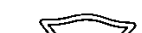
As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that the public interest, upholds the public trust, and protects the Fire Company's resources. To this end, all members have the responsibility to:



- a. All conduct must follow the established chain of command.
- b. Perform their duties to the very best of their abilities and in a manner that is efficient, is cost effective, and meets the needs of the public.
- c. Demonstrate integrity, honesty, and ethical behavior in the conduct of all Fire Company business; ensure that personal interest do not come in conflict with official duties and avoid actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers, and other individuals doing business or sneaking to do business with the Fire Company.
- d. Ensure that all Fire Company and Town of Kingston's resources, including funds, equipment, vehicles, and other property, are used in strict compliance with Fire Company policies and solely for the benefit of the Fire Company.
- e. Conduct all dealings with the public, town members, and other organizations in a manner that presents a courteous, professional and service-oriented image of the Fire Company.
- f. Treat the public and other members fairly and equitably without regard to religion, gender, sexual orientation, or any other factor unrelated to the Fire Company's business.
- g. Members shall, in the performance of their duties at fire or emergency scenes, prevent the removal or unnecessary disturbance of articles of a suspicious nature.
- h. Members shall discharge their duties with the greatest degree of silence, compatible with efficient performance and existing conditions, so as not to create or add to confusion.

## *Town of Kingston Fire Company*


### Standard Operating Guidelines

Title:	Code of Conduct			
Section:	Administrative – Rules & Regulations			
SOG #:	110.18	Page:	2of 2	
Effective Date:		Revision Date:		
Authorized By:				

- i. Officers and OIC's shall set an example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personal actions, and the management of public funds are consistent with the Fire Company's policies and practices.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	New Member Orientation Program			
Section:	Administrative – Training & Safety			
SOG #:	120.01	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				

### **1. PURPOSE:**


To establish a guideline defining the new member orientation program

### **2. PROCEDURE:**

- a. The Town of Kingston Fire Company will require all new members to complete an orientation prior to any emergency responds. Orientation will normally be a four to six hour period; however this could be amended at the Fire Chief's discretion.
- b. During the orientation period, new members will be issued firefighter task book, review Fire Company SOG's, vehicle operations, and FF/EMS competencies, infection control, radios, and incident reports
- c. New members will also be issued uniforms, bunker gear and additional PPE as needed.
- d. New members are fit tested for SCBA masks if tester is onsite.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Occupational Health & Safety Program			
Section:	Administrative – Training & Safety			
SOG #:	120.02	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				

#### **1. PURPOSE:**

To provide a guideline consistent with federal, state, county and town regulations as set forth by the Nevada State Fire Marshal's Office, Nevada Administrative Code that provides for adequate and consistent safeguards for firefighter occupational health and safety.

#### **2. PROCEDURE:**

- a. All members of the Town of Kingston Fire Company shall comply with the safeguards set forth in this guideline and its references unless otherwise exempted.
- b. All regulations of Nevada Statute and Nevada Administrative Code are herein adopted by reference and include, but may not be limited to:

Workplace safety and health programs


Safety and health compliance

Workplace safety committees

- c. There is herein created the Fire Company's safety committee that shall meet as directed by the Fire Company and include the provisions of the County's safety management program.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Physical Fitness Program			
Section:	Administrative – Training & Safety			
SOG #:	120.03	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				

#### **1. PURPOSE:**

To facilitate a comprehensive fitness program, the guidelines set forth are established to provide for a structured and safe fitness plan.

#### **2. GENERAL STATEMENTS:**

- a. It is in the interest of the Fire Company to promote physical fitness as a necessary requirement of the firefighting job.
- b. A structured fitness program should be accomplished as a priority for all members. Members are encouraged to participate in a good physical fitness training program to maintain a state of physical fitness for the profession of firefighter.
- c. A group fitness program is recommended as it accomplishes two tasks in one; personal physical fitness and team building.

### 3. PROCEDURE:

Each member's goal should be to complete 20-30 minutes of cardio and 20-30 minutes of strength training 2-3 times per week. Part of each member's goal should be to strive for progressive and obtainable improvements in his/her exercise regimen.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Traffic Safety Vests		
Section:	Administrative – Training & Safety		
SOG #:	120.04	Page:	1 of 1
Effective Date:		Revision Date:	
Authorized By:			



### 1. PURPOSE:

A means of reducing the possibility of personnel being injured while working in close proximity to vehicular traffic or other emergency scenes where visibility is reduced because of darkness or other adverse conditions.


### 2. PROCEDURE:

Normal safety precautions must be exercised on the scene of all alarms. Personnel safety vests shall be worn by all fire personnel operating in areas where vehicular traffic is anticipated or other emergency scenes where visibility is reduced because of darkness or other adverse conditions.

- a. Safety vests will be provided to each member of the Town of Kingston Fire Company in accordance
- b. Each member will wear a safety vest or reflective gear while working in areas where vehicular traffic is anticipated or other emergency scenes where visibility is reduced because of darkness or other adverse conditions.
- c. It is the responsibility of the officer in charge to ensure that all personnel including riders utilize safety vests when dictated.
- d. Turnout gear (coat) or reflective rain gear may be utilized in place of the safety vest
- e. While safety vests do not ensure complete protection, they do increase on-scene visibility and therefore decrease the possibility that an individual will be struck by a moving vehicle.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Vehicle Placement for Safety and Fend Off Unit Practice			
Section:	Administrative – Training & Safety			
SOG #:	120.05	Page:	1 of 6	
Effective Date:		Revision Date:		
Authorized By:				

#### **1. PURPOSE:**

To Position Apparatus at the scene of emergencies in a manner that best protects the work area and personnel from vehicle traffic and other hazards; to the extent practical, keeping roadways open and cleaning up debris.


#### **2. DEFINITIONS:**

The following terms shall be used during incident operations, post-incident analysis, and training activities related to working in or near moving traffic.

- a. **Advance Warning** – notification procedures that advise approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them.
- b. **Block** – positioning a Fire Company apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes “block to the right” or “block to the left”.
- c. **Buffer Zone** – the distance or space between personnel and vehicles in the protected work zone and nearby moving traffic.
- d. **Downstream** – the direction that traffic is moving as it travels away from the incident scene.
- e. **Fend Off Unit** – A Fire Company vehicle (principally a pumper truck) with primary responsibility for being staged in such a manner as to protect other units on the scene of an emergency where transient traffic on roadways of all types might be distracted and crash into rescuers and their vehicles.
- f. **Flagger** – A Fire Company member assigned to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.
- g. **Shadow** – the protected work area at a vehicle-related roadway incident that is shielded by the block from apparatus and other emergency vehicles.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Vehicle Placement for Safety and Fend Off Unit Practice			
Section:	Administrative – Training & Safety			
SOG #:	120.05	Page:	2 of 6	
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- h. **Taper** – the action of merging several lanes of moving traffic into fewer moving lanes.
- i. **Temporary Work Zone** – the physical area of a roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident.
- j. **Transition Zone** – the lanes of a roadway within which approaching motorists change their speed and position to comply with the traffic control measures established at an incident scene.

- k. **Upstream** – the direction that traffic is traveling from as the vehicles approach the incident scene.

### 3. PROCEDURE:


#### 3.1 Safety Benchmarks for Personnel Operating in or Near Traffic

Emergency personnel are at great risk while operating in or around moving traffic. There are approaches that can be taken to protect yourself and all crew members.

- a. Never trust approaching traffic.
- b. Avoid turning your back to approaching traffic.
- c. Crews should exit the curb side or non-traffic side of the vehicle whenever possible.
- d. Always look before stepping out of apparatus, or into any traffic areas. When walking around fire apparatus parked adjacent to moving traffic, keep an eye on traffic and walk as close to fire apparatus as possible.
- e. Always wear Class III high visibility reflective vests during both daylight and night time operations.
- f. Always wear structural firefighting helmet.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Vehicle Placement for Safety and Fend Off Unit Practice			
Section:	Administrative – Training & Safety			
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- g. Wear full protective clothing plus the highway safety vest at all vehicle-related emergencies between the hours of dusk and dawn or whenever lighting levels are reduced due to inclement weather conditions.
- h. Establish a Fire Company member assigned to the “Flagger” function to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.
- i. Use traffic cones and/or cones illuminated by flares where appropriate for sustained highway incident traffic control and direction.




### 3.2 Apparatus Benchmarks for Safe Operations in or Near Moving Vehicle Traffic

Due to occurrences of near miss incidents, emergency personnel of the Town of Kingston Fire Company should always maintain an acute awareness of the high risk of working in or around moving traffic and protect the scene, themselves, other emergency responders and the patient through proactive steps including, but not limited to the following:

- a. Establish an initial “block” with the first arriving emergency vehicle or fire apparatus. The first arriving apparatus should allow 1 foot for every mile per hour of the posted speed limit between the “fend off position” and the “temporary work zone” area.
- b. Always position apparatus to protect the scene, patients, emergency personnel, and provide a protected work area. Where possible, angle apparatus at 45 degrees away from curbside while turning the front wheels away from the incident scene.
- c. During **DAYTIME** operations, leave all emergency lights on to provide warning to drivers.
- g. For **NIGHTTIME** operations, turn **OFF** fire apparatus headlights. This will help reduce the blinding effect to approaching vehicle traffic. Other emergency lighting should be reduced to yellow lights and emergency flashers where possible.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines


Title:	Vehicle Placement for Safety and Fend Off Unit Practice			
Section:	Administrative – Training & Safety			
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- e. Establish advance warning and adequate transition area traffic control measures upstream of incident to reduce travel speeds of approaching motorists.
- f. Place traffic cones at the scene to direct traffic. This should be initiated by the first company arriving on the scene and expanded, if needed, as later arriving companies arrive on the scene. Always place and retrieve cones while facing oncoming traffic.
- g. Placing flares, adjacent to and in combination with traffic cones for nighttime operations greatly enhances scene safety. Place flares to direct traffic where safe and appropriate to do so. Listed below are general recommendations for the start of traffic cones/flares.

- h. For first arriving engine companies where a charged hose line may be needed, angle the engine so that the pump panel is “downstream,” on the opposite side of on-coming traffic. This will protect the pump operator.
- i. The initial officer (or Command) must assess the parking needs of later arriving fire apparatus and specifically direct the parking and placement of these vehicles as they arrive to provide protective blocking of the scene. This officer must operate as an initial safety officer.
- j. At intersections, or where the incident may be near the middle of the street, two or more sides of the incident may need to be protected. Block all exposed sides. Where apparatus is in limited numbers, prioritize the blocking from the most critical to the least critical.
- k. At major intersections police/sheriff response may be necessary. Provide specific direction to the officer/deputy as to exactly what your traffic control needs are.
- l. At residential medical emergencies, park ambulances in driveways for safe loading where possible. If driveways are inaccessible park ambulances to best protect patient loading areas.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Vehicle Placement for Safety and Fend Off Unit Practice			
Section:	Administrative – Training & Safety			
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- m. Once enough fire apparatus have “blocked” the scene, park or stage unneeded vehicles off the street whenever possible. Bring in Rescue/Ambulance companies one or two at a time and park them in safe locations at the scene.
- n. Position ambulances to protect patient loading areas.

### 3.3 Freeway Operations


Freeway emergencies pose a particularly high risk to emergency personnel. Speeds are higher, traffic volume is significant, and motorists have little opportunity to slow, stop or change lanes.

- a. If possible, keep the freeways flowing. Where need be, the freeway can be completely shut down.

- b. For freeway emergencies, continue to block the scene with the first apparatus on the scene to provide a safe work area. The first arriving apparatus should allow 1 foot for every mile per hour of the posted speed limit between the “fend off position” and the “temporary work zone” area.
- c. Other companies may be used to provide additional blocking if needed.
- d. The initial company officer, or command, must thoroughly assess the need for apparatus on the freeway and their specific positions.
- e. Companies should be directed to specific parking locations to protect the work area, patients, and emergency personnel.
- f. Other apparatus should be parked downstream when possible. This provides a safe parking area.
- g. Staging of ambulances off the freeway may be required. Ambulances should be brought into the scene one or two at a time. A safe loading area must be established.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Vehicle Placement for Safety and Fend Off Unit Practice			
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- h. Traffic cones should be placed farther apart, with the last cone approximately 160 feet “upstream, to allow adequate warning to drivers. Place and retrieve cones while facing the traffic.
- i. Command should establish a liaison with the Fire Company of Transportation as soon as possible to jointly provide resources, a safe parking and work area and to quickly resolve the incident.
- j. The termination of the incident must be managed with the same aggressiveness as initial actions. Crews, apparatus, and equipment must be removed from the freeway promptly, to reduce exposure to moving traffic.

### 3.4 Fend Off Unit Request and Use

- a. At the request of the first due suppression unit, an additional unit may be dispatched to assist other units already on scene with fending off vehicles approaching the scene.
- b. The first arriving officer (or other qualified personnel in the absence of the officer) shall make an assessment regarding the need for an additional unit to serve in the fend off capacity. When the need has been established, the appropriate unit will be dispatched. Personnel from the fend off unit will park their unit as appropriate and may further assist with rescue efforts at the scene.
- c. Response mode (emergency vs. non-emergency) shall be determined and broadcast by the requesting officer.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	After Action Review (AAR)			
Section:	Administrative – Training & Safety			
SOG #:	120.06	Page:	1of 2	
Effective Date:		Revision Date:		
Authorized By:				

#### **1. PURPOSE:**

After Action Review (AAR) - the reconstruction of an incident to assess the chain of events that took place, methods used and the actual results of the Fire Company's action. The main purpose is to reinforce actions that are effective, and to give insight into how the Fire Company's operations could be improved in the areas of procedures, training and equipment.

#### **2. PROCEDURE:**

- a. An AAR should be performed on virtually every significant emergency call. The depth and nature of the analysis should be based on the circumstances. The AAR may be either formal or informal.
- b. An informal AAR is normally held as soon as is practical after the emergency, and may be as simple as a table top discussion at the station. Documentation of

the informal AAR is not required, although the purpose is identical to that of a formal AAR.

- c. A formal AAR is **mandatory** under the following circumstances


Serious injury or death of Fire Company members  
Multiple civilian fire casualties  
Third alarm or greater response  
Extraordinary fire loss (i.e. total loss of a commercial structure)  
Incidents which require long term commitment of resources  
Level 3 MCI  
Incidents of an unusual nature as determined by the Fire Chief or Assistant Chief

- d. A formal AAR is suggested for the following

Injury of a Fire-Fire Company members  
Single civilian fire casualty  
First and Second alarm response  
Incidents resulting in a significant fire loss (i.e. 50% of commercial structure)  
Level 1 or Level 2 MCI's

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	After Action Review (AAR)			
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- e. The responsibility for implementation of the AAR will be assigned by the Assistant Chief/Ops. A formal AAR consists of two activities; the AAR meeting and the written report.
- f. AAR Meeting - is intended to bring together participants involved in all aspects of the incident, although this may be limited by staffing. When possible, each person should be given the opportunity to discuss the incident from their perspective. The meeting will be facilitated by the individual appointed by the Assistant Chief/Ops. The facilitator should insure that the AAR is conducted in a constructive manner, controlling individual criticism or inappropriate comments. The AAR meeting should be conducted within two weeks of the incident.
- g. To prepare for this meeting, the following items should be obtained

Incident history

Tape recording of 911 call and pertinent radio transmissions  
Applicable SOGs  
Scene sketch

- h. Personnel to be considered for inclusion in the AAR meeting should include


Companies and command staff assigned to the incident  
Investigations  
Training & Safety Division  
Assistant Chief/Ops  
Other affected agencies

- i. A suggested agenda for such a meeting is as follows

Introductions of participants  
Reinforce the reason for performing the AAR  
Brief description of the incident  
Chronological review of observations and actions taken, i.e. first arriving unit, second arriving unit, incident commander, etc.  
Strategic goals and objectives - As defined by the Incident Commander  
Specific identification of problems associated with procedures, training or equipment

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Near Miss Training/Reporting			
Section:	Administrative – Training & Safety			
SOG #:	120.07	Page:	1 of 4	
Effective Date:		Revision Date:		
Authorized By:				

#### **1. PURPOSE:**

Near-miss reporting has proven to reduce fatalities, injuries, and equipment loss in a number of industries (i.e., aviation, medicine, gas/oil, nuclear). Managing error through the use of non-punitive strategies such as near-miss reporting has proven to be an effective tool in keeping the workforce and community served safe. Given the concept's proven track record, and the dedication this Fire Company has to the health and welfare of its members, the Town of Kingston Fire Company is issuing this policy endorsing the use of near-miss reporting.

#### **2. PROCEDURE:**


This policy applies to all members of the Town of Kingston Fire Company.

#### **3. DEFINITIONS:**

- a. Near-Miss – An unintentional act that nearly resulted in an injury or property damage, results in an injury or property damage, could have resulted in a more serious injury or property damage.
- b. Near-Miss Reporting System – The National Fire Fighter Near-Miss Reporting System ([www.firefighternearmiss.com](http://www.firefighternearmiss.com)) is a voluntary, confidential, non-punitive, secure reporting system whose goal is reducing firefighter death and injury. The system provides a firefighter friendly format for submitting a near miss event.
- c. Reporter – A firefighter who files a near-miss report.
- d. Reviewer – A contract member of [www.firefighternearmiss.com](http://www.firefighternearmiss.com) hired to review near-miss reports and collect data. Reviewers sign confidentiality agreements as a condition of employment by the National Fire Fighter Near-Miss Reporting System.
- e. Simple Human Error (or Error) – An error committed by a member due to: miscommunication, poor decision making based on a lack of adequate information, poor task performance due to a lack of training, or loss of situational awareness.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Near Miss Training/Reporting			
Section:	Administrative – Training & Safety			
SOG #:	120.07	Page:	2 of 4	
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- f. Violation – Willfully committing an act that violates Fire Company policy. An example of a violation would be a member who tucks a seat belt under a riding position to avoid having to wear the belt.


#### **4. POLICY:**

- a. The Town of Kingston Fire Company is adopting a non-punitive approach to simple human error. Members who commit an error while in the performance of their duty may be exempt from disciplinary action provided they promptly file a near-miss report. This exemption from disciplinary action applies to actions that do not willfully violate Fire Company policy or purposely place members unnecessarily in harm's way.

- b. Members who personally experience, witness or are made aware of a near-miss incident shall report such incident to the Assistant Fire Chief and shall then file a near-miss report.
- c. Members filing near-miss reports shall use the National Fire Fighter Near-Miss Reporting System ([www.firefighternearmiss.com](http://www.firefighternearmiss.com)) as the vehicle for recording their near-miss event.
- d. Multiple reports of the same incident are encouraged. The variety of perspectives provides additional value to reporting the incident.
- e. Members shall forward a copy of the posted report to the Fire Chief or Assistant Chief so the Fire Company can rapidly respond to implement corrective actions needed to prevent the near miss from becoming a serious injury or fatality within our Fire Company.
- f. Ensuring anonymity and confidentiality is paramount. No member submitting a near miss report shall be forced to identify themselves to the firefighter near miss web site. Members lower than the rank of Chief shall not seek out the identity of a member or members who file near-miss reports. Members who voluntarily submit their contact information to the Fire Company will remain anonymous.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Near Miss Training/Reporting			
Section:	Administrative – Training & Safety			
SOG #:	120.07	Page:	3 of 4	
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- g. All members shall review the near miss report and a training session will be held to correct the actions or review training procedures. Training session shall include but not be limited to: Lessons learned, things that went well, things that could have gone better and actions that could eliminate the possibility of reoccurrence. Once the training has been completed a roster will be signed by all attending and forwarded to the training officer.
- 4.7. Once completed a roster shall be signed by all members and forwarded to the training officer
- a. All members within the Fire Company that assist with SOG development shall review the sample policies and training section of the firefighter near miss web site for any new, suggested or advised SOG's.



## 5. PROCEDURE:

- a. Members who experience, witness or are informed of a near-miss incident shall log on to [www.firefighternearmiss.com](http://www.firefighternearmiss.com) to support the program's efforts to improve firefighter safety.
- b. Sections 1 thru 4 of [www.firefighternearmiss.com](http://www.firefighternearmiss.com) shall be completed by the affected/informed members.
- c. Section 5 of the reporting system is optional. Members are *encouraged* to provide at least one contact number or email address. This contact information provides the system's reviewers with a means to contact the reporter with follow up questions that will enhance the data collected and provide the maximum reporting effort to ensure another firefighter's safety.

## *Town of Kingston Fire Company* Standard Operating Guidelines

Title:	Near Miss Training/Reporting			
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- d. Reporters shall copy their submitted report and forward it the Assistant Chief. No names or contact information are required to personnel below the rank of Chief.


## 6. RESPONSIBILITY

- a. The fire chief is responsible for ensuring the Fire Company maintains a non-punitive approach to correcting errors.
- b. Fire Company officers are responsible for maintaining an environment that encourages members to report errors and file near-miss reports.
- c. All members are responsible for filing timely near-miss reports.

- d. All officers are responsible for maintaining a working knowledge of the National Fire Fighter Near-Miss Reporting System.
- e. The Fire Company safety officer is responsible for filing reports with [www.firefighternearmiss.com](http://www.firefighternearmiss.com) whenever he/she is notified or becomes aware of a near miss event in the Fire Company.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Seat Belt Usage			
Section:	Administrative – Training & Safety			
SOG #:	120.08	Page:	1 of 2	
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#### **1. PURPOSE:**

To establish a policy to assure maximum operator and passenger safety, thus minimizing the possibility of death or injury as a result of motor vehicle crashes. This policy will apply to all personnel operating or riding in Fire Company vehicles.

#### **2. DISCUSSION:**

Research clearly indicates that the use of safety belts has a significant effect in reducing the number of deaths and the severity of injuries resulting from traffic crashes. An emergency responder's chance of being involved in a motor vehicle crash is approximately two to ten times greater than that of the general public. The use of safety restraints reduces this risk of death and serious injury and assists officers in maintaining proper control of their vehicles in pursuit and/or emergency high-speed operations.

### 3. POLICY:


To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the Fire Company at all times. This also applies to the operation of privately owned or other vehicles if used on-duty.

### 4. PROCEDURE:

- a. Fire Company personnel shall use the safety belts installed by the vehicle manufacturer properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used while on duty.
- b. Personnel actively engaged in patient care in the ambulance should make every effort to remain belted, where practical, however, the driver, shall be restrained at all times when the vehicle is moving.
- c. The driver of the ambulance or any command vehicles is responsible for insuring compliance by all occupants of the vehicle they are operating.

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- d. The officer of any fire apparatus is responsible for insuring compliance by all occupants of the vehicle they are operating.
- e. No person shall operate a Fire Company vehicle in which any safety belt in the drivers seating position is inoperable. No person shall be transported in a seating position in which the safety restraint is inoperable.
- f. No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without express authorization of the Fire Chief.
- g. Personnel who discover an inoperable restraint system shall report the defect to the appropriate officer. Prompt action will be taken to replace or repair the system.

- h. Any person being transported in the ambulance shall be secured using all available seat belts on the stretcher.

#### **DRIVER AND/OR PASSENGER NEGLIGENCE**

If negligence of noncompliance with the requirements of this order is displayed, appropriate corrective or disciplinary action shall be initiated by Fire Company authorities.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Incident Safety Officer		
Section:	Administrative – Training & Safety		
SOG #:	120.09	Page:	1 of 2
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#### **1. PURPOSE:**

To establish a guideline for the utilization and deployment of an Incident Safety Officer.

#### **2. SCOPE:**

This guideline is to be followed by all personnel in the Fire Company, with particular attention being made to it by any and all Incident Commanders. Deviation from this guideline rests with the Assistant Chief or higher within the organization.

#### **3. GENERAL:**

The following guideline is established to better protect the safety of Fire Company personnel while performing their duties on emergency scenes. While this guideline sets certain parameters for establishing and assigning an Incident Safety Officer, discretion must be used for those issues not directly covered in this guideline. At any time, an Incident Commander may request

additional personnel in order to have an Incident Safety Officer on the scene of an emergency call.

While the EMS / Supervisor are the initial, default Incident Safety Officer deployed for emergency scenes, there might be times when this person is not available for response or is needed for emergency medical functions. Incident Commanders must remain vigilant to this fact and ask for additional staffing accordingly to meet this guideline


#### **4. Scenes Requiring an Incident Safety Officer:**

The following is a basic list of emergency scenes requiring an Incident Safety Officer. It is at the discretion of the Incident Commander to request and deploy an Incident Safety Officer on emergency scenes not listed herein.

- Structure Fires
- Vehicle Fires with Exposures
- Hazardous Materials responses where zones are established
- Vehicle Crashes requiring extrication
- Responses within the Technical Rescue category
- WMD responses

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#### **5. Certification Criteria:**

The Fire Company has adopted and complies with NFPA 1521. All certified personnel shall possess the Incident Safety Officer certification.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	General Fire Suppression Operations			
Section:	Emergency Operations – Fire Suppression			
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### **1. PURPOSE:**

To provide specific tactical level procedures used by the Incident Commander (IC) and followed by all members operating on the incident scene to secure strategic objectives by deploying and directing resources in a safe and effective manner.

### **2. PROCEDURE:**

#### **2.1 Establishing Command**

- a. The first Fire Company Officer or Acting Officer to arrive at the scene of an alarm shall normally establish Command and take all necessary actions required to satisfy the functions of the IC until relieved of command or until the incident is mitigated and command is terminated. At minor incidents such as routine EMS and auto accidents, the Officer in Charge (OIC) will use his/her unit designation for communications purposes, and shall be responsible to perform all Command functions.

- b. When the first officer to arrive is part of a Company (Engine) the Officer may deploy his/her crew appropriately and remain outside and establish a command or pass command to the next arriving officer.


Passing Command - If the situation warrants immediate actions that cannot be safely accomplished without the Officer, the Officer may elect to pass command to the next arriving officer and join his/her crew. The officer shall advise the dispatcher that he/she is passing command and reports the actions the crew is taking. The Dispatcher shall immediately advise the next due officer.

Examples of actions taken by the first arriving Engine Company:

- 3-person engine arrives first: The preferred method of entry shall be that the first arriving officer pass command and enter the structure guiding their personnel to make the initial fire attack.

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- Providing that more than one unit arrives simultaneously with the first arriving engine the officer may establish command and stay outside with the driver operator and become the 2-out. Two or three firefighters (one or two from the other unit) shall enter the structure to attack the fire.
- Sole 4-Person engine arrives first: 1 Firefighter and the Engineer can stay out and become the 2-Out. The Officer and the other Firefighter enter the structure to attack the fire and start the primary search. To comply with the 2-Out, the Engineer would be required to bunker out, don his/her SCBA and be immediately available to initiate rescue efforts.

Investigation Mode – These situations generally require investigation by the first arriving unit. Normally, the officer should go with his/her company to investigate while utilizing the portable radio to maintain Command. This is not an acceptable mode when there is a known IDLH.

## **2.2 Command Post (CP)**

- a. The standard Command Position for the IC should be a stationary one located close to the entry point of the building with a view of two sides of the building if possible. The IC shall report the location of the CP, and any changes to that location to the dispatcher who shall announce the location on the radio. A Command vehicle should be utilized as the Command post when parking is available.
- b. One or more persons should be assigned to the CP to assist with accountability and resource tracking at all greater alarm incidents, where available.
- c. The IC shall utilize the appropriate command board(s) to track personnel and other resources as required.
- d. As a minimum ensemble, the IC shall identify himself/herself by wearing an Incident Commander's vest or bunker coat.

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### **2.3 Transferring Command**

- a. This procedure should be performed face-to-face and shall include information about unit locations and assignments, what tactics have been implemented, and any recommendations to the new IC.
- b. The transfer of command is not complete until the Officer assuming command announces, "I have command," and the locations and actions of assigned personnel are updated on the appropriate Command Board. The Officer assuming command shall notify the dispatcher that he/she has command ie: "Assist Chief-45 has command," and the dispatcher shall announce: "Command Transferred to Assist Chief -45."
- c. The arrival of a ranking chief officer on the fire ground does not mean that Command is automatically transferred to that officer.


### **2.4 Arrival Report**



- a. The first unit or member on the scene shall provide a brief arrival report on the radio that includes:
  - *(Radio ID) on the scene*
  - *Brief description of the building or event (number of floors, construction and occupancy type)*
  - *Description of situation found as seen when pulling up; i.e., nothing showing; fire showing from 2nd floor window Quadrant-D Side-A; white laminar smoke showing from open door 1st floor Side-A.*
  - *Announce the establishment of Command and location of the CP or the passing of command.*
  - *Initial actions to be taken*
  - *Announce mode of operations Offensive Operations, Defensive Operations or Investigative Mode*
  - *Request additional resources or reduce responding resources as needed.*

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### **2.5 Size-Up**

The IC shall be responsible to see that a proper size-up is conducted on all incidents which shall include:

- a. A physical observation of all sides of the building or complex (may be done by Command or delegated)
- b. Review of any Pre-Fire Plans
- c. Consideration of all known and unknown conditions relating to the operations and safety of both members operating at the incident as well as any civilians involved.


### **2.6 Staging**

Arriving units will report to the scene or stage based on the following direction, unless directed otherwise by Command.

- a. **Level-1 Staging:** The default staging level until a level-2 staging area is initiated. Chief Officers and EMS Officers shall report directly to the scene unless directed otherwise. First arriving pumping unit reports to the scene Second arriving unit shall normally establish a water supply unless otherwise directed by the IC. All other first alarm units respond to the scene and report directly to the command post for assignment unless otherwise directed by the IC.
- b. **Level-2 Staging:** Formal location(s) designated by Command for all greater alarm units to report to and await assignment. Chief Officers and EMS Officers shall report directly to the scene unless directed otherwise. The first officer to arrive at staging will become the Staging Officer and manage the staging process until formally replaced. Units in staging should park in a unified manner that facilitates their immediate deployment, or allows their vehicle to remain unmoved should the crew be deployed on foot. If vehicles are staged in the street, they should be parked on the same side of the street, and Law Enforcement requested to provide traffic control. Crews shall remain with their vehicle for a rapid deployment. Units at staging and reroute may be assigned

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to a non-fire ground radio channel. The staging officer shall monitor both the staging channel and the fire ground channel when this occurs.

## 2.7 Risk Management

- a. The following Risk Management principles shall be utilized by the Incident Commander:
 

Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives  
Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks. No risk to the safety of members shall be acceptable when there is no possibility to save lives or property.
- b. The incident commander shall evaluate the risk to members with respect to the purpose and potential results of their actions in each situation.

- c. In the situations where the risk to Fire Company members is excessive, as defined above, activities shall be limited to defensive operations.


## 2.8 Incident Action Plan (IAP)

A verbal or written plan that establishes the overall strategic decisions and assigned tactical objectives for the incident.

- a. The Incident Commander shall be responsible for developing and/or approving an IAP. The plan shall be communicated to all staged and assigned members at an incident.
- b. The IAP shall include such key strategic decisions as offensive verse defensive operations, as well as include any tactical level or task level assignments in support of achieving the strategic level objectives.

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## 2.9 Modes of Operations

The IC shall determine which mode of operation members will be operating in and communicate that direction to everyone staged and assigned to the incident.

- a. **Investigative Mode** – Actions that are intended to determine if there are any emergency conditions requiring the services of the Fire Company. This mode of operation is only used when there are no known IDLH atmospheres.
- b. **Offensive Operations** – Actions generally performed in the interior of involved structures that utilize a direct attack on a fire to control and extinguish the fire.
- c. **Defensive Operations** – Actions that are intended to control a fire by limiting its spread to a defined area, avoiding the commitment of personnel and equipment to dangerous areas. No member shall enter any building or hazardous area that has been designated by Command as defensive operations for any reason unless approved by Command. Once designated, this mode does not change even after the fire is out, unless approved by Command.

- d. Command may authorize both Defensive and Offensive modes when members are operating in large or multiple buildings, in which case Command must ensure adequate supervision for the safety of all the crews operating in the different modes.


## 2.10 Organizational Structure

The incident Commander shall develop an organizational structure to effectively manage the incident utilizing the following:

- a. The basic components of the Command structure include four levels:

Strategic Level – Incident Command  
Control Level – Section Chiefs  
Tactical Level – Divisions and Groups  
Task Level – Unit, Companies and Crews

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- b. The most basic structure for a routine incident involves only two levels. The role of Command combines the strategic, control and tactical levels. Companies report directly to Command and operate at the task level.
- c. In more complex situations, Command will group crews to work in Divisions and Groups. These supervisors operate at the tactical levels, directing the work of several crews within their divisions or groups. Command continues to operate at the strategic level, determining and directing the overall strategy to deal with the incident.
- d. The development of the Operations Section Chief at the control level is normally reserved for very large incidents involving 20 or more companies or crews.
- e. When assigned, Divisions and Groups shall be identified on the radio by the following standards:

Geographical Assignments


- o Division-A (Side-A of the building or area)
- o Division-1 (first floor of a building)
- o Roof Division
- o Lobby Division
- o Basement Division

#### Functional Assignments

- o Staging Group
- o Ventilation Group
- o Medical/Rehab Group (Unit if under Logistics Section Chief)
- o Extrication Group
- o Evacuation Group
- o Search and Rescue Group

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#### 2.11 Tactical Priorities

The following bench marks represent critical functions that need to be satisfied at most fire incidents in order to mitigate the emergency. Command will be required to promptly assign and direct resources to accomplish each function based on the specific needs of the incident. Those functions and associated completions include:

- a. Command must decide, based on the size-up and available resources, which actions will need to be accomplished and in which order. Life safety is always the first priority. The following represents the primary priorities listed in order of importance Command must follow:

**Search, Rescue and Ventilation** – The activities required to find, protect, remove, and/or treat the occupant(s) while introducing clean fresh air in the area to improve the occupant(s) chances of survival as well as improve the conditions for the rescuers to operate in.


**Fire Control** – The activities required to locate, contain, control, and extinguish the fire.

**Property Conservation** – The activities required to stop or reduce additional loss to property.

## 2.12 Search, Rescue and Ventilation

- a. Search, rescue and ventilation are the top priority for the IC on a fire incident. It must be conducted as soon as possible on all fire scenes where entry is possible and when there is a possibility of saving a life. Search and rescue is so important, that it may be conducted prior to establishing a 2-out. This is only permissible when a known life safety conditions exists. Our goal is to protect all occupants and maintain rescuer safety.
- b. With the threat of fire conditions rapidly worsening, locating and controlling the fire may be the best way to support search and rescue efforts. In most cases, stopping the spread of the fire will leave more areas in the building where occupants may survive and provide rescue crews with more time to find them.

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The primary search should be started at the same time as the fire attack, unless rescue crews are able to safely conduct it sooner. The fire attack crew(s) should assist in conducting a primary search when possible as they move through the building to locate the fire.

- c. Any search crew exposed to fire conditions shall be protected by a hand line, if possible.
- d. Search crews shall utilize a safety guide rope, search line, or hose line when operating in any commercial building, or large area to provide a means to find their way out.
- e. Crews entering for search and rescue shall utilize the most appropriate search pattern (left or right hand) that affords them the quickest means to locate the seat of the fire and search back towards their entry point. Exceptions shall be reported to Command or the Sector Officer.
- f. Search crews shall be comprised of a minimum of two personnel. Depending on the area to be searched, it may be advisable that one person maintains a position at

the entry point of the room, while one rescuer conducts the actual search. This technique requires the two rescuers to maintain verbal contact at all times.


## 2.13 Ventilation

- a. Providing prompt and effective ventilation is critical in most fires to improve the interior conditions encountered by crews entering for search and rescue, and fire control, as well as for any occupants trapped. Proper ventilation can also reduce the spread of a fire.
- b. Command must approve all ventilation efforts.
- c. The different types of ventilation include:

**Positive Pressure Ventilation (PPV)** – The use of a gas driven fan to pressurize the building and force the smoke and heated gases out.

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**Vertical Ventilation** – Usually involves crews on a roof cutting a hole directly over the fire, or opening up skylights, vents, or other natural openings.

**Horizontal Ventilation** – The opening of windows, doors or walls at the same level as the fire.


- d. Positive Pressure Ventilation (PPV) is a very effective method to ventilate the interior of a structure by introducing a rapid flow of fresh air at a single entry point and controlling the exit of heated smoke and gases at or near the area involved in fire. Before starting PPV, the following must be completed:
  - Command approves the use of PPV
  - Interior crews are informed when ventilation is started
  - The effects of the ventilation are carefully observed so it can be stopped if it has negative impact on the fire control, search and rescue or the safety of members operating in the structure.
  - Have a charged hose line ready to attack the fire, if not already in use
  - Provide an exit opening at or near the fire area by opening or breaking a window or opening a door.

- Providing additional openings will reduce the effectiveness of PPV and the breaking or opening of additional windows and doors should be avoided unless needed to directly support a rescue or fire attack.

- e. Vertical ventilation requires crews to operate on the roof of the structure involved in fire which is inherently dangerous given the possibility of roof collapse. Considering the fact that most buildings have wood truss roof systems, a rapid collapse of a roof under attack by a fire should be anticipated. Because of this, crews will not be allowed to operate on any truss roof that is exposed to fire. Crews should never operate on the roof of any house or apartment building with an involved attic fire for purposes of ventilation or fire attack. Attic fires can be vented by opening up gable vents or gable ends from the safety of a ladder when gables are present.

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#### **2.14 Incident Scene Safety**

- A Safety Officer shall be assigned by Command at all incidents involving a first alarm assignment or greater and at any incident involving hazardous materials or special operations.
- At any incident involving hazardous materials or special operations, a technical Safety Officer with the technical certification(s) being used shall be assigned, in addition to the incident scene Safety Officer.
- The Safety Officer has the authority to alter, suspend or terminate any unsafe practice. The Safety Officer must notify command of action taken.

#### **2.15 Interior Operations**


- Members operating in IDLH atmospheres or other hazardous areas shall operate in crews of two or more and shall be in communication with each other through visual, audible, or physical means or safety guide rope, in order to coordinate their activities.



- b. Crews operating in the interior of a structure involved in a fire shall wear full protective clothing and utilize SCBA at all times until Command authorizes a change. Prior to crews being authorized to remove their SCBA masks, Command will see that a proper air monitoring test is completed and the following conditions are met:
  - o CO Level below 35 PPM
  - o Oxygen level above 19.5
  - o Free of visible smoke and particles
- c. Company Officers shall maintain an ongoing awareness of the location and condition of all company members. Where assigned as a company, members shall be responsible to remain under the supervision of their assigned Company Officer.
- d. All interior crews operating in an IDLH atmosphere shall utilize a TIC when possible. Command will be informed by any crew entering without a TIC.

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- e. Members of a hose crew shall utilize the hose line as a means to find their way out of the building with at least one member remaining in contact with the hose line, while all members maintain communications as defined in 2.15a.
- f. Crews operating in the interior of a building or any hazardous area shall have a minimum of one portable radio per Firefighter.

### **2.16 Communications**

- a. All members shall utilize clear text, or plain language while communicating over the radio.


### **3. REFERENCES:**

National Incident Management System (NIMS) March 1, 2004; NFPA 1500

Function Completion Report

Primary Search All Clear  
 Secondary Search Secondary Search Complete  
 Fire Control Fire located in Quadrant-A  
 Water on the fire  
 Fire contained or Exposure protected  
 Fire knocked down  
 Fire out  
 Ventilation PPV started, Roof vented, Gable vented,  
 Window vented  
 Overhaul complete  
 Property Conservation Salvage complete  
 Water Supply Sustained water supply established  
 Tender hooked up  
 Tender shuttle established  
 Secondary Egress Secondary means of egress established Side-B, Quadrant-B

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### Basic Offensive Plan

1. Take command
2. Do primary search
3. First line – fast, aggressive, interior attack
4. Second line – back-up first/cover internal exposure and react
5. Pump water
6. Provide support activities
7. Quickly evaluate success

Many times offensive/defensive conditions are clear cut and Command can quickly develop a decision that relates to that mode. In other cases, the situation is marginal and Command must initiate an offensive interior attack, while setting up defensive positions on the exterior.

The effect of the interior attack must be evaluated and the attack abandoned if necessary. Mode changes can develop almost instantly or can take an extended time. Command must be aware and responsive to such mode changes.

Command must consider the most dangerous direction of fire extension particularly as it affects rescue activities, confinement efforts, and exposure protection. Command must then

allocate resources based upon the fire spread evaluation. Always have plan “B” mind (think about where will this fire be in 5 minutes). In some cases, the most effective tactical analysis involves an evaluation of what is not burning rather than what is actually on fire. The unburned portion represents where the fire is going and should establish the framework for fire control requirements. Offensive fires should be fought from the interior **UNBURNED SIDE**.

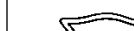
Companies must take special precautions to prevent “candle moth” syndrome, where the company is drawn to the fire and willing to make a direct attack from the involved side of the building. This will generally drive the fire, smoke and heat back into the building, hindering rescue efforts and decreasing survivability of victims.

Damage to the structure is also dramatically increased in these cases. Initial attack efforts must be directed toward supporting the primary search, if possible the attack line should be between the victims and the fire to protect avenues of escape.

Determine fire location and extent before starting fire operations, if possible. Avoid operating fire streams into smoke unless it is utilized for room temperature regulation. Command cannot lose sight of the very simple and basic fire ground reality that at some point the fire forces must engage the fire and fight.

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Command must structure whatever operations are required to put the **WATER ON THE FIRE**. The rescue/fire control/exposure problem is solved in the majority of cases by a fast, strong, well-placed attack.

Effective fire control requires that water be applied directly on the fire or directly into the fire area. Command must establish an attack plan that overpowers the fire with actual water application. Where fires involve concealed spaces (attics, ceiling areas, construction voids, etc.) these areas must be opened and fire streams operated into them. Early identification and response to concealed space fires can save the structure. Officers who hesitate to open up because they don’t want to beat up the building, many times must attempt an hour later to hold the fire to the neighborhood of origin.

The attack plan must take into consideration the seven sides of a structure: top, bottom, front, back, both sides and the interior. The plan must concentrate on the most dangerous directions and avenue of fire extension and provide a means to stop the fire in that direction. The remaining sides are then considered in order of danger.

#### Defensive Operations


##### 1. Take command

2. Evaluate fire spread/write off lost property
3. Identify key tactical positions
4. Prioritize fire streams
5. Provide big, well-placed streams
6. Pump water
7. Quick determination on addition resources
8. Surround and drown

The decision to operate in a defensive mode indicates that the offensive attack strategy has been abandoned for reasons of personnel safety, and the involved structure has been conceded as lost (written off). The announcement of a change to a defensive mode will be made as **EMERGENCY TRAFFIC** and all personnel will withdraw from the structure and maintain a safe perimeter. Communications Center will sound alert tones and repeat the Emergency Traffic message. The Incident Commander will in addition, designate one unit to operate their air horn device for a period of approximately 15 seconds with 10 short blasts. Command will then complete a PAR. Interior lines will be withdrawn (or abandoned if necessary) and repositioned when changing to a defensive mode. Lines should be backed away to a position, which will protect exposures. The first priority in a defensive operation is to protect exposures. The second

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priority may be to knock down the main body of the fire. This may assist in the protection of exposures but does not replace it as a first priority. Master streams are generally the most effective tactic to be employed in defensive operations. When the exposure is severe and water is limited, the most effective tactic is to put the water on the exposure, once the exposure coverage is established, attention may be directed to knocking down the main body of fire and thermal-column cooling. The same principles of large volume guidelines should be employed. The completion of bringing the fire under control is reported utilizing a radio report of “**FIRE UNDER CONTROL**”. It is the responsibility of Command to transmit this report to dispatch. This time will be recorded by dispatch. “Fire Under Control” means the forward progress of the fire has been stopped and the remaining fire can be extinguished with the on-scene resources; it does not mean the fire is completely out.

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## Standard Operating Guidelines

Title:	Vehicle Fires			
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### **1. PURPOSE:**

To provide specific tactical level procedures for the extinguishment of vehicle fires.

### **2. PROCEDURE:**


- a. Several important considerations need to be addressed when crews are faced with fighting active fire involving automobiles. These fires can be very unpredictable and are often considered mundane by the experienced firefighter. It is easy to fail to consider the potential dangers and challenges related to vehicle fires.

This guideline serves only to remind all personnel of some of the common hazards and safety practices associated with vehicle fires. The Company Officer should realize that all fire situations pose specific challenges. Vehicle fires are often fought in high traffic situations where firefighters are exposed to the dangers of other motor vehicles around the scene. The IC should consider the safety of their personnel paramount to the flow of traffic in the area. The IC should work with the Police to return traffic to normal as quickly as possible but never at the expense of creating an unsafe working environment.

- b. Vehicles are rolling hazardous material containers. Every vehicle on the road contains an amount of gasoline along with motor oil. In addition, vehicles today are storage lockers for people's unwanted chemicals. Containers of every unknown product could be loaded in the vehicle, which is now on fire.
- c. Company Officers should be aware that when weighing the risk verses gain in fighting a vehicle fire, that most vehicles built in the last twenty years contain sensitive electrical components which if destroyed would render it a total loss. Therefore, attempts should be made to contain the fire to the area of origin while keeping risk to firefighters low. Aggressive attempts should be made to control fire exposures and damage to unburned areas of the car.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

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### 3. SAFETY NOTE:

While vehicle fires mostly occur outdoors, their products of combustion create a very hazardous environment for firefighters. Therefore, all firefighting including those involving vehicles **SHALL BE PERFORMED IN FULL PROTECTIVE CLOTHING INCLUDING SCBA.**

Apparatus placement at vehicle fires is also critical. Engine companies should place their rigs up wind, and in a position which creates an additional safety zone for firefighters. Again, impeding the flow of traffic is critical to creating a safe work zone for firefighters. Engines should be angled so that lines can be easily deployed and a view of the fire scene is afforded to the pump operator. Careful attention must be given to the hazardous run off and the possible need to contact EPA.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Rapid Intervention Teams			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.03	Page:	1 of 4	
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### **1. PURPOSE:**

To establish a formal process for the assignment and deployment of Rapid Intervention Teams (RIT). Rapid Intervention Teams are crews that are properly equipped, positioned and prepared to take immediate steps to locate and rescue firefighters in trouble.

### **2. PROCEDURE:**

- a. A RIT shall consist of a minimum of 3 personnel including one officer. The team size should be increased to 5-6 personnel as soon as resources are available.
- b. The RIT is established by the Incident Commander when the situation and risks to the operating team(s) potentially warrants immediate access to rescue crews.


#### **2.1 ASSIGNMENT OF RIT**

- a. Command shall establish a RIT within the first alarm; typically the third arriving engine will be assigned as the RIT.

- b. The assignment of a RIT replaces the need to maintain the 2-out; the 2-out crew shall normally be reassigned to the RIT to increase the size of the team.
- c. As the incident expands in size and/or complexity and/or in unusual operations, additional RIT's may be designated as determined by the Incident Commander.
- d. Once command assigns multiple RIT's a "RIT Group" shall be assigned and a RIT Group Leader shall be designated.
- e. At incidents with multiple RIT's, each team should be given a separate, specific radio designation, (i.e.: RIT One, RIT Two, etc.)

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### Standard Operating Guidelines

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#### **2.2 RIT STAGING LOCATION(S)**

- a. Upon arrival the RIT officer shall report to Command to be briefed on the location and ID of the operating units. Command may select/recommend the staging location of the RIT.
- b. The RIT shall set up outside the building or hazardous area, in a location that provides the best access to entry points used by crews operating in the building or hazardous area.
- c. On multistory buildings RIT shall be staged one floor below the fire floor, the closest lower floor or location that provides a safe area for rapid and unobstructed access to the crews operating on the fire floor.
- d. Considerations should include initial entry points, remote entry points, secondary egress points, hazards, building construction, and the size and layout of the building.

#### **2.3 INITIAL RIT ACTIONS**




- a. The RIT officer shall review the building features, available floor plans and pre-fire plans. The remaining crew shall place their tools and equipment on the RIT tarp. The basic tools and equipment to be staged shall include:

RIT bag  
Axe & Halligan  
Sledge Hammer  
6" pike pole  
Thermal Imaging Camera (TIC)  
Hand lights  
Spare SCBA cylinders  
Search Rope

- b. Other equipment such as saws, hydraulic and pneumatic equipment may be necessary to have staged depending on the situation. All gasoline powered equipment shall be test started.

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- c. Once the staging area is set up, the complete crew shall conduct a 360 of the building, if possible, taking note of the building layout including doors, windows, unit and hose line placement, secondary egress points and crew entry points.
- d. If not already established, with Commands permission, the RIT shall establish a secondary means of egress.
- e. The RIT may be assigned additional duties (utilities, ladders, ventilation) as long as their immediate availability to be deployed is not jeopardized.

## **2.4 RIT DEPLOYMENT & RESCUE OPERATIONS (MAYDAY EVENT)**

- a. RIT shall be deployed by command, anytime a mayday event is declared. Anytime a RIT is deployed, command shall request an additional alarm assignment and assign a RIT Group.
- b. Command should assign all activated RIT to another channel; anytime a RIT is moved off the fire ground channel a representative from the RIT Group shall be assigned to the Command post to act as the RIT liaison to coordinate radio messages between the two channels. At no time will the firefighter(s) in trouble be directed to change radio channels.

- c. Command shall assign another RIT to support the deployed RIT. (i.e.: RIT Two)
- d. Command shall replace the deployed RIT with another RIT to support any ongoing operations that cannot be suspended. (i.e.: RIT Three). The RIT deployed to support ongoing operations will remain on the original fire ground radio channel.
- e. Command shall establish an EMS team capable of rapid transport (ready and waiting rescue). A good guideline is to have one transport unit per downed firefighter, plus an additional ALS treatment unit.

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### Standard Operating Guidelines

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- f. The RIT officer shall immediately meet with the IC or RIT Group Leader if established to receive specific direction and information to include (L.U.N.A.R.):

**L** Location (as accurately as possible)  
**U** Unit ID (i.e. E411 crew)  
**N** Name (names in crew lost/trapped/in trouble)  
**A** Assignment  
**R** Resources you need

*Remember, the closest point to the downed firefighter(s) may not be via their initial entry point.*

Fire/Incident size-up (location of fire and where it's going)  
 Hazards and structural stability  
 Confirm RIT radio assignment  
 The person the RIT will be reporting to

- g. RIT benchmarks once they enter the building or hazardous area will be:
  - Locate the mayday personnel
  - Place on air if not already
  - Remove from the hazardous area.


- h. The RIT will provide regular updates to Command as to their movements, conditions, encounters within the building and completion of the benchmarks.
- i. The RIT will utilize search ropes or hose lines to establish their exit route as they move through the building, even when current conditions provide for adequate visibility.
- j. The back up RIT will review the RIT information available in preparation of entering the building to assist or replace the first team.

## 2.5 COMPLETION OF RIT OPERATIONS

- a. The IC shall contact the dispatcher and all on-scene personnel when a return to normal operation and emergency condition has been cleared.

# Town of Kingston Fire Company

## Standard Operating Guidelines

Title:	Calling the MAYDAY			
Section:	Emergency Operations – Fire Suppression			
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Authorized By:				

### 1. PURPOSE:

The purpose of this guideline is to provide action steps to be taken by the lost/trapped or in trouble firefighter(s), and the Incident Commander to initiate the Rapid Intervention Team (RIT), for successful removal of the affected firefighter(s) from the hazardous environment.

### 2. RESPONSIBILITIES

Interior operations place the fire fighter at the risk of becoming lost, trapped, or in trouble. Interior operations should only be conducted after a risk/benefit analysis has been conducted and the IAP assumes the risk of firefighter health and safety are warranted in an immediately dangerous to life and health (IDLH) atmosphere. The hazardous environment provides only a narrow window of survivability. Survival depends on a mix of predictable **self-survival actions** by the affected firefighter(s), the Company Officer, Incident Commander, and the Rapid Intervention Team (RIT).

It is the responsibility of all Fire Company members to operate in a safe manner to minimize the need for a “Mayday” incident to occur.


- a. All officers of the Town of Kingston Fire Company are responsible to comply with and ensure that the personnel under their command are adequately trained,

fully understand, and comply with this guideline and that appropriate risk/benefit analysis is conducted **before** committing personnel to interior operations in a IDLH atmosphere.

- b. All members of the Town of Kingston Fire Company have the responsibility to learn and follow this guideline.

## Town of Kingston Fire Company

### Standard Operating Guidelines

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### 3. PROCEDURES:


#### a. Basic Self-Survival Responsibilities

1. The number one Self-Survival responsibility is **DON'T GET LOST/TRAPPED OR IN TROUBLE.**
2. Firefighters must wear all Personal Protective Equipment (PPE).
3. Firefighters must stay together, as a crew, **NO FREELANCING.**
4. All firefighters must have a portable radio and rescue tools.
5. Do not enter an IDLH building without a hose line or a safety line and the appropriate tools.
6. Constantly survey environment for changes.
7. Follow all S.O.G.'s regarding firefighting and safety

- b. The rescue of lost/trapped/in trouble firefighter(s) in a burning building is especially time sensitive because we work with a limited supply of air.
1. All members entering the Hazard Zone (the area defined as Immediately Dangerous to Life and Health - IDLH), must have a portable radio and personal rescue tools.
  2. All members are to have and use a PASS device. The device should be turned on before entering an IDLH atmosphere and tested.
  3. Minimum crew size is two.
  4. All firefighters must stay together as a crew – **NO FREELANCING**

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5. Crews are to have an assignment and must be working under the direct supervision of a Company Officer, or Acting Officer.
6. Crews will follow SCBA guidelines, and all other SOG's regarding fire ground operations.

c. Emergency Procedures

When firefighters(s) become lost/trapped/in trouble, the following guidelines must be followed:

If an adjacent crew witnesses such a life-threatening event and the victims cannot activate the following procedures, the observing crew shall activate the May Day procedures for the incapacitated crew.

1. Call for Help ***Immediately*** – Immediately repeat on the portable radio – “**Mayday – Mayday – Mayday**”.

Announce your situation while continuing to find your way out. Firefighters should not delay notification of distress. *Notification should occur as soon as the firefighter THINKS he/she is in*


trouble. The longer you wait to announce that you are in trouble, the more you jeopardize yourself and the rescuers.

Lost/trapped/in trouble firefighters should give command information using the LUNAR acronym:

- L** Location (as accurately as possible)
- U** Unit ID (i.e. E411 crew)
- N** Name (names in crew lost/trapped/in trouble)
- A** Assignment
- R** Resources you need

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Any other information that may be helpful (noises) that may direct the RIT toward you.

The term “Mayday” will be reserved **ONLY** to report lost/trapped or firefighters in trouble. The term “emergency traffic” will be used to report other emergencies.

If Mayday is heard, all other radio traffic shall cease on the “Mayday” channel, until the Mayday operation is complete. Command shall assign another channel for other operations.


2. Activate Portable Radio Emergency Button (If actable) – this will notify Lander County Dispatch that you are in trouble. Lander County Dispatch will notify command of any activation of the emergency button. Upon notification by Lander County Dispatch of an activation of the emergency button on any radio operating on scene, the Incident Commander **SHALL** immediately attempt to contact the reporting firefighter. If contact cannot be made, it should be assumed that the reporting firefighter is lost/trapped/in trouble and the RIT will be assigned rescue operations of the missing firefighter(s).
3. Other Radio Channel – **ONLY**, if you cannot make contact with Command on the channel you were assigned, attempt the Kingston Fire Page channel. Once communication is established, remain on the channel on

which communication is established. The Kingston fire page channel is always the first channel on all three radio “banks”.

4. Activate PASS Device –Activate the PASS device as soon as you recognize that you are in need of assistance. If the device interferes with subsequent communication of critical radio messages to Command or rescuers, the device may be turned off temporarily. Once messages are completed, the device must again be manually activated.

## Town of Kingston Fire Company

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5. Crews Stay Together – Members that separate from each other make it difficult for rescuers to find all firefighters. Crewmembers that stay intact as a crew enhance their chances for ALL being rescued and allow easier, more efficient extrication.
6. Follow the Hose or Lifeline Out – Crew members should stay with the hoseline (or lifeline) and follow it out whenever possible. All firefighters must remember the male couplings lead toward the nozzle (fire), the female side of the couplings toward the pump (outside). The hoseline should always be treated as a safety line to the outside and the RIT team may follow the hoseline in to locate distressed firefighters. Where lifeline ropes are in use, follow the lifeline to the outside.
7. Searching For an Exit – A lost firefighter should always attempt to exit out of the building by whatever means possible. Where doors, windows, or other egress is not available, firefighters should next attempt to reach an exterior wall. Once at the wall, he/she will be able to search for doorways, windows and hallways that generally lead to the outside. Rescuers will first search hallways, around walls and around windows/doors before sweeping large interior

areas. For this reason, firefighters must avoid open spaces (open spaces make it difficult for firefighters to know their exact location in a building). Getting to hallways, doors or windows will increase the chances of being rescued early. Breaching walls for escape or fresh air can aid in survivability. These actions will also provide predictable activities that will aid rescuers.

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### Standard Operating Guidelines

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8. Retreat to a Safe Refuge – Where firefighters cannot find a way out, but there is a safe refuge (protected room or floor) away from the fire that the firefighter can retreat to, he/she should take advantage of this location. Command and the rescuers should then be advised of the location by whatever means possible.
9. Stay Calm and Conserve Air – A conscious effort must be made by the lost/trapped/in trouble firefighter(s) to **control** breathing. Unnecessary talking or physical activity must be ceased, unless absolutely necessary. Firefighters must control and pace their physical exertion activities in order to extend their SCBA air supply.
10. Horizontal Position - If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway or hallway that maximizes quick discovery by rescue crews.
11. Flashlight/Tapping Noise – In assuming a position to await rescuers, the firefighter(s) should attempt to position their flashlight toward the ceiling. This will enhance the rescuers ability to see the light and locate the




downed firefighter(s). If able, the firefighter(s) should attempt tapping noises to assist rescuers in locating him/her (i.e. – hitting a tool against a metal roll-up door).

12. Company Officers or Acting Officers – who are unable to locate a crew or firefighters assigned to them, must immediately notify Command and use **Mayday, Mayday, Mayday** to notify all personnel operating on the emergency scene. When possible, the officer should include whose missing, last known location, and actions being taken. The Incident Commander will activate the RIT at this time. The IC will provide the RIT with all available information to affect a successful rescue. The IC will request an additional RIT and ambulance.

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Firefighting positions must not be abandoned during the rescue effort, officers **MUST** control freelancing. Command will initiate a rescue effort. Consideration should be given to an alternative officer taking command of the rescue operations so past roles/responsibilities do not cloud judgment/emotions.

13. A PAR should occur anytime there is a critical change in an incident (collapse, explosion, following a change from the offensive to defensive operations, following the emergency evacuation tone, etc.).


A PAR should occur with the most hazardous areas first, then working outward until all personnel are accounted for. A Mayday is to be declared when conducting a PAR and there is no response from a company. All personnel in the immediate vicinity shall acknowledge the activation of a PASS device (lasting longer than 5 seconds). This shall be done immediately by proceeding to the location of the alarm and confirming the status of the member(s) via radio with the IC.

14. When the missing or injured firefighter(s) have been removed from the Hazard Zone, the Incident Commander shall “clear” the Mayday, by notifying all fire ground personnel and Dispatch. Command will also

notify all officers that normal radio traffic and fire ground operations can resume.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Use of Available / Alternate Water Supplies			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.05	Page:	1 of 3	
Effective Date:		Revision Date:		
Authorized By:				

#### **1. PURPOSE:**

To establish a standardized guideline to cover water supply for the Kingston Volunteer Fire Company.

#### **2. PROCEDURE:**

This guideline shall be followed by all members of the Fire Company. Authority to deviate from this procedure rests with Assistant Fire Chief/Ops or the Water Supply Officer, where applicable, who is solely responsible for the results of any deviation. The intent of this guideline is to establish the roles and responsibilities of the Fire Company's Water Supply Officer, as well as to outline sources and procedures dealing with fixed and alternative water supplies that would be used by the Fire Company. Since fire extinguishment is one of the top priorities, the availability of an adequate water supply is of the greatest importance.

##### **2.1 Water Supply Officer**

- a. The Fire Company shall have an appointed Water Supply Officer who will have overall operational responsibility over the Fire Company's side of the fixed water supply. Roles and responsibilities of this position will be:

- Act as Liaison with the Public Works Fire Company for repairs and upgrades
- Coordinate the annual hydrant testing schedule
- Coordinate hydrant painting and marking per Fire Company planning
- Oversee the data input into the hydrant testing database
- Analyze hydrant test data for existing or potential problems and perform needed fire flow analysis as established by Fire Company plans
- Recommend improvements or changes.

## 2.2 Fixed Water Supply

The overall authority over the fixed water supply system shall be the Public Works Fire Company of the Town of Kingston and Lander County. The system is provided for the Fire

# *Town of Kingston Fire Company*

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Title:	Use of Available / Alternate Water Supplies		
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Company usage. All changes to the water supply system will be conducted by or under the jurisdiction of the Town/City/County Water Department. The Fire Company will contact the Water Department when it is seen that suppression or training activities will have a greater than normal impact on the overall water system. If there is a problem with the water supply system that may impact the operations of the Fire Company, the Water Department should be notified as soon as possible.

Fire Company will make proper notification through the Communications Center. Procedures for usage of the fixed water supply system on emergency scenes are outlined in other Fire Company SOG's dealing with specific emergencies. It is recommended that whenever the Fire Company uses a hydrant, the hydrant should be flushed out first considering the makeup of the system. This should include emergency scenes when possible. If during a fire suppression operation, the need arises for more pressure or volume from the water system, the Incident Commander should contact the Water Department with this request. The Water Department will do whatever possible to accommodate this request. Any problems found with the water supply system should be forwarded to the Water Supply Officer immediately through the Assistant Chief.

## 2.3 Hydrant Testing


- Hydrants in the Town will be tested on an annual basis. Some locations will need to be flowed at low impact times due to traffic and congestion in a particular location.

- b. When flowing the hydrants, steps to ensure that the stream is directed in such a way as not to destroy any landscaping or other property in the water's path will be utilized.
- c. Prior to attaching any gauges, hydrants must be flushed until the water flows clear. This will ensure that the gauges will continue to work properly and also will minimize dirty water complaints from residents.
- d. All hydrants should be tested using TWO hydrants in the following manner:

Attach a cap gauge to one 2 1/2" port on the Number 1 hydrant and open the other 2 1/2" port. Let the hydrant flow until water clears or one minute passes, whichever is longer. Take the FLOW PRESSURE reading (pitot) off the cap gauge and record.

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Close down Hydrant #1 and cap the open 2 1/2" port. Reopen the hydrant. Record the STATIC PRESSURE. Open Hydrant #2, it should be the closest hydrant on the same main to the #1 hydrant, record the RESIDUAL PRESSURE reading on Hydrant #1. Record the FLOW PRESSURE reading from Hydrant #2 after this procedure by following the same process as listed in #1 & #2 of this SOG. Close both Hydrants and make sure they are not leaking. If they are leaking, reopen it, flow the hydrant and re-close it. Record all information available on the hydrants: Brand Name, Year, Barrel Size, Number of Ports, Tester, and Date Tested, and length of time the hydrant was flowed.

If a problem is found with the workings of the hydrant, email the hydrant number, the hydrant location and the problem to the Water Supply Officer with a "cc" made to the on-duty Battalion Chief. Be specific in the description of the problem so that the information can be relayed to the Utilities Fire Company.

#### 2.4 Alternative Water Supply


- a. An interruption in the fixed water supply or an area of low volume can hamper a fire suppression operation.
- b. Mobile water-tanker trucks are available through the automatic-aid (joint

response) agreements with surrounding agencies. If it is seen that there is a need for such apparatus, the Incident Commander should make the request through the Communications Center. This request should be made as soon as possible to minimize any response time delay.

- c. We do not carry hard suction hose on the units but in the case of an extended incident where there is an alternative water supply available (i.e. lake, river, pool, etc.), there are two sections of hard suction hose and a strainer located at the Station for drafting purposes.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Response to Automatic Fire Alarms			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.06	Page:	1 of 2	
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#### **1. PURPOSE:**

To establish guidelines for units responding to buildings with Automatic Fire Alarm Systems.

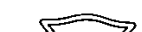
#### **2. PROCEDURE:**

- a. The primary (first dispatched) or closest unit responding shall respond emergency, in full PPE, when dispatched to an automatic fire alarm. The secondary or next due unit shall respond non-emergency, unless instructed otherwise by the incident commander or dispatch. This applies to all automatic fire alarm responses whether in the City of Kingston or surrounding jurisdictions.
- b. The first arriving unit shall locate the proper building or buildings, or any part of the building involved by means of the fire alarm control panel (FACP) and inform the other arriving units of the status of the system. The system may be silenced if no immediate indication of fire or life safety exists.
- c. Units will then begin a search of the building or buildings, perform rescue and evacuation, control fire or, if there is no apparent problem, try to determine why the system activated.

- d. After completion of the above, the building maintenance personnel should place the alarm system back in operation. Fire crews should not reset or place any fire alarm system back in service. (\*\*Crews may reset systems located in buildings owned and operated by the Town of Kingston and Lander County)
- e. Notify the owner, manager or other personnel (responder) acting in the above capacity of the actions taken by the Fire Company, what was found and whether the system is in operating condition, or what part of the system is not operating.
- f. The name of the building representative shall be documented in the fire incident report when available.

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### Standard Operating Guidelines


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- g. Anytime the owner, manager, or other personnel (responder) is not available to respond to the scene, notify dispatch of the alarm status, and notify the Fire Marshal.
- h. Do not, for any reason, make any derogatory remarks of inadequacy of the alarm system, or the maintenance of the organization. All alarm systems are inspected for Code compliance.
- i. Alarm systems are mandated by Code in many occupancies and should not be taken out-of-service by Fire Company personnel. As an absolute last resort, the building representative may take a system out-of-service. The building representative's name shall be documented in the fire incident report. The Fire Marshal should be notified as soon as possible of any problems with any alarm system.
- j. In situations when easy access is not available to the structure, fire personnel should use any and all means necessary to determine if a fire actually exist within the building. This would include utilization of KEY BOX access keys, raising ladders to upper floors, viewing through windows, use of thermal imaging devices, etc. If the officer in –charge is satisfied that no hazard exists within the structure, despite the inability to gain full access, the scene may be released and the alarm regarded as false after attempts or successful notification of a building representative are made.

- k. If on the other hand, it cannot be determined from an exterior examination of the building that a problem exists, the officer in charge should decide if forced access is required. If forced access is required, care should be taken to reduce the amount of damage.
- l. A building representative should be contacted to respond to the scene to assist with gaining access. If no one is available and the IC is not satisfied that the building is safe, forced entry will be permitted. Kingston Police must be notified in cases when forcible entry is necessary.
- m. The IC should use all means available to determine the nature of the alarm and its validity before the release of the scene.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Personnel Accountability System (PAS) Usage			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.07	Page:	1 of 2	
Effective Date:		Revision Date:		
Authorized By:				

#### 1. PURPOSE:

To establish a Personnel Accountability System (PAS) with associated procedures that an Incident Commander (IC) on an emergency scene can use to accurately and immediately identify all personnel assigned to a specific unit.

#### 2. PROCEDURE:


- a. This system will provide the IC, at a single location, immediate access to the names of all personnel assigned to a specific unit operating at that incident.
- b. The Officer-in-Charge is responsible for keeping an accurate account of all members riding on his/her units on the Personnel Accountability System (PAS) tags.
- c. Each Fire Company response vehicle will be equipped with a color coded PAS tag to allow for easy identification by the IC. Color coding will be based on the vehicle's response capabilities as follows:

Vehicle Type PAS Card Color	
Command Vehicles	White
Engines	Red
Rescue	Blue
Support Vehicles/ Water Tenders	Green

- d. The PAS cards will be located on the board in the apparatus bay when the vehicle is either out of service for repairs or not presently staffed.

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### Standard Operating Guidelines

Title:	Personnel Accountability System (PAS) Usage			
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- e. Each member of the Fire Company will be issued at least one (1) but up to two (2) individual color coded PAS tags to allow for easy identification of the member's certification or position level. Color coding for individuals will be as follows:

Position	Tag Color
Chief Officers	White
Captain	Red
Firefighter	Yellow
Rescue/EMS Responders	Blue

- f. Each member shall maintain at least one individual pas tag on the back of their structure fire helmet. The other pas tag should be attached to their wildland gear if available.
- g. The Officer in charge should deliver the unit PAS tags to the IC whenever feasible. The IC is ultimately responsible for collecting unit PAS tags at emergency scenes.



# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Respiratory Protection Plan		
Section:	Emergency Operations – Fire Suppression		
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### **1. PURPOSE:**

To establish a procedure to prevent injury as a result of acute or chronic exposure to airborne toxic substances or other respiratory hazards such as oxygen deficient atmospheres, superheated gases, toxic products or other hazardous contaminants. To provide guidelines for maintenance and use of Self Contained Breathing Apparatus (SCBA). To comply with OSHA Regulation 29 CFR 1910.134.

### **2. PROCEDURE:**

Self-Contained Breathing Apparatus is defined as Positive Pressure self-contained breathing apparatus (SCBA). These procedures apply to all personnel identified as a user of any Respiratory Protective Unit (S.C.B.A.).


#### **2.1 Inspections**

- a. Users are responsible for the Monthly Inspection of their assigned respirator.
- b. Regular inspection and maintenance of respirators in accordance with the manufacturer's instructions will ensure that these respirators, when properly used, will give the wearer the best possible protection.
- c. Inspections shall include but are not limited to:

- Check regulator, heads up display lights, and low-air alarm for proper operation
  - Check tightness of connections
  - Check condition of the face piece and harness assembly, including straps, shoulder and waist assemblies for tears, frays, and deficiencies.
- Voice amp and mount
- Check HYDRO test date on cylinder.
  - Hydro testing shall be conducted every five years
  - Check cylinder pressure
  - Check the condition of the cylinders to ensure that it free from obvious cracks, heat discoloration, or deformities.

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- d. If during the inspections any unit is found to be unserviceable, the deficiency will be noted on the red “O.O.S tags” and (placed out of service).

### 2.2 Maintenance

- a. All respirator repair i.e., replacement of lens, batteries, hoses, shoulder harness, cylinder hydrostatic tests, regulator, and all other related repairs are handled by an SCBA Technician Only.

### 2.3 Cleaning Instructions for SCBA’s

\*\*\*\* DO NOT USE BLEACH \*\*\*\*

- a. Acceptable cleaning procedure is as follows:
- Using a cleaner/sanitizer, create a warm water solution of no more than 120 degrees F
  - One may use a mild dish detergent in place of a commercial cleaner/sanitizer.
  - Immerse the mask in the solution and wash
  - Rinse the assembly with clean, warm water
  - Drain all water and air-dry the assembly
  - Hand wipe the assembly, valve and other parts with damp cloth as needed to remove residue and all foreign materials

- b. No other cleaning agents or chemicals are to be used on the SCBA mask, including but not limited to bleach, Windex, Rain X, etc.

## **2.4 Storage of Respirator**


- a. After cleaning and inspection all SCBA units will be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.

## **2.5 Medical Examinations**

- a. Shall be done on an annual basis with specific emphasis on respiratory protection.

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## **2.6 Training**

- a. All training will be conducted in accordance with the TKFC Self Contained Breathing Apparatus Training PowerPoint, NFPA Standards 4201-4204.

## **3. RESPONSIBILITIES:**


- a. SCBA's will be worn whenever the presence or possibility of contaminated (toxic) atmospheres.
- b. All personnel that are expected to, or likely to, respond to and function in areas of atmospheric contamination shall be equipped with and trained in the proper use and maintenance of SCBA's.
- c. Personnel shall thoroughly check the SCBA at the start of his/her duty tour to ensure its full serviceability. Each member shall be accountable for his or her personal facemask and assigned SCBA.
- d. If a SCBA is found to be functioning improperly it shall be taken Out Of Service, "Tagged O.O.S" and reported to the Assistant Chief or Fire Chief.
- e. SCBA's shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become, contaminated by products of combustion or other hazardous substances. In these circumstances only, the SCBA may be worn with the face piece and/or mask

regulator removed. The wearing of the SCBA in this fashion provides for a state of readiness in case circumstances rapidly deteriorate.

- g. SCBA's shall not be prematurely removed.

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- h. SCBA's shall not be removed until the atmosphere has been determined to be safe. A safe atmosphere following a structure fire is determined by the following parameters.

CO = less than 35 ppm  
O2 = greater than 19.5%

Authorization for the removal of the SCBA shall only be by Order of the Incident Commander (OSHA 29 CFR 1910.134)

- i. All personnel are responsible for proper donning and use of functioning SCBA's.
- j. In accordance with OSHA 1910.134, Section K, annual training must be conducted and documented on the proper use and donning of SCBA equipment.
- k. All personnel must complete an annual respiratory fit test in accordance with OSHA 1910.134.


### **3.1 Proper Seal of the SCBA Mask**

- a. No hair of any kind shall interfere with the proper and safe donning and seal of the SCBA mask.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Incident Reporting		
Section:	Emergency Operations – Fire Suppression		
SOG #:	210.09	Page:	1 of 1
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### **1. PURPOSE:**

To establish a procedure for Fire Company personnel to follow when completing required Fire and EMS documentation of an emergency incident.


### **2. PROCEDURE:**

- a. Incident Reports shall be completed for all assigned responses of fire, rescue, EMS or special events.
- b. All Reports should include a narrative comment that accurately describes the incident with the exception of patient information. Narratives should be written in proper English utilizing proper spelling, capitalization and punctuation. Narratives should only include factual, verifiable information. Any fire cause and/or origin statements are to be left to the investigator.
- c. Copies of incident reports will only be available through request to the Fire Chief's office. These reports will only be available to the public during normal business hours.
- d. Incident reports shall not contain any patient information. Fire Programs Software is not HIPPA compliant and therefore cannot contain any patient information such as name, age, gender, medical history, etc.
- e. All reports are required to be completed prior to leaving the station after the incident

- f. Medical reports are to be placed in the locked box located in the engine bay. Fire reports will be turned in in the appropriate box.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Incident Rehabilitation			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.10	Page:	1 of 5	
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Authorized By:				

#### **1. PURPOSE:**

To develop a standard for deployment of Rehab during an emergency scene or training.


#### **2. PROCEDURE:**

- a. A minimum of two firefighters are required to set up Rehab with at least one being a Emergency Medical Responder/Emergency Medical Technician or a Paramedic.
- b. Once the unit/personnel are designated as Rehab group; they are to report to the command post for briefing from the Incident Commander.
- c. The IC/training coordinator will establish a Rehab area, remote from the incident/training ground for the purpose of isolating personnel from the acute emotional stress of the incident/training evolution, clear of the smoke, haze or other hazardous by-products of the incident/training ground.
- d. Required equipment: Rehab unit with assigned equipment, salvage cover, water, ice, drinking cups, oxygen administration equipment, ECG monitor with CO monitoring capabilities, and basic bandaging. If possible a transport unit and stretcher with ALS equipment are also recommended.
- e. The Rehab group must complete a Rehab Tag on each firefighter entering Rehab.
- f. Personnel arriving at Rehab shall remove protective clothing to expedite the cooling process of the body.

- i. Members shall undergo a modified rehabilitation following the use of one 30 minute cylinder. They will not be required to enter the rehab area, but must have their pulse checked and drink one cup of water while having their cylinder changed. Once their pulse rate falls within normal limits, they will be released. If a members pulse rate continues to remain high or they present with any other abnormal signs/symptoms, they must proceed to rehab until such conditions are resolved.

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- ii. Members shall undergo rehabilitation following the use of a second 30 minute SCBA cylinder, a single 45 minute or 60 minute SCBA cylinder, or 40 minutes of intense work without an SCBA. A supervisor shall be permitted to adjust the time frames depending upon work or environmental conditions; however it is recommended that members remain in rehab for a minimum of 20 minutes
- g. Situations involving hazardous materials, personnel must complete the decontamination procedures prior to reporting to REHAB.
  - i. Members entering REHAB for the first time shall rest for a minimum of 20 minutes and longer where practical.
  - ii. A supervisor shall be permitted to adjust the time frames depending upon work or environmental.
  - iii. Members shall replace calories and electrolytes as required, particularly during incidents of more than 3 hours and incidents where members are likely to be working for more than 1 hour.
  - iv. Members are encouraged to wash hands and faces whenever calorie replacement will be used.
- h. Initial assessments of the physical condition of each person shall be made to include pupils, skin color, skin temperature, blood pressure, and the ability to speak clearly. All inappropriate conditions shall be noted and the person shall not be allowed to return to activity until their condition has improved to within


normal limits. Normal limits are defined on the Rehab Tags which are located in the Battalion and Rehab vehicles.

EMS personnel shall be alert for the following:

- a. Personnel complaining of Chest Pain, Dizziness, Shortness of Breath, Weakness, Nausea, or Headache as these may be signs of CO poisoning.
- b. General complaints such as cramps, aches and pains

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- c. Symptoms of heat- or cold- related stress
- d. Alertness and orientation to person, place, and time of members as these may be signs of CO poisoning
- e. Changes in gait, speech, or behavior
- f. Vital signs considered to be abnormal as established in protocol
- i. The Rehab Tags will be given to the IC or their designee once the Rehab group has been disbanded. The tags shall be scanned into the K drive and filed with the Assistant Chief of Operations.
- j. Firefighters should attempt to maintain proper hydration to maintain normal body function, for scheduled events, pre-hydration shall include an additional 16 oz (500 mL) of fluids within 2 hours prior to event.


Temperature. Body Temperature is a vital piece of information to assessing individuals with both heat and cold exposures. Normal core body temperature range from 98.6 to 100.6 degrees. The core body temperature (typically obtained using a rectal thermometer) provides the most accurate measurement, but is rarely feasible in the field setting. Oral measurements are about 1 degree lower than core body temperature and tympanic measurements are about 2 degrees lower than core body temperature. Members that are hyperventilating may have a decreased oral temperature. Elevated temperature, noted by touch or measured, should alert the rehabilitation manager or EMS personnel to the possibility of heart related illness. However, given the problem of measuring devices underestimating core body temperature, it is essential that a measured temperature in the normal range not be used to exclude the possibility of heat-related problems.



Heart Rate (Pulse). Heart rate (pulse) is another critical measure used to assess health status. Normal resting heart rates range from 60 to 100 beats per minute. Under stress and exertion, the pulse rate can, and should, increase, frequently above 100 beats per minute. The level of increase depends on the amount of stress and the individual's physical conditioning. As members report to rehabilitation after expending a significant amount of energy in stressful conditions, a pulse rate that is up to 70 percent of maximum heart rate  $[(220 \text{ minus age}) \times (0.7)]$  is frequently encountered. After resting in rehabilitation, the member's heart rate should return to near normal

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resting rates. A fire fighter who has not achieved a heart rate of less than 100 beats per minute by the end of 20 minutes should not be released from rehabilitation, but should be further monitored, and if warranted, sent for further medical evaluation. Part of additional monitoring should include orthostatic pulse and blood pressure.

Respiratory Rate. Respiratory rate is a vital indicator used to assess health status and stress, as well as a possible indicator of exposure to other hazards. Normal respiratory rate is 12 to 20 breaths per minute. By the end of the rehabilitation period, the fire fighter should have a respiratory rate within these parameters.


Blood Pressure. Blood pressure is a critical indicator used to assess health status and stress. Blood pressure should increase as the level of physical exertion/stress increases. Blood pressures that are low, too high, or fail to return to normal levels while in rehabilitation can indicate a medical problem. For example, individuals can become hypotensive as they decompensate in their reaction to stress (e.g. heat stroke). Upon recovery during the rehabilitation, a member's blood pressure should return to, or even be slightly lower than, their baseline. A member whose blood pressure is greater than 160 systolic and/or 100 diastolic should not be released from rehabilitation. These members should continue to be monitored and treated,

Pulse Oximetry. Pulse oximetry uses a noninvasive medical device to measure the percentage of oxyhemoglobin in blood pulsating through the network of capillaries at the probe site on a subject by utilizing a sensor attached typically to a finger, toe, or ear. It is a helpful assessment tool prior to and during oxygen administration and can be used to detect blood flow in fingers and toes. Normal SpO<sub>2</sub> readings are between 95 and 100 percent. Readings or 91 to 94 percent reflect mild hypoxemia; 86 to 90 percent reflect moderate hypoxemia; and below 85 percent indicate severe hypoxemia.

Oximetry has significant limitations and should not replace careful assessment. It can help to detect hypoxemia that is otherwise unnoticed. Black, blue, and green nail polish cause falsely low oximetry readings; when in doubt remove the nail polish or change the probe site. Bright external lighting or sunlight can falsely lower oximetry readings. Most oximeters are unable to differentiate between oxyhemoglobin and carboxyhemoglobin (blood cells saturated with oxygen versus carbon monoxide).

## *Town of Kingston Fire Company*

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CO Monitoring. Carbon monoxide is a colorless, odorless gas present in every fire. Symptoms of CO poisoning are nonspecific and easy to miss. Any firefighter exposed to CO or presenting with headache, nausea, shortness of breath, or gastrointestinal symptoms at an incident where CO is present should be assessed for carbon monoxide poisoning. Carbon monoxide readily attaches to hemoglobin in the bloodstream and is measured as a percentage of carboxyhemoglobin saturation (COHb). At an incident scene, carbon monoxide can be measured with a portable exhaled breath CO monitor or a CO-oximeter (a pulse oximeter designed to measure carboxyhemoglobin).

#### **Initial CO Assessment Parameters**

0 – 5%	Considered normal
5 – 10%	Considered normal in a smoker
> 10%	Abnormal in any person – consider high flow oxygen
> 15%	Significantly abnormal in any person – treatment mandated

#### **CO Reassessment Parameters**

0 – 5%	Acceptable for return to firefighting activities if medically cleared
5 – 10%	Consider high flow oxygen until < 5% regardless of symptoms
> 10%	Abnormal, assess for symptoms, consider high flow oxygen
> 15%	Significantly abnormal, treatment mandated, consider transport

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Incident Photos, Recordings & Personal Camera Use		
Section:	Emergency Operations – Fire Suppression		
SOG #:	210.11	Page:	1 of 1
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### **1. PURPOSE:**


To establish guidelines on the uses of photography cameras, voice recorders and video recorders.

### **2. PROCEDURE:**

- a. Any electronic device that has the capability of recording events either through photography, voice or video, must be approved by the Fire Chief before such recordings may take place.
- b. All recordings are the property of the Town of Kingston Fire Company unless approval to release has been granted by the Fire Chief.
- c. The use of these devices must not interfere with daily operations at the Fire Fire Company.
- d. The Fire Company is not responsible for damaged, lost or stolen personal recording devices.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Traffic Cones			
Section:	Emergency Operations – Fire Suppression			
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### **1. PURPOSE:**


To properly utilize traffic cones while working on roads and highways. The use of traffic cones is to block lanes of traffic, or reduce the speed of vehicles around emergency scenes.

### **2. PROCEDURE:**

- a. Traffic cones should be inventoried every month during vehicle checks.
- b. While on emergency calls traffic cones should always be considered for further crew safety while working on roads and highways.
- c. When placing cones utilize the tapering technique to gradually close lanes of traffic and extend the cones past the back off unit and crews working in the road or highway. The term tapering refers to merging one or several lanes of traffic into fewer lanes to provide scene safety.
- d. Cones should be placed 15-30 feet apart based on the distance of lane closure.
- e. Always place traffic cones while facing the oncoming traffic for safety.
- f. Traffic cones can be found on all front line apparatus. Remember many law enforcement vehicles carry traffic cones if need.
- g. Traffic cone visibility can be increased with the use of LZ strobes if needed per OIC discretion.
- h. Traffic cones can also be utilized to completely block lanes of traffic if needed.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Risk Management			
Section:	Emergency Operations – Fire Suppression			
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### **1. PURPOSE**

The Town of Kingston Fire Company has developed and implemented a risk management plan. The goals and objectives of the plan are as follows:

- 1) To limit the exposure of the Fire Company to situations and occurrences that could have harmful or undesirable consequences on the Fire Company to its members
- 2) To provide the safest possible work environment for the members of the Fire Company, while recognizing the risk inherent to the Fire Company's mission

### **2. SCOPE:**

This policy shall apply to all personnel involved in any Fire Company activity and this plan is intended to comply with the requirements of NFPA 1500, *Standard on Fire Company Occupational Safety and Health*


### **3. RESPONSIBILITIES:**

- 1) The fire chief has the responsibility for the implementation and operation of the Fire Company's risk management plan.
- 2) The Fire Company's First Responder Coordinator has the responsibility to develop manage and annually revise the risk management plan. The health and safety officer also has the responsibility to modify the risk management plan when warranted by changing exposures, occurrences, and activities.

- 3) **ALL** members of the Fire Company have responsibility for ensuring their own health and safety based upon the requirements of the risk management plan and the Fire Company's safety and health program.

## *Town of Kingston Fire Company*

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#### **4. PROCEDURE:**

Risk Management is defined as the process of planning, organizing, directing, and controlling the resources and activities of an organization in order to minimize detrimental effects on that organization.

Risk management principles shall be employed routinely by supervisory personnel (supervisors) at all levels of the incident management system to define the limits of acceptable and unacceptable positions and functions for all personnel at the incident scene.

The incident commander has the ultimate responsibility for the safety of all emergency services personnel operating at an incident and for any and all other persons whose safety is affected by emergency services organization operations. Risk management provides a basis for the following:

- 1) Standard evaluation of the situation
- 2) Strategic decision-making
- 3) Tactical planning
- 4) Plan evaluation and revision
- 5) Operational command and control


All on scene and routine service delivery should adhere to the incident priorities of life safety, incident stabilization and property conservation. Each action should be considered carefully considering the cost versus benefit of that action.

The incident commander and all members of the fire company shall utilize the following risk management principles:

- 1) Activities that present a significant risk to the safety of personnel shall be limited to situations where there is a potential to save endangered lives. **(We will risk our safety when lives can be saved – “risk a lot to save a lot” - life safety)**
- 2) Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of personnel, and actions shall be taken to reduce or avoid these risks. **(We will only risk our health and safety in a**

## *Town of Kingston Fire Company*

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**safe, highly calculated manner to save property – “risk a little to save a little” - property conservation)**

- 3) No risk to the safety of personnel shall be acceptable where there is no possibility to save lives or property. **(We will not risk our health and safety when there is nothing to gain – “risk nothing when nothing is to be gained”)**
- 4) Members will follow Fire Company SOG/SOP when performing duties.
- 5) In situations where the risk to Fire Company members is excessive, (as defined by items 1 – 3) activities shall be limited to defensive operations.
- 6) Operations shall be limited to those that can be safely performed by the personnel available at the scene.
- 7) When inexperienced members are working at an incident, direct supervision shall be provided by more experienced officers or members.
- 8) Members operating in hazardous areas at emergency incidents shall operate in crews of two or more.
- 9) Crew members operating in hazardous areas shall be in communication with each other through visual, audible, physical means or safety guide rope in order to coordinate their activities.


- 10) When members are operating at an emergency incident and their assignment places them in potential conflict with motor vehicle traffic, they shall wear a garment with fluorescent and retro-reflective material.

Apparatus shall be utilized as a shield from oncoming traffic wherever possible

- 11) The incident commander shall ensure arson investigators or other members that enter an IDLH atmosphere or hazardous area use the appropriate personal protective equipment and/or SCBA.

## *Kingston Volunteer Fire Department*

### Standard Operating Guidelines

Title:	Risk Management			
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- 12) Candidates and members who will engage in fire suppression shall meet the medical requirements specified in NFPA 1582, Standard on Medical Requirements for Fire Fighters and Information for Fire Company Physicians, prior to being medically certified for duty by the Fire Company physician.
- 13) Risk management principles shall be routinely employed by supervisory personnel at all levels of the incident management system to define the limits of acceptable and unacceptable positions and functions for all members at the incident scene.

#### **5. PLAN ORGANIZATION:**

The risk management plan includes the following:


- 1) Identification of the risk members of the Fire Company could actually or potentially encounter, both emergency and non-emergency.
  - a. Emergency risks include those presented at emergency incidents, both fire and non-fire (e.g. hazardous materials), Emergency Medical Services incidents, and emergency response
  - b. Non-emergency risk include those encountered while performing functions such as physical fitness, non-emergency vehicle operation, and station activities (e.g., vehicle maintenance, station maintenance, daily functions)
- 2) Evaluation of the identified risks based upon the frequency and severity factors.



- 3) Development and implementation of an action plan for controlling each of the risk, in order of priority. (Items 1 – 4 will be created and added as an attachment to this SOG)
- 4) Provisions for monitoring the effectiveness of the controls implemented.

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- 5) A periodic review of the plan with modifications made as needed.


#### **6. MONITORING:**

The First Responder Coordinator and or the Safety Officer will monitor the plan.

- 1) The Fire Company's risk management program will be monitored annually, in February.
- 2) Recommendations and revisions will be made based on the following criteria:
  - a. Annual accident and injury data for the preceding year
  - b. Significant incidents that have occurred during the past year
  - c. Information and suggestions from the Fire Company staff and personnel.
- 3) Every three years, the risk management program will be evaluated by an independent source. This source may be another Fire Company health and safety officer or health and safety committee an insurance risk management representative or someone of the like level of understanding of the risk management program. Recommendations will be sent to the fire chief, the First Responder Coordinator, and to the Town of Kingston

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Required use of Personal Protective Equipment			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.14	Page:	1 of 4	
Effective Date:		Revision Date:		
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### **1. PURPOSE:**

This standard operating Guideline is issued to establish standards for personal protective equipment worn by Fire Company personnel to ensure maximum safety and identification during emergency fire/rescue operations.

The proper utilization of protective equipment is vital to the safety of personnel and is mandatory. The Fire Company is committed to providing quality protective equipment. Members shall use and maintain all protective equipment in accordance with Fire Company Guidelines and manufacturer specifications.

### **2. SCOPE:**

Personnel protective equipment shall be worn in all fire ground activities and fire training activities.

### **3. POLICY:**


#### PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

- a. The use of personal protective equipment (PPE) will be mandatory as a condition of membership when specified by the Fire Company for hazard protection.
  1. Incident Command will be held accountable for allowing personnel to work without prescribed equipment.

2. The First Responder Coordinator will review all injuries with emphasis on accidents resulting from failure to use protective equipment.
- b. Regulation personal protective equipment shall consist of a helmet, turnout coat, turnout pants with approved boots, gloves, Nomex hood, and a Self-Contained Breathing Apparatus.

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- c. SCBA shall be worn at all times while engaged in any operation in an atmosphere that is imminently dangerous to life or health (IDLH). SCBA shall continue to be worn on all incidents until such time as the Incident Commander has determined:
  1. That there are no hazardous materials or toxic products of combustion present,
  2. Personnel are not operating on an oxygen deficient atmosphere.
- d. All SCBA shall be equipped with a Personal Alert Safety System (PASS) device.
  1. During emergency response, all personnel wearing SCBA shall activate (in the automatic mode) their PASS device prior to dismounting the fire apparatus.
  2. Personnel who are not suited up in SCBA when they arrive on the scene shall ensure that their pass devices are activated (in the automatic mode) immediately upon donning the breathing apparatus.
- e. Only protective clothing and equipment issued or approved by the Town of Kingston Fire Company may be used by the personnel on any fire/rescue incident. Protective clothing and equipment will be in compliance with current editions of the National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration Standards (OSHA).

- f. With the approval or concurrence of the Incident Commander, officers-in-charge (OIC) may allow members to remove turnout coats and pants at non-fire emergencies and when overhauling at the fire scenes provided the removal of such turnout coats and pants does not endanger such members.
- g. On other emergency incidents not involving interior structural firefighting, OIC may determine the appropriate level of PPE to be worn. The safety of fire/rescue personnel shall be the prime consideration for making this determination. The appropriate level of protection shall apply to all members operating on the incident, regardless of company, assignment, or rank.

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- h. Full Turnouts with approved boots shall be worn on all incidents that normally involve the hazards of thermal or steam burns, or exposure to hazardous materials such as:
  - 1. Structural firefighting operations
  - 2. Vehicular or tank fires
  - 3. Hazardous materials incidents
  - 4. Natural gas leaks or fires
- i. Full Wildland PPE with approved boots shall be worn on all incidents that normally involve the hazards of thermal or steam burns, or exposure to hazardous materials during wildland fire operations such as:
  - 1. Brush fires
  - 2. Outside trash fires
  - 3. Control Burns
  - 4. Chainsaw operations (Summer)
- j. The OIC shall have the discretion to allow personnel to remove turnout pants and wear either short rubber boots, three-quarter-length rubber boots, or approved (standard) leather work boots (with or without running pants) when conditions are safe to do so, such as:
  - 1. Rescue or medical emergencies
  - 2. Vehicular accidents when not engaged in firefighting operations


3. Outside trash fires (when conditions warrant)
4. Other situations when the safety of personnel is not jeopardized

### Optional Protective Equipment

- a. Optional protective equipment must meet current NFPA standards. The optional helmets must meet the NFPA #1972 safety standard. The optional firefighting leather boots must meet the NFPA #1974 safety standard.
- b. Issued rubber boots and gloves must be worn except as noted below:

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1. At the discretion of the OIC, the use of non-issued smooth toe (standard) leather work boots with steel toes and inner soles, which comply with current OSHA Standards, may be worn on non-firefighting rescue calls, brush fires, emergency care incidents, and service calls.
2. If approved by the unit OIC, non-issued OSHA certified leather work gloves purchased at the wearers expense may be used on non-firefighting or rescue calls.

### Protection Level Requirements

- a. Fire and rescue apparatus is fully enclosed when it includes a full roof and doors at all riding positions.
- b. Approved hearing protection will be worn on all apparatus producing noise levels in excess of 90 decibels.
- c. On ambulances, sedans, and utility vehicles, the wearing of protective clothing is optional.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Scene Evacuation or Withdrawal			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.15	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				

### **1. PURPOSE:**

To provide for a standardized process for withdrawing or evacuating from a situation poses danger to emergency personnel.

### **2. SCOPE:**

To all personnel operating at any emergency or training scene.

### **3. SPECIFICS:**

The order to evacuate a scene is given where there is an emergency situation which requires immediate egress from the IDLH Zone (Immediately Dangerous to Life or Health). If an evacuation is ordered, the following steps shall be taken:


- o The incident commander (IC) shall notify all fire ground companies of the need to evacuate (however, any member has the authority to issue the evacuation order when it is felt that a significant and notable danger to personnel is apparent and they are unable to immediately report to their company officer or incident commander).
- o In addition to the radio notification the air horns of the nearest apparatus to the building/area will be used to notify personnel and the following sequence of air horn blasts will be used (***three 3-second blasts; repeated 3 times***).
- o All personnel exiting the building/area shall report to an area designated by the IC where an accountability check will be conducted.

The order to withdraw a scene is given when there is a situation that requires all personnel to leave the IDLH Zone. In the event a withdrawal is ordered, the following steps shall be taken:

- o IC will notify all fire ground personnel to withdraw from the building/area.
- o All personnel exiting the building/area shall report to an area designated by the IC where an accountability check will be conducted.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Forcible Entry			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.16	Page:	1 of 3	
Effective Date:		Revision Date:		
Authorized By:				

#### 1. SCOPE:

To provide guidelines for forcing entry to protect life and property in instances of medical emergencies, fires, or service calls.

#### 2. DEFINITIONS:

- a. **Forcible entry:** The technique used to gain access to a structure whose normal means of egress is locked, blocked, or nonexistent.
- b. **Conventional Forcible Entry:** The use of standard Fire Company tools to open doors and windows to gain access.
- c. **Through-the-lock Forcible Entry:** The practice of removing or incapacitating the door lock to gain access. (While more complicated, it is the more preferred method since it causes less damage than conventional means if done correctly.)

#### 3. OPERATIONS:


- a. Medical Responses
  - 1. Knock loudly on doors and announce your presence.
  - 2. If no response, verify the address with dispatch.
  - 3. If there is still no response and you have verified that you are at the correct address, advise dispatch you are unable to make contact with anyone at the residence and have law enforcement respond.
  - 4. Assess scene safety.
  - 5. Contact a command officer if there is no fire officer present.
  - 6. Safely attempt to look through the outside windows in an attempt to visualize any unconscious victims inside of the residence.
  - 7. If an unconscious victim is visualized or you have a strong reason to believe that an unconscious victim is inside the residence or if

dispatch confirms that the call originated from the residence and has since lost contact with the victim, then forcible entry shall be performed using the best available and safest means possible. Law enforcement does not have to be present to force entry, but should be notified. If at all possible, personnel should be left on scene to await arrival of law enforcement.

8. Law enforcement may secure the residence after forcible entry. However, do not delay transport if law enforcement has not arrived by the time it is necessary to clear the scene. Secure the residence by the best means possible and advise dispatch of your actions.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Forcible Entry			
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9. If there is no indication of a victim in the residence, stand-by for law enforcement. Based on all available information, it will be law enforcement's decision to enter the residence in this circumstance.
10. If there was a patient, thoroughly document all of your actions in your patient care report. If there was no patient, fill out a narrative of your actions.

#### b. Fire and Service Call Responses


1. Forcible entry is an integral part of firefighting activities and must be performed in a quick, safe manner.
2. Forcible entry is authorized in any life safety or property conservation activities when there is no other access present, or if a delay imposed by using another route would be counterproductive to the progress of the incident.
3. Above cases would include but not be limited to access for: fire attack, search and rescue, checking for extension, securing of utilities, and access to stand pipes or sprinklers.
4. Another case where forcible entry is authorized is when there is a smoke detector sounding in a residence, there is no answer, and the majority of the residence cannot be viewed from the windows.  
**THIS IS NOT FOR AUTOMATIC FIRE ALARMS, STANDARD SMOKE DETECTORS ONLY.** Standard residential smoke detectors have shown to be very reliable, and in the vast majority of circumstances when they activate there is good reason for it.



5. Law enforcement does not have to be present to force entry, but should be notified.
6. If forcible entry has been performed and the building needs to be secured after the completion of the incident, then the building shall be secured by any practical means. An attempt should also be made to contact the owner or their representative giving them the option of coming and securing the property themselves.
7. After the incident be sure to thoroughly document any cases of forcible entry in the NFIRS report narrative.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines


Title:	Forcible Entry			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.16	Page:	3 of 3	
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#### 4. CONSIDERATIONS:

- a. In cases of forcing entry to conserve property, the damage done while forcing entry must be weighed against the damage being done by not doing anything or waiting for a key holder. Example: weighing the cost of a lock or doorjamb against more extensive water damage during accidental sprinkler activation. In cases such as this, waiting would cause more damage and forcible entry should be performed.
- b. If time allows or if the door and jamb are of significant strength, the through-the-lock method of forcible entry should be considered. Although harder to master, the through-the-lock method has been known to cause less damage than by conventional means of forcing entry. It will also be more likely to allow the property to be easier to secure.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Foam Operations			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.17	Page:	1 of 3	
Effective Date:		Revision Date:		
Authorized By:				

### **1. PURPOSE:**

To establish a procedure for Kyle Fire Department / Hays County ESD #5 personnel when handling Class A and Class B foams. This procedure will be the guideline for storing, handling, and transporting Class A and Class B foams.

### **2. POLICY:**

All Town of Kingston Fire Company members will follow the guidelines set forth in order to safely handle Class A and Class B foams.

### **3. PROCEDURE:**

**CLASS A** – Foam concentrates are harsh detergents that can irritate the skin, causing dryness, cracked skin, and bleeding. However, diluted foam solution should have little or no effect on a person's skin.

#### **a. Storage and Transportation:**

Class A foam concentrates should be stored and transported according to the manufacturer's guidelines. Concentrates should generally be stored and transported in their original containers, either 55-gallon drums or 5-gallon cans, or in a manufacturer- approved tank. Apparatus concentration tanks should be constructed of polyethylene, polypropylene, fiberglass, or other plastic composite material. The foam concentrate will cause degradation of steel, aluminum, and some stainless steel tanks, which could lead to damage or cause the foam proportioning equipment to malfunction.


#### **b. Handling:**

Proper precautions should be taken when handling foam concentrates to prevent injury. Personnel that handle concentrates should wear goggles and rubber gloves to prevent eye and skin irritation. Long sleeved shirts, long pants, and rubber boots are recommended. Rubber boots are recommended when handling concentrates because the concentrates can soak through leather boots quickly.

Class A foams are much more environmentally friendly than most Class B film-forming foams; however, care should be taken to prevent spills of concentration into waterways and watershed areas because aquatic life is sensitive to foaming

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Foam Operations			
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agents. The use of foam in wildland firefighting has proven that foam has little effect on forest soils and plant life due to its ability to rapidly degrade. waterways and watershed areas because aquatic life is sensitive to foaming agents. The use of foam in wildland firefighting has proven that foam has little effect on forest soils and plant life due to its ability to rapidly degrade.

Federally approved Class A foams are tested for their ability to biodegrade into inert components within an established period of time. For approval by the United States Forest Service, 50 percent of the foam must biodegrade within 28 days. Most foams biodegrade within 14 to 30 days.

It is recommended that spills of concentrate be soaked up with absorbent rather than flushed with water (which will create a lot of foam).

**CLASS B** – Foam concentrates are made up of synthetic detergents, which will remove oil from the skin. This will cause moderate irritation or dermatitis.

**a. Storage and Transportation:**

Class B foam concentrates should be stored according to the manufacturer's guidelines. Concentrations should generally be stored and transported in their original containers (5 gallon buckets) or in a manufacturer-approved container constructed of polyethylene, polypropylene, fiberglass, or other plastic composite material. The foam concentrate will cause degradation of steel, aluminum, and some stainless steel tanks, which could lead to damage or cause the foam proportioning equipment to malfunction. Class B foam will only be used through the use of an in line eductor. Class B foam will never be placed in any on-board tank on any apparatus due to the potential for corrosion and / or coagulation in the


presence of Class A foam residuals.

**b. Handling:**

Proper precautions should be taken when handling foam concentrates to prevent injury. Personnel that handle concentrates should wear goggles, long-sleeved shirts rubber boots, and rubber gloves to prevent eye and skin irritation. All foam concentrates will quickly soak through leather boots.

Class B foams will not biodegrade well and often must be cleaned up as toxic waste after use. Use appropriate protective equipment during clean up. Collect


***Town of Kingston Fire Company***  
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spilled concentrate with absorbent material. Clean up residual with water. Care should be taken to prevent spills of concentrate into waterways and watershed areas because aquatic life is sensitive to foaming agents. Do not discharge foam concentrates into wastewater treatment systems without prior approval (foam kills the bacteria used for wastewater treatment).

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Overhaul Operations			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.18	Page:	1 of 3	
Effective Date:		Revision Date:		
Authorized By:				

### 1. PURPOSE:

To describe guidelines for conducting overhaul operations

### 2. SCOPE:

Fire ground operations

### 3. SPECIFICS:

#### a. Overhaul objectives include:


- Preserving evidence
- Ensuring overhaul is conducted safely.
- Maintaining member safety – PPE (personal protective equipment to be worn) – SCBA (self-contained breathing apparatus) to be used until atmosphere in the scene is clear and safe to breathe.
- Ensuring all fire is extinguished.
- During rest breaks of fire crews, ensure at least two firefighters remain in the fire area to detect any possible hidden fire and re-ignition.
- If needed, use early and continuing positive pressure ventilation to maintain an acceptable working environment and reduce loss.
- Meeting with the property owner or occupant concerning overhaul operations.
- Scheduling post-incident drive-by/walk-through of fire building by fire companies to check for potential re-ignition sources.
- Closely coordinate overhaul with fire investigators.

b. Customer Relations

Command or the company officer should meet with the property owner or occupant to explain the reasons for overhaul operations. In some cases, when safe to do so, allowing the property owner or occupant to be escorted through the fire area can help them understand the need for overhaul operations. Proper loss control operations should, of course, be completed prior to any walk - through.

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### Standard Operating Guidelines

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Allowing the property owner or occupant the opportunity to remove personal possessions/valuables, or boxing and removing these items for them is excellent customer service and loss control opportunity.

c. Hidden Fires

Fire suppression operations often overlook small pockets of fire concealed in construction voids or hidden under debris. Overhaul activities must thoroughly search the fire scene to detect and extinguish these hidden fires or "hot spots" before they re-kindle. Floor, wall or ceiling areas showing evidence of extensive decomposition due to fire should be thoroughly examined during overhaul.

Additional areas to check include wooden door jambs, air conditioning vents and registers, baseboards, door and window casings, and around light fixtures and electrical outlets.

Axes, pike poles, and halligan tools are most commonly used for this purpose. Attic fires pose a special hazard for re-kindle where insulation has been exposed to fire. Large areas can receive fire damage and can be located in difficult to reach areas. In some cases, all insulation must be removed to extinguish all remnants of fire. Plenum spaces, soffits and pipe chases should receive careful inspection as they provide possible routes for fire to spread throughout a structure. Failing to overhaul these areas invites fire extension to uninvolved building areas.


Command will be responsible for insuring that the fire area has been thoroughly overhauled and no hidden fire remains. The company officer last leaving the scene will be responsible for ensuring total fire extinguishment. Command will be further responsible for scheduling post-incident drive-by/walk-through inspections of the fire building to eliminate any re-kindles. At

least one post-incident inspection will be scheduled, and Command will determine the need for additional inspection.

Post-incident inspections include a walk-through of the building or areas that are safe to enter. Crews should search for any evidence of smoke or remaining hot spots. An examination of contents below salvage covers should be conducted. In some cases, additional openings in the structure may be required.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

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#### d. Evidence Preservation

Companies performing overhaul should continuously weigh the importance of preserving evidence with the desire to immediately remove debris and completely extinguish all traces of fire. In some cases, it may be necessary to monitor spot fires until investigators arrive on the scene. Wherever possible evidence should remain untouched, undisturbed and in its original location. Where circumstances prohibit this, evidence should be removed under the direction of a fire investigator.


#### e. Securing the Fire Scene

Securing the fire scene is also a function of overhaul, Securing refers to actions required to protect the structure and contents from any further loss after fire suppression companies have departed from the scene. Roof ventilation holes and broken windows should be covered to reduce weather damage and deter vandalism. Rolled plastic is ideal for this use.

For safety reasons, remaining glass shards should be removed from the frames of broken windows prior to installing covers and always prior to leaving the scene, if necessary doors and windows may need to be boarded up to prevent unauthorized entry or vandalism.

# *Town of Kingston Fire Company*


## Standard Operating Guidelines

Title:	Exposures			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.19	Page:	3 of 3	
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# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Wildland Fire			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.20	Page:	1 of 5	
Effective Date:		Revision Date:		
Authorized By:				

### **1. PURPOSE**

A. To define the appropriate guidelines for wild fire attack within the District.

### **2. SCOPE**

These standards apply to all personnel of the District.

### **3. AUTHORITY AND RESPONSIBILITY**

It will be the responsibility of the Chief and the Officers to insure that these guidelines are followed.


### **4. STANDARDS**

- a. Size up/ Assessment of Conditions
  1. Determine the size and extent of the fire
  2. Ensure that adequate resources are responding
    - a. Estimate where it will be in 30 minutes
    - b. Consider the time needed to reach and attack the fire
    - c. **IF IN DOUBT, REQUEST ADDITIONAL RESOURCES IMMEDIATELY**
    - d. Ensure that appropriate Wildland Agencies are notified if the fire is on or near their land

3. Wind speed and direction are primary indicators in establishing the spread potential
4. **IDENTIFY THREATENED EXPOSURES**
5. Establish Command
  - a. Identify command post location
  - b. Pass, retain, or transfer command as needed
  - c. Utilize Unified Command on interagency incidents
  - d. Develop incident objectives; assign divisions
  - e. Monitor logistical needs such as food and fuel

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Wildland Fire			
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b. Safety Considerations

1. **FIGHT FIRE AGGRESSIVELY, BUT PROVIDE SAFETY FIRST**
2. Consider fire location and fuels in the area, observe smoke column
3. Winds and/or low humidity will increase spread rates
4. Fires on slopes spread faster and are harder to access
5. **ALWAYS IDENTIFY ESCAPE ROUTES AND SAFETY ZONES**
6. Be alert to changing weather conditions and fire behavior
7. Watch for spot fires


c. Operational Guidelines

1. General Guidelines
  - a. Establish a safe anchor point prior to starting fire attack
  - b. Attack the fire on the flanks and pinch off spread. **Prioritize exposure threat**
  - c. All personnel must maintain an ongoing awareness of the status and progress of the fire
  - d. Consider the use of class A foam for attack, exposure protection, and mop-up
  - e. Position apparatus on the roadway in a safe manor
2. Mobile Attack
  - a. Utilize the hard line on the Type 4 and Type 6 engines for initial attack

- b. Nozzle person must be in view of the driver at all times
- c. Nozzle person should make the driver aware of off-road driving hazards
- d. Conserve water, patrol, and secure wet lines

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

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- 3. Hose Lays
  - a. Utilize the use of a 1½” hose line for the main trunk
  - b. Utilize hose packs for progressive hose lays
  - c. Ensure 100' of 1" hose is inserted at least every 100' along the hose lay with a wye.
- 4. Structure Protection
  - a. Back into driveways
  - b. Deploy appropriate hose lines
  - c. Deploy a vehicle protection line
  - d. Pretreat structures with foam if possible
  - e. **STAY MOBILE BE PREPARED TO MOVE OUT QUICKLY**
- 5. Water Supply
  - a. Determine need for tenders and request as soon as possible
  - b. Develop any available water sources with portable pumps
  - c. Fold a tanks can be used to supply portable pumps


## 5. Standard Firefighting Orders and 18 Watchout Situations

- a. Standard Firefighting Orders
  - 1. Keep informed on fire weather conditions and forecasts.
  - 2. Know what your fire is doing at all times.
  - 3. Base all actions on current and expected behavior of the fire.
  - 4. Identify escape routes and safety zones and make them known.
  - 5. Post lookouts when there is possible danger.

6. Be alert. Keep calm. Think clearly. Act decisively.
7. Maintain prompt communications with your forces, your supervisor, and adjoining forces.
8. Give clear instructions and insure they are understood.
9. Maintain control of your forces at all times.
10. Fight fire aggressively, having provided for

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Wildland Fire			
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- b. 18 Watchouts Situations
  1. Fire not scouted and sized up.
  2. In country not seen in daylight.
  3. Safety zones and escape routes not identified.
  4. Unfamiliar with weather and local factors influencing fire behavior.
  5. Uninformed on strategy, tactics, and hazards.
  6. Instructions and assignments not clear.
  7. No communication link with crewmembers/supervisors.
  8. Constructing line without safe anchor point.
  9. Building fireline downhill with fire below.
  10. Attempting frontal assault on fire.
  11. Unburned fuel between you and the fire.
  12. Cannot see main fire, not in contact with anyone who can.
  13. On a hillside where rolling material can ignite fuel below.
  14. Weather is getting hotter and drier.
  15. Wind increases and/or changes direction.
  16. Getting frequent spot fires across line.
  17. Terrain and fuels make escape to safety zones difficult.
  18. Taking a nap near the fire line

## 6. LCES


Each firefighter must know the interconnection of LCES -

Lookouts  
 Communications  
 Escape routes  
 Safety zones

LCES should be established before fighting the fire: Select lookouts, set up a communications, choose escape routes, and select safety zones.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

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LCES functions sequentially - it's a self-triggering mechanism. Lookouts assess -and reassess - the fire environment and communicate threats to safety; firefighters use escape routes to safety zones. All firefighters should be alert to changes in the fire environment and have the authority to initiate communication.

LCES is built on two guidelines:

1. Before safety is threatened, each firefighter must know the LCES system will be used,
2. LCES must be continuously reevaluated as fire conditions change.

## 7. Training

### a. New Firefighter

1. All new firefighters will go through a 40 hour basic wildland fire course either in the classroom or online.
2. Minimum of 4 hours of field practical's to include, hose lays, mobile attack, fire line construction and shelter deployment


### b. Continue Training

1. Minimum of an 8 hour refresher must be completed each year.

2. Topic of the refresher must include LCES, 10 and 18's, downhill line construction, firefighter safety and shelter deployment.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Chimney Fires			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.21	Page:	1 of 3	
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#### **1. PURPOSE:**

To establish a guideline for the safe operations of Town of Kingston Fire Company Personnel and responding automatic or mutual aid companies at Chimney Fire Incidents.

#### **2. PROCEDURE:**

##### First Arriving Engine Company:

The first arriving engine company will setup on the side that they will be entering; access to the front of the building must be left for Ladder Company Operations. The officer or senior firefighter and his or her crew will proceed to the solid wood burning appliance. The crew will check the floors, walls and other areas around the appliance to check for fire extension or related heat build up and transfer. A thermal imaging camera should be used to aid in this operation (searching out hidden fire in the confined walls, floors or ceilings). A multi gas meter should be used while crews are working to monitor the air for carbon monoxide.

After careful consideration and investigation of the fire extension the engine company should extinguish the fire in the appliance (i.e. woodstove) with the use of a fire extinguisher. After the flame has been knocked down in the appliance all combustible material should be removed and taken outside to a safe area and dumped; ensure the use of a metal bucket and cover.

At any time during the incident the engine company may deploy a hand line to extinguish fire within the building. If the hand line is put in place as a precaution with no visible or anticipated fire in the building, ensure the hand line is stretched dry and only charged in the event that water must be used.

##### Second Arriving Engine Company:


The second arriving engine company will standby at the nearest water supply (i.e. Public hydrant, dry hydrant, pond or river). The engine company shall notify command that they are at the water source and awaiting orders. When at a public hydrant the hydrant shall be dressed and ready to use.

#### Ladder Company

The officer or senior firefighter and his or her crew will advance to the roof per command (roof tools are not limited to the following: SCBA's, handlight's, chimney weights (porcupine) and at least 1 portable radio).

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Chimney Fires			
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If ground ladders are required to access the roof and chimney area, the roof crew will use a roof ladder for added safety. Command will establish a monitored safety zone for falling objects from the roof.

The ladder company should work directly with the squad company when dropping chains (porcupine) to clear creosote from the chimney flue. Both companies should coordinate the operation to ensure the safety of all crews working.

#### Squad Company

The squad company should go to the basement or cleanout location with a bucket, cover, shovel, mirror, pressurized water can and at least one portable radio. When the crew is in place the flue should be completely cleared of all debris. Debris should be placed into the metal bucket and taken outside to the safe area and dumped (Squad company should ensure that they are using the same location as the engine company). The clean out may need to be cleared more than once during operations; ensure that when the squad company secures the clean out, there is no further debris to be removed.

The squad company should also prepare appropriate ventilation and await further orders from command.

### **3. OPERATIONAL POINTS:**


- o Extinguish the fire in the solid fuel burning appliance. Remove all ashes and unburned logs and place in a pile outside the residence. Ensure that the pile is a safe distance from the building and is in a spot that the

homeowner has approved. Also ensure the pile is fully extinguished prior to incident termination.

- o Extinguish the fire in the chimney (with chains or by what means necessary to remove creosote buildup from the chimney flue)
- o Remove the remaining creosote; after the chains have been dropped from the chimney cleanout and solid wood burning appliance.
- o During the operation use appropriate ventilation measures to keep the smoke damage to a minimum.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

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- o Air monitoring should be done during all operations to ensure the atmosphere is not dangerous to firefighters and eventually the homeowners to breath.


#### 4. SPECIAL CONSIDERATIONS:

- o If the fire is contained to the chimney and there is no fire extension interior crews should spread salvage covers to ensure that floors are not scuffed or soiled by the high traffic of firefighters entering and exiting the building to dispose of ash.
- o Keep the manpower inside the residence to a minimum. These incidents have proven to be great Public Relation tools if handled correctly.
- o Check all smoke alarms in building before leaving the scene. Replace detectors that are not operational or if no detectors are found give the homeowner a detector.
- o **If at any time during the incident the fire extends beyond the chimney refer to the Structure Fire SOG.**



# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Positive Pressure Ventilation			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.22	Page:	1 of 7	
Effective Date:		Revision Date:		
Authorized By:				

### **1. Purpose**

This purpose of this guideline is to identify the tactical use of positive pressure ventilation during structural fire operations. It also defines other techniques for use of ventilation equipment.

### **2. Guideline**

Companies are equipped with high volume positive pressure fans. Since most offensive fire operations qualify for early application of positive pressure ventilation (PPV), Command should order PPV, where appropriate, early in the operation. Ladder companies should expect to apply PPV, and crews should dismount their apparatus planning to take fans to the fire scene.

### **3. Operational Guidance**


#### **I. PPV benefits**

- A. Positive pressure ventilation has many benefits to fire operations.
- B. Among these benefits are the following:
  - 1. Rapid removal of heat and smoke from the building.
    - a. Leads to a reduction of the fire's ability to propagate and advance.
  - 2. Improvement in tenability of the fire building's atmosphere.

- a. Increases the likelihood of patient survival.
- 3. Rapid removal of smoke.
  - a. Improves firefighters' ability to conduct search and rescue operations and effective loss control operations.
- 4. Improvement of atmosphere and visibility.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

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- a. Leads to increased ability of firefighters to conduct attack and extinguishment operations.
- 5. Improvement of atmosphere leading to a reduction of firefighter heat stress.
- 6. Reduction of loss caused by smoke and fire damage to the structure.
- 7. Reduction of the need for and risk of roof ventilation at many fires.

## **II. Fan placement**

- A. Positive pressure fans should be placed at the point(s) of entry, on the unburned side of the fire building, 12 to 15 feet back from the opening (to create a pressure seal of air current around the door).
- B. Fan placement should not obstruct any access or egress.
- C. Where additional fans are required, placing two or more fans in “tandem” at separate entrances is more effective than in “relay,” or one behind the other.


## **III. Tactical considerations**

- A. Positive pressure ventilation is effective only when applied properly.

- B. Three major elements are required for effective ventilation.
  - 1. “Exits” for the pressurized air must be provided and must be located in the fire area.
    - a. These are generally windows, doors or other openings.
    - b. Larger openings are preferable.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

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- 2. Positive pressure ventilation must be injected from the unburned side of the fire.
  - 3. PPV must be closely coordinated with the Attack Group.
- C. It will be the ventilation group officer’s responsibility to ensure that these three requirements are completed prior to injecting positive pressure into the structure.

#### **IV. Controlling air flow**


- A. PPV air flow must be controlled throughout the operation. Too many openings or exit points may reduce the effectiveness of PPV.
  - 1. In some cases, windows and doors that are already open may need to be closed to direct the air flow into the fire area, or the most densely affected smoke area.
- B. As one area is cleared of smoke, that area may need to be sealed off and another exit created (in another area of the structure) to direct the air flow into the next area needing to be cleared.
  - 1. Coordination of this work is essential.
  - 2. Ladder company officers or Ventilation Group officers will be responsible for coordinating this effort.

#### **V. Attic fires**

- A. Attic fires are especially vulnerable to pressure and ventilation factors.
- B. Isolated attic fires can benefit from PPV.
  - 1. During the initial attack, fire crews should use small openings in the ceiling for water application.

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- a. This will prevent the clear environment below the ceiling from rapidly filling with smoke.
- 2. Moving from one room to another and “punching” the nozzle through the ceiling and using a fog application is very effective.
- 3. The use of penetrating nozzles is also recommended.
  - a. Loss control measures should be initiated simultaneously with a fire attack.
- 4. An “exit” for PPV in the attic must be in place. Most roofs or attics have pre-existing vents, typically at the end of the attic space in a vertical wall. These are often adequate for a ventilation “exit.”
- 5. Some structures may have a “sealed” attic space with no in-place vent openings. In this case, opening a vertical wall on one end of the attic or cutting a vent hole in the roof may be required.
  - a. If pre-existing vents are too small, they may need to be enlarged. Once PPV is in place, large sections of the ceiling can be pulled.
  - b. PPV will keep the environment below the ceiling clear. Salvage covers or black plastic should be applied first before ceiling is pulled.
- 6. In occupancies with a common attic space, PPV must be used with caution.

- a. If used improperly it is possible to spread the fire.
- b. Consider vertical ventilation in conjunction with PPV.

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#### **VI. PPV use at multi-story or high-rise events**

- A. Greater coordination and additional fans are required when utilizing positive pressure ventilation tactics at multi-story or high-rise fires.
  1. Stairwells should be used to direct air flow from PPV. A stairwell should be selected specifically for such use.
  2. An air flow exit, in the fire area (such as a window), should be selected as a first choice.
    - a. In some situations, a stairwell on the opposite side of the fire area can be used.
    - b. An exit for the exhaust must be obtained; roof doors are appropriate.
  3. Multiple fans may be required. Two or more fans may be needed at the base of the building.
    - a. Additional fans may be needed on landings at various levels in the stairwell.
    - b. A fan will be needed at the entry to the fire floor.
  4. Positive pressure ventilation in multi-story and high-rise structures is complex.

- a. A Ventilation Group should be established to coordinate all aspects of PPV on all floors.

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#### **VII. Use of PPV for exposure control**

- A. In some cases, PPV can be used for exposure control. This is most effective with common attics (such as strip malls or apartment complexes) or where separating walls may have been breached (as with plumbing penetrations or cracks).
- B. The objective is to introduce PPV ahead of a moving fire and force it back into the fire area. An exit point (for products of combustion) in the fire area is needed in most cases.
  - 1. For exposure control, the fans(s) would be placed at an entry point in the most severe exposure first.
  - 2. If a heavy smoke condition exists, it may be beneficial to create a temporary opening (such as a door) to allow an exit for the pressure and smoke.
  - 3. Once the smoke has cleared, the exit should be closed, with the building sealed, so that it will “over pressurize” the exposure.
    - a. An opening in the ceiling will be required to pressurize the attic area.
    - b. Over-pressurized air will force hot gases back across the breaches, or back down common attic spaces towards the fire area.
    - c. This can prevent fire spread extension.

4. The second most critical exposure would then receive PPV in a similar manner.
  - a. The next priority would be the fire occupancy.

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#### **VIII. Use of PPV in large buildings**

- A. Buildings with areas of large square footage may require multiple fans, perhaps at more than one location to effectively remove smoke.
  1. These situations are more complex and require close coordination of PPV with all division/group supervisors.
- B. Command should consider a Ventilation Group to coordinate all ventilation operations in large buildings.


#### **IX. Precautions**

- A. Positive pressure ventilation can create problems if not effectively managed, monitored, and coordinated.
- B. Be aware of the problems listed below and take appropriate precautions.
  1. An exit (for the flow of heated air, gases and products of combustion) must be available in the burned area, or the fire may be pushed into the unburned portion of the fire structure.
  2. Because of positive pressure, a “blow torch” effect of fire blowing far out of the exit may occur.
    - a. This fire behavior is normal and predictable; adjacent exposures may need protection.

3. Do not direct a fire stream into an operating PPV exit point.
4. All concealed spaces need to be checked for fire extension.
5. Ladder company officers and/or Division/Group Supervisors will be responsible for monitoring and coordinating the application of PPV.
6. Gas-powered fans produce carbon monoxide, so breathing apparatus may be required when PPV is used during overhaul operations.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Liquid Petroleum Gas Fires			
Section:	Emergency Operations – Fire Suppression			
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#### 1. **PURPOSE:**

To establish standards for GFD operations for Liquid Petroleum Gas Fires incidents, including safety considerations, responsibility, precautions, notification, and resources.

#### 2. **LP GAS PROPERTIES:**

Liquid Petroleum Gas (LPG) is composed primarily of Propane with some Butane and other trace gases. It has no natural odor and has an odor added. **LPG** is nontoxic but will displace air in an enclosed area. It is about 1.5 times heavier than air and will seek low points on the ground and within structures.

LP is explosive in concentrations between 2.15% (LEL) and 9.6% (UEL). As a rule -of-thumb the explosive limits are 2%-10%.

All pressurized LP gas containers are subject to Boiling Liquid Expanding Vapor Explosions (BLEVE) when exposed to intense heat or open flames.

#### 3. **CHARACTERISTICS:**

One (1) cubic foot of Liquid Propane will boil off producing 270 cu. ft. of Propane vapor.

Liquid state: Gaseous state ratio = 1:270 in volume.

LPG weighs 4.2 lbs. per gallon.

LPG Boiling Point is minus 44 degrees F.

LPG Ignition Temperature = 920 to 1120 degrees F.

#### 4. **CONSIDERATIONS:**


- Never permit personnel to attempt leak control in areas where unignited LP gas has accumulated.
- Verify LP gas concentrations in lowest areas with gas measurement instrument.



- Large Propane vapor release travels great distances and may “Flash Back” to leak source (BLEVE).
- A burning 80-100 gallon Propane tank may BLEVE.
- Minimum safe distance to avoid projectiles is 300-ft. front and back and 150 ft. from sides of tank.
- Projectiles may travel further than these “safe” distances.
- Projectiles from 80-100 gallon tanks can reach 30 times the fireball radius.
- Master streams on large tanks should be fixed in place and unattended.

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- Bulk container failures (18,000-30,000 gallons) can yield severe fire and fragmentation over 3,000 ft. (equivalent to 10 football fields).

#### **Reference: Emergency Response Guidebook**

I.D. #1075 in Yellow Section of book.

Guide #115 in Orange Section of book.

LP Gas is a Hazard Classification System—Class 2—“Flammable Gas.”

#### **In the event of an LPG emergency the Incident Commander will:**

- Identify unit and number of personnel while enroute to the scene.
- Request County Haz-Mat Team for large tanks, LP gas trucks and railroad car incidents or imminent exposures.
- Establish Incident Command.
- Look for other hazardous materials such as corrosives, flammable liquids, poisons, etc.
- Contact utility company or LPG carrier.
- Call for EMS crew for stand-by at a safe area with access to the scene.
- Determine the extent of the hazard area.
- Establish a security perimeter.
- Describe the situation, as well as location of the IC, and staging area if applicable, to all incoming units, including EMS and Law Enforcement.
- Initiate appropriate evacuation of threatened areas.
- Establish hot, warm, cold hazard zones.
- Designate Safety, Staging, and other appropriate sectors

#### **All responding personnel shall be aware of the following:**

- Life safety considerations.
- Type of gas.


- Type of leak (Tank, truck, railroad car, pipeline, other).
- Liquid and/or vapor leak.
- Fire or no fire.
- Structure(s), equipment and/or gas vessels involved or threatened.

**If victim Rescue is necessary**

- Restrict number of authorized personnel in hazard area.
- All rescue personnel in full turnout gear & SCBAs.

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- Identify escape route out of hazard area
- Perform from upwind side.
- With water fog, keep area LP gas concentration < 10% of LEL.

**Tactical Considerations**

- Control and/or eliminate all potential ignition sources.
- Shut off feed valves immediately-if accessible.
- Position arriving emergency vehicles upwind away from hazard zone
- Avoid introducing ignition sources into the hazard area.
- Watch for wind shifts.
- Continue to check surrounding ground depressions and lower parts of structures for gas buildup.

**PPE**

- Use personnel accounting PAT for those entering and leaving hazard area.
- All personnel in hazard area will deploy with full turnout gear including bunker coat and pants, boots, PASS, Nomex hood, helmet with face shield or goggles and fire gloves.
- SCBA is required in Haz-Mat-designated hot area for LP vapor/fire control and victim rescue.


**Method of Attack**

- If gas is burning **DO NOT EXTINGUISH THE FIRE**. Keep the flame burning as opposed to confined vapor cloud.
- Have enough continuous supply of water to handle the task.
- For cooling, you will need water at 500GPM at the point of each flame impingement.
- For fire suppression/protection of exposed structures and/or equipment use a direct hose stream.

- For gas vapor dissipation, you will need at least a 100GPM fog stream from 1 3/4" hose line.
- Isolate the propane source feeding fire.
- Identify and remote valves.
- Pinch off copper line of vessel feeding fire.
- Reduce pressure of line or vessel feeding fire.

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#### **Decontamination Considerations**

- Liquid Propane can saturate turnout gear.
- Avoid direct contact with LP liquid that will cause frostbite
- Decontaminate clothing by flushing with water.
- Keep SCBA active until turnout gear is decontaminated.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Carbon Monoxide Emergencies			
Section:	Emergency Operations – Fire Suppression			
SOG #:	210.24	Page:	1 of 2	
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Authorized By:				

### **1. PURPOSE:**

To implement uniform response guidelines for dealing with suspected Carbon Monoxide emergencies and reported Carbon Monoxide Detector activation.

### **2. BACKGROUND:**

The public has become acutely aware of the dangers of CO. As more detectors are placed into household use, our mission expands to include proficiency in use of Carbon Monoxide Detectors and use of the departments test equipment.

CO is a colorless, odorless, combustion by-product gas that has a vapor density of 0.967 making it slightly lighter than air. OSHA has established 25 Parts Per Million (PPM) is the maximum allowable concentration CO for continuous exposure for any 8 hour period.

Common signs and symptoms of CO poisoning include: headaches, dizziness, nausea, fatigue, impaired vision and judgment, seizures, respiratory failure, and unconsciousness. People most susceptible to CO poisoning are: Individuals with heart and respiratory disease, the elderly, the unborn, newborns, infants, children, and persons with anemia.

### **3. POLICY:**

All personnel responding to a CO alarm shall:

- Understand the operation of CO test equipment utilized in the District.
- Know how to search and clear an occupancy of CO.
- Wear SCBA in an environment that has dangerous levels of CO.


### **4. PROCEDURE:**

1. Code One response unless dispatch notifies that the occupants have symptoms of CO poisoning as outlined above.

2. Upon arrival at the location of the CO alarm, personnel will **first** attend to the medical needs of any patient found.
3. A determination will then be made as to whether a CO detector is/has alarmed or if the alarm was a smoke detector.

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4. Prior to entering a structure that has had a reported CO alarm activation, at least two personnel shall don full PPE and SCBA.
5. A CO Detector reading shall be taken immediately upon entering the building. If the reading is less than 25 PPM, the SCBA may be removed following the opening of sufficient doors and windows.
6. Samples/readings will be taken in the following locations:
  - In the HVAC closet
  - In the water heater closet
  - In any room with a combustible appliance
  - In rooms with a fireplace
  - At least 2.0 feet into the attic space
 In rooms with HVAC registers, take samples 12” away from register.
7. If the home has been ventilated, don SCBA, shut windows, and attempt to duplicate the conditions that existed when the alarm was first noted by occupants. Inquire as to which appliances were being used prior to our arrival. Appliances should be allowed to operate at least 15 min. before testing. If the CO source is determined to be a gas appliance, turn the gas off at the appliance. Do not turn off service to the entire house.
8. If a detector has a removable sensor, remove it and check for discoloration. This indicates an accumulation of CO. If the sensor is white, it probably malfunctioned.
9. Ventilate the structure to safe levels using electric smoke ejectors and fans owned by the occupants: The following guidelines are provided for interpretation of the CO readings:

0-9 PPM	<b>ACCEPTABLE</b>	Newly constructed or tight, well-insulated structures may have CO levels of 5-10 PPM
10-25 PPM	<b>CAUTION</b>	Levels are unusually high
26-99 PPM	<b>WARNING</b>	Advise occupants against re-entry
100+ PPM	<b>DANGER</b>	Must leave house <b>immediately</b> . Re-enter only after source is determined and corrective action is taken.
200 PPM	<b>THRESHOLD LIMIT VALUE CEILING (TLV-C)</b>	This concentration should never be exceeded.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Against Medical Advice Form			
Section:	Emergency Operations – EMS			
SOG #:	220.01	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				

#### 1. PURPOSE:

To establish a procedure for obtaining a “Against Medical Advice” on all EMS incidents performed by the Town of Kingston Fire Company that patients refuse medical treatment.

#### 2. PROCEDURE:


It is the responsibility of members to obtain a signature from each patient (or guardian) and a witness. .

##### 2.1 All Medical Calls:

- a. All patients encountered with injuries and/or conditions that would warrant the transport or medical care of the patient to the hospital for care, but who refuse transport should be asked to sign the Against Medical Advice Form.
- b. If the patient is unable to sign and no other adult is present to sign for the patient, a reason must be listed on the release form as to why the patient could not sign. (Examples – Unresponsive, Combative, Patient Refused)
- c. If the patient is a minor, the crew will obtain the signature of the minor’s parent and/or guardian on the release form. If no parent or guardian is present, contact parent or guardian via phone and advise of situation have the paper form signed/witnessed.
- d. Place patient’s name, Kingston incident number, Lander County incident number and date of call on all Against Medical Advice Form.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Infection Control Program			
Section:	Emergency Operations – EMS			
SOG #:	220.02	Page:	1 of 5	
Effective Date:		Revision Date:		
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### **1. PURPOSE:**

The Town of Kingston Fire Company recognizes the potential exposure of its firefighters, in the performance of their duties, to communicable diseases. To minimize the risk of exposure, the Town of Kingston Fire Company will implement an infection control program.

The purpose of this policy is to provide minimum criteria for infection control in the fire station, at an incident scene, and at any other area where Fire Company members are involved in routine or emergency operations.

### **2. PROCEDURE:**


- a. Members with infections that constitute, in the course of their duties, a risk of infection to patients or other members shall be evaluated by a physician to determine what functions the member can perform.
- b. Members with extensive skin lesions or severe dermatitis on hands, arms, head, face, or neck shall not engage in direct patient contact, handle patient care equipment, or handle medical waste.
- c. Members who are pregnant are discouraged from engaging in Emergency Medical and Firefighting operations. This is due to the dangers to both the member and the fetus from potential infectious and toxic exposures of uncontrollable type, frequency, and severity. It is the responsibility of the member to request a transfer to another position if such conditions are present and they are desirous of following the above recommendations.

#### **2.1 Training and Education**

- a. The First Responder Coordinator will be responsible to ensure that all members are educated on potential occupational health risks. The training shall include proper use of personal protective equipment, SOP's for safe work practices in infection control, and proper methods of disposal of contaminated articles and medical waste.

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- b. The education program shall provide information on epidemiology, modes of transmission, and prevention of diseases including, but not limited to, meningitis, childhood communicable diseases, herpes viruses, hepatitis A, hepatitis B, hepatitis non-A/non-B, or hepatitis C, tuberculosis, human immunodeficiency virus, lice, and scabies. Information on applicable government regulations shall also be provided.

#### **2.2 First Responder Coordinator**

- a. The First Responder Coordinator shall be responsible for maintaining communications between the Fire Company, the health care facility, and other appropriate health care professionals.
- b. When notified of an exposure, the First Responder Coordinator shall investigate the incident, notify all members who were potentially exposed, and ensure that those members receive appropriate medical follow up.

#### **2.3 Immunization**

- a. The Fire Company will make available to all personnel the opportunity to receive appropriate immunizations, including vaccination against Hepatitis B. If a member refuses to receive the immunization, he/she will be required to sign a declination of immunization.

#### **2.4 Infection Control Garments and Equipment**


- a. Members engaging in any emergency patient care shall don medical gloves prior to initiating such care due to the variety of diseases, mode of transmission, and unpredictable nature of the work environment.



- b. Medical gloves shall be removed as soon as possible after the termination of patient care, taking care to avoid skin contact with glove exterior surface and shall be disposed of in accordance with disposal requirements.
- c. Members shall not eat, drink, or smoke while wearing gloves.

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- d. Masks, splash resistant eyewear, and fluid resistant clothing shall be present on all Fire Company vehicles that provide emergency medical operations. They shall be donned prior to any patient care situations, by the members who will be providing treatment, involving dealing with the airway (intubation, suctioning, ventilating), childbirth, situations where bodily fluids may be encountered, and large volumes or spurting blood.
- e. Artificial respiration equipment shall be used by members performing airway management. Do not perform mouth-to-mouth resuscitation.
- f. All members shall take precautions during procedures to prevent injuries caused by needles, scalpel blades, and other sharp instruments or devices.
- g. Needles shall not be recapped. Following use, all sharp objects shall be immediately placed in sharps containers. Sharps containers shall be in all vehicles and readily available.

### **2.5 Skin Washing**

- a. Hands shall be washed after each emergency medical incident, after cleaning and disinfecting emergency medical equipment, after cleaning protective equipment, after any cleaning function, before and after using bathroom, before and after handling food or cooking and food utensils. (wash with soap and water and rub vigorously for at least 10 seconds)

### **2.6 Clothing**

- a. All protective equipment and clothing shall be inspected and cleaned regularly.

- b. When protective clothing, uniforms, or other clothing is contaminated, it shall be cleaned as soon as possible.
- c. Small stains from body fluids shall be permitted to be spot cleaned and then disinfected. (See NFPA 1581)

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- d. Clothing that is contaminated with large amounts of body fluids shall be placed in leak proof bags, sealed, and transported for proper cleaning or disposal.

### **2.7 Emergency Medical Equipment**

- a. Dirty or contaminated emergency medical equipment shall not be cleaned or disinfected in fire station kitchen, living, sleeping, or personal hygiene areas. Sink in biohazard area to be utilized for these functions. (Refer to Infection Control Program and Exposure Control Plan for bio-hazard area procedures)
- b. Infection control garments shall be worn whenever there is a potential for exposure to body fluids during cleaning.
- c. Prior to cleaning, dirty or contaminated equipment shall be stored separate from cleaned and disinfected emergency medical equipment.
- d. Reusable emergency medical equipment that comes in contact with mucous membranes shall require cleaning and a high level disinfection or sterilization after each use.


### **2.8 Disposal of Materials**

- a. Sharps containers shall be disposed of following federal, state, and local regulations. The Fire Company will contract with a disposal agency. A box is provided in the biohazard area for this purpose. Place any disposable items that came in contact with patients in this receptacle. Whenever the puncture resistant containers become somewhat filled, place the container in the biohazard waste box.
- b. Contaminated disposable medical supplies and equipment, contaminated

disposable infection control garments, and contaminated wastes shall be placed in leak proof bags, sealed, and disposed of as medical waste. (Red bags on unit, bio-hazard waste box in bio-hazard area, sharps boxes)

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- c. When normally non-disposable items cannot be disinfected (determined by the Infection Control Liaison) they shall be placed in leak proof bags, sealed, and disposed of as medical waste.

## **2.9 Exposures**

- a. If a member has sustained an exposure, the exposed area shall be thoroughly washed immediately using soap and water on mucosal surfaces, and soap and running water on skin surfaces. If soap and running water are not available, alcohol or other skin-cleaning agents that do not require water shall be used until soap and running water can be obtained.
- b. All members will report an exposure immediately and the First Responder Coordinator shall be notified.
- c. All exposures shall be recorded in writing as soon as possible after the incident. The record of the exposure shall become part of the member's confidential permanent health file.
- d. The member will be sent to a facility (Medical Clinic or Emergency Room to begin follow up care and enter the Needle Stick Program as outlined in the Lander County Infection Control Program and Exposure Control Plan.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Medical Records of Members			
Section:	Emergency Operations – EMS			
SOG #:	220.03	Page:	1 of 2	
Effective Date:		Revision Date:		
Authorized By:				

### 1. PURPOSE:

To provide guidance to management and staff concerning the privacy of medical records which involve members or other staff members of Town of Kingston Fire Company.


### 2. PROCEDURE:

- a. Town of Kingston Fire Company will, to the extent required by law, protect medical records it receives about members or other staff in a confidential manner. Generally, only those with a need to know the information will have access to it, and, even then, will only have access to as much information as is minimally necessary for the legitimate use of the medical records.
- b. In accordance with laws concerning disability discrimination, all medical records of staff will be kept in separate files apart from the member's general personnel file. These records will be secured with limited access by management.
- c. In accordance with the Privacy Rule of HIPAA, medical records that are not considered employment records will be treated in accordance with the safeguards of the Privacy Rule with respect to their use and disclosure.
- d. Personnel records are not considered to be protected health information, or subject to HIPAA safeguards, including certain medical records of members that are related to the job. These personnel records not covered under HIPAA include, but are not limited to: information obtained to determine my suitability to perform the job duties (such as physical examination reports), drug and alcohol tests obtained in the course of employment, doctor's excuses provided in accordance with the attendance policy, work-related injury and occupational exposure reports, and medical and laboratory reports related to such injuries or exposures, especially to the extent necessary to determine workers' compensation coverage.

Nonetheless, despite the fact that such records are not considered HIPAA protected, Town of Kingston Fire Company will limit the use and disclosure of these records to only those with a need to have access to them, such as certain management staff, the Fire Company's designated physician, and state agencies pursuant to state law.

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- e. With respect to staff members of Town of Kingston Fire Company, only health information that is obtained about staff in the course of providing ambulance or other medical services directly to them is considered PHI under HIPAA. In other words, if Town of Kingston Fire Company provides EMS service to a member, the protections typically given to such information of our EMS service patients applies to the member. These protections are subject to HIPAA exceptions, such as in the situation in which the staff member who used Town of Kingston Fire Company was involved in a work-related injury while on duty.

If you have any questions about how medical information about you is used and disclosed by Town of Kingston Fire Company, please contact our Privacy Officer or Fire Chief.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Multi-Casualty Incident (MCI) Response		
Section:	Emergency Operations – EMS		
SOG #:	220.04	Page:	1 of 2
Effective Date:		Revision Date:	
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### 1. PURPOSE:

To set forth a standard for implementing procedures dealing with multiple casualty incidents (MCI's).

### 2. PROCEDURE:

Lander County and/or the Town of Kingston must be organized and responsive prior to, during and immediately following the occurrence of an event that would generate large numbers of casualties. This plan establishes a framework for mass casualty incident response and sets forth responsibilities for the Town of Kingston Fire Company responders to such events.

#### 2.1 Considerations

Operational concepts unique to mass casualty responses, responsibilities and efforts necessary for successful management of any mass casualty event occurring within the Town of Kingston and surrounding Lander County. MCI events involve triage, treatment, transport and logistical support.


#### 2.2 Assumptions

- a. This plan assumes that the assertions, directions and initiatives found herein are valid for the Town of Kingston and Lander County.
- b. That events producing mass casualty incidents may often times overwhelm initial responders.
- c. That the mass casualty incidents have the potential to generate mass fatalities.

- d. That the Town of Kingston Fire Company will conduct emergency operations for MCI events in accordance with this policy, as well as County, State and applicable Federal requirements.

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### 2.3 Operations

**Definition:** An MCI incident is to be declared any time emergency responders within the Town of Kingston or Lander County encounter situations with more victims than the initial responders can handle or anytime there are more than six victims requiring medical attention.

Assignment of responsibilities: The first arriving emergency unit(s) upon determining the event to be an MCI event, shall declare such by radio and immediately initiate the Incident Command System ((ICS); see policy 110.01).

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Motor Vehicle Accident (MVA)			
Section:	Emergency Operations – EMS			
SOG #:	220.05	Page:	1 of 2	
Effective Date:		Revision Date:		
Authorized By:				

### **1. Purpose**

To establish safe operations of fire department personnel at motor vehicle accidents (MVA).

### **2. Procedure**

Personnel shall wear personal protective equipment (PPE) at motor vehicle crashes as outlined below:

- Any department personnel operating in the “action circle” (can also be called the hot zone, where work is being done to remove patients from vehicles, disconnect batteries, or any other function necessary to make the scene safe from mechanical risks), shall be equipped with department approved boots, pants, coat, gloves, vest, helmet and ANSI approved safety glasses.
- Personnel assisting with patient care, or who may come in contact with vehicle components contaminated with blood borne pathogens, shall also wear appropriate BSI (Body Substance Isolation) PPE to ensure the rescuer does not become contaminated.
- Personnel assigned to a protection line, who may be staged outside of the action circle, shall wear department approved boots, pants, coat, gloves, hood, helmet, SCBA (not on air in stand-by mode unless directed to do so), and ANSI approved safety glasses. Safety glasses shall be removed should it be necessary to don SCBA mask.
- All other personnel shall at a minimum wear an ANSI approved vest.

The incident commander shall make the determination for the need for a protection hand line. The hand line at a minimum shall be a 1 1/2” class B foam capable line. A line shall be stretched and charged any time extrication tools are being operated or when there is a fuel spill.


Apparatus shall be positioned at motor vehicle crashes to not only safely protect the scene but also that of the commuting traffic. The Traffic Cone SOG 210.112 regarding traffic cone



placement shall be followed to safely protect all scenes located in active roadways. Should extrication tools be placed into operation a second set of extrication tools shall be either made available or requested to the scene. The incident commander, when requesting such equipment, shall advise the dispatcher whether the unit shall respond Code 1 or Code 3. When the Incident Commander does not advise as to which code response is necessary, code 3 is the proper response

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Motor Vehicle Accident (MVA)			
Section:	Emergency Operations – EMS			
SOG #:	220.05	Page:	2 of 2	
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When extrication is necessary, an extrication group shall be designated by the Incident Commander. The person in charge of the group shall communicate actively with the person in charge of the medical group to ensure a safe and efficient operation.

#### **Tactical Benchmarks:**

Operations at a vehicle accident should reflect current and accepted response objectives as defined by responder training.

The following benchmarks should be met during the operation at a motor vehicle accident:

- Secure area from other traffic on the road and secure area around vehicles from spectators
- Place apparatus to block the scene from potential hazards and allow access for the Rescue and Ambulance
- Police or personnel assisting in traffic control shall remain on scene until released by the Incident Commander
- Stabilize vehicle by chalking wheels or the use of blocking when necessary
- Stretch hand line 1 ½ inch or larger if fuel is leaking or if occupants are in the vehicle
- Disconnect battery, both cables, electrical system
- Contain and cover any fuel or anti-freeze leak
- Stay back allowing EMS personnel to work on the patients
- Do not clean or sweep the area until approved by Incident Command
- Do not remove anything from vehicle without approval of Incident Command
- Any personal belongings of occupants in the vehicle shall be turned over to Police on scene


#### **Additional Recourses**

To assist with any clean up or traffic control the Incident Commander can notify through Lander County Dispatch the assistance of the Nevada Department of Transportation.

Hwy 50 south on Hwy 376 request the Carvers NDOT Unit  
Hwy 50 to Lander County and Eureka County Line request the Austin NDOT Unit.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Technical Rescue Response			
Section:	Emergency Operations – Special Operations			
SOG #:	230.01	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				

#### **1. PURPOSE:**

Response to technical rescue incidents including high angle, confined space and hazardous materials that require expertise and/or equipment beyond the level of training of TKFC personnel.

To provide procedures for Town of Kingston Fire Company personnel while operating at the scene of alarms involving specialized rescue teams (confined space, high angle, structural collapse and hazardous materials incidents).


#### **2. PROCEDURE:**

- a. Town of Kingston Fire Company personnel shall follow established guidelines for emergency responses regardless of the type of incident based on dispatcher information.
- b. Upon arrival at the scene, the ranking officer shall perform a scene size-up and evaluation to determine the need for additional resources.
- c. If the need for technical rescue teams or equipment that exceeds the level of training or capabilities of responding units is identified, the ranking officer will request from dispatch the response of appropriate personnel through mutual aid.
- d. Fire Company personnel will provide for basic scene safety and establish a safe perimeter. The ranking officer should gather as much information as possible about the type of incident, number of patients and any associated hazards should be identified.
- e. Command may be relinquished to mutual aid chief officers with expertise in the rescue or event being mitigated.

- f. Fire Company personnel will act in support of mutual aid technical rescue teams. At no time will any TKFC personnel engage in specialized rescue tasks unless proper training is documented and must be approved by the Incident Commander.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Response to Weapons of Mass Destruction			
Section:	Emergency Operations – Special Operations			
SOG #:	230.02	Page:	1 of 2	
Effective Date:		Revision Date:		
Authorized By:				

#### **1. PURPOSE:**


Establish procedures for Town of Kingston Fire Company personnel to follow during alarms in which act of terrorism or use of weapons of mass destruction are suspected or used.

#### **2. PROCEDURE:**

- a. Acts of domestic terrorism have increased over the past several years. Personnel should remain alert for any potential areas of terrorism by remaining current with local affairs. Several types of locations have been designated as “high-risk” for acts of domestic terrorism:
- Any large gathering of people – Festivals, Churches etc.
  - Politically Sensitive buildings – Federal Offices, Abortion Clinics, Religious Facilities etc.
  - College and University Campuses
  - Visit to the community of a political figure – President, Head of State etc.
- b. Devices used by terrorists may include weapons of mass destruction (WMD). These weapons may involve, but are not limited to, the use of items of the following nature:
- biological
  - nuclear
  - incendiary
  - chemical and/or powders
  - explosive

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Response to Weapons of Mass Destruction			
Section:	Emergency Operations – Special Operations			
SOG #:	230.02	Page:	2 of 2	
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- c. The types of injury/illness that can be expected from such devices include, but are not limited to:

- Thermal burns
- Radiation sickness
- Asphyxiation
- Chemical burns/inhalation
- Trauma caused by explosive/mechanical weapons

- d. Personnel should consider all possibilities when faced with these situations.

- e. Initial arriving officers to such incidents must perform an accurate scene size up and rapidly employ additional resources as needed. Initial actions should be to isolate the scene and gather as much information as possible from witnesses.

Requests for specialized rescue teams should be made immediately upon recognizing the scope of the incident is beyond what initial responding units can effectively handle.

- f. Additional specialized equipment may be required to handle detonations or activations of these devices. An act of domestic terrorism is considered a Federal offense and will activate a response from the Federal Government. You should expect to be dealing with Federal agencies throughout the incident.


- g. Military resources within the State of Nevada have the capability to respond to weapons involving biological and chemical devices.

- h. The responsibility for securing the device will rest with the Lander County Sheriff's Fire Company or Nevada Highway Patrol. Fire Company Personnel are not to engage in the search of, or the removal of, any explosive devices. The Fire Company's task will be to prepare for the possible detonation/activation or deployment of a device and treatment of any subsequent victims.

- i. Any other type of assistance will be provided to the Sheriff's Department only through the approval of the Fire Chief.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Response to Hazardous Materials Incidents			
Section:	Emergency Operations – Special Operations			
SOG #:	230.03	Page:	1 of 8	
Effective Date:		Revision Date:		
Authorized By:				

#### 1. PURPOSE:

To establish the Fire Company's response, control and abatement procedures for any hazardous material release. In addition, the procedure will describe the method for handling all hazardous materials information collected for emergency response. Establish procedures for crews operating at the scene of an incident involving hazardous materials.

#### 2. PROCEDURE:

Procedures addressed in this policy are intended to be parallel to those of partner agencies for the purposes of continuity. Unless otherwise specified, Town of Kingston Fire Company personnel will respond to reports of hazardous materials incidents to level of first responder operational level as defined by NFPA.


##### 2.1 Definitions

- a. **Hazardous Materials-** any explosive, flammable, oxidizer, poison, Etiologic agent, radioactive, corrosive, or other substance or material that has escaped its container, in a quantity or form that may pose an unreasonable risk to health, safety and the environment. These are commonly known as Nuclear, Biological or Chemical (NBC).
- b. **Hot Zone-** the hot zone is the area immediately surrounding a hazardous materials incident, extending far enough to prevent adverse effects from hazardous materials release to personnel outside the zone.
- c. **Warm Zone -** the warm zone is the area where personnel and equipment decontamination and hot zone support take place. It includes control points for the access corridor and thus assists in reducing the spread of contamination.
- d. **Cold Zone -** The cold zone contains the command post and such other support functions as are deemed necessary to control the incident.

- e. **Level-A Protection-** Total encapsulating, vapor proof suit constructed of materials that are resistant to the chemical(s) involved, with SCBA.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Response to Hazardous Materials Incidents			
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- f. **Level-B Protection** – Non-encapsulating, splash proof, and suit constructed of materials, which are resistant to the chemical(s), involved, with SCBA.
- g. **Level-C Protection** - Splash resistant suits constructed of materials, which are resistant to the chemical (s), involved, with SCBA.
- h. **Level-D Protection** - Structural firefighting clothing, with SCBA.
- i. **EMS/HM Level-1 Responder-** those persons who, in the course of their duties, might be called on to perform patient care activities in the cold zone at a hazardous materials incident. EMS/HM Level-1 responders shall provide care only to those individuals who no longer pose a significant risk of secondary contamination.
- j. **EMS/HM Level-2 Responder-** those persons who, in the course of their duties, might be called on to perform patient care activities in the warm zone at a hazardous materials incident. EMS/HM Level-2 responders might be required to provide care to those individuals who still pose a significant risk of secondary contamination. In addition, personnel at this level are able to coordinate EMS activities at a hazardous materials incident and provide medical support for hazardous materials response personnel.

## 2.2 Dispatch

- a. The dispatch center will attempt to obtain any and all information from the person reporting a hazardous materials incident. The information should, if possible, include material name and/or type, amount and size of container(s), problem (leak, spill, fire, etc.) and dangerous properties of the materials as well as the number of persons injured or exposed. The call taker should remain on the telephone with the caller to gain additional information after entering the call for the dispatch.
- b. Any additional information shall be relayed to responding units after dispatch. This should include the safest approach or best access to the incident if available.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Response to Hazardous Materials Incidents			
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- c. If the call comes from a person with particular knowledge of the hazardous situation, that person should be instructed to meet and direct the arriving units. Dispatch shall relay that person's location and level of knowledge to responding units.
- d. The dispatch center will dispatch the appropriate Hazardous Materials response assignment.
- e. Dispatch will inform responding units as to the prevailing wind speed and direction from the monitoring station nearest the incident.

### **2.3 General**


- a. All Town of Kingston Fire Company Emergency Operating Guidelines, unless superseded by a specific part of this plan, remain in effect for Hazardous Materials incidents.
- b. The first unit must consciously avoid committing itself to a dangerous situation. When approaching, slow down or stop to assess any visible activity taking place. Evaluate effects of wind, topography and location of the situation and route any other responding companies away from any hazards
- c. Initial responding crews shall not enter a vapor cloud or contaminated area or place themselves in a hazardous position or situation. Once Command is established, and the different hazard zones are identified, crews will operate within the guidelines of this SOG and as directed by Command.
- d. Initial responding crews operating in any area suspected of being hazardous, at a minimum, must be in full PPE including SCBA, until otherwise directed by command.

### **2.4 First Arriving Unit**

- a. The first arriving officer will establish Command and begin a size-up.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

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### 2.5 Size-Up

- a. Command must make a careful size-up before making a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area. This should be attempted only after a risk/benefit analysis is completed.
- b. The objective of the size-up is to identify the nature and severity of the immediate problem and to gather sufficient information to formulate a valid action plan. Hazardous materials incidents require a cautious and deliberate size-up.
- c. Avoid premature commitment of companies and personnel to potentially hazardous locations. In many cases, evaluation by hazardous materials team members before committing is the safest and best approach.
- d. Identify hazardous area(s) based on potential danger, taking into account materials involved, time of day, wind and weather conditions, location of the incident, and degree of risk to unprotected personnel.
- e. The primary objective is to identify the type of materials involved in a situation, and the hazards presented, before formulating a plan of action. Look for labels, markers, **DOT IDENTIFICATION NUMBERS, NFPA DIAMOND** or shipping papers, etc. Refer to pre-fire plans and ask personnel at the scene for additional information (plant management, responsible party, truck drivers, Fire Company specialist). Use reference materials carried on apparatus and have Dispatch contact other sources for assistance in sizing up the problem (state agencies, Fire Company specialists, manufacturers of materials, etc.).


### 2.6 Command

- a. Establish a Command Post (CP) in a safe location (upwind/uphill) that best supports the command functions. Command should allow enough distance and shielding from the hazards of the incident so the CP remains safe should the wind direction or hazardous conditions change.



# *Town of Kingston Fire Company*


## Standard Operating Guidelines

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- b. Establish a Level-2 Staging location that is in a safe location. Once established, all responding units will report directly to staging unless otherwise directed by command.
  - c. Take immediate action to evacuate and/or rescue persons in critical danger, if possible, providing for safety of rescuers first.
  - d. Identify the material(s), the quantity of product and type of containers involved in the incident. Utilize all available resources to properly identify the product(s) involved and determine the appropriate actions to take to safely mitigate the incident. Locate any available shipping papers or facility documents such as chemical inventory lists, Safety Data Sheets, etc.
  - e. Identify and mark the hot zone, warm zone and cold zone and communicate that to all members operating on the incident.
  - f. Establish an evacuation zone and assign resources to manage it.
  - g. Insure that all proper notifications are made to the respective local, state and federal agencies as necessary.
- 2.7 Utilize the Sheriff's Office or other law enforcement officers to:
- a. Establish and maintain an evacuation route for citizens and emergency responders should the incident escalate requiring an evacuation.
  - b. Conduct evacuations as directed by command, maintain evacuation areas, and provide crowd control.
  - c. Escort the delivery of any equipment, materials, and or equipment requested by command.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Response to Hazardous Materials Incidents			
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### **2.8 Mitigation Efforts**


- a. The mitigation team will be limited to those crew members specially trained in handling hazardous materials incidents as defined in NFPA 472. All other members will perform duties in support of the mitigation efforts as assigned by command such as decontamination, diking, equipment set up, etc.
- b. A minimum number of personnel assigned to any mitigation team shall be two. Prior to any mitigation efforts, a RIT shall be in place that is equally trained and in the same or higher level of PPE.
- c. Efforts will be made to minimize the number of personnel and the amount of equipment used in the Hot Zone.
- d. Prior to any Fire Company personnel entering a contaminated area, command shall cause a decontamination area to be established.

### **2.9 Decontamination**

- a. A decontamination Group shall be established by Command anytime a decontamination process is established.
- b. The Decontamination Group Supervisor shall determine the proper type of decontamination procedures necessary based on the hazardous material(s) involved and inform Command.
- c. The two basic decontamination approaches include Mass Decontamination and Technical Decontamination (Decon).
  - Mass Decontamination (Decon) involves the use of copious quantities of water and is used to provide a rapid decontamination process that can handle a large group of people at one time.
  - Technical Decontamination is a very methodical process that involves one or more people to decontaminate each person in need.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

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- d. Due to inclement weather or other pertinent factors, on-scene decontamination may not always be possible. In this situation, another suitable area shall be designated for the decontamination of personnel, apparatus and equipment.

### **2.10 Medical/Rehab Group or Unit**


- a. Command shall establish a Medical/Rehab Group (or Medical/Rehab Unit if the Logistics Section Chief position is staffed) anytime members are engaged in mitigation efforts that requires any form of decontamination.
- b. The Medical/Rehab Supervisor shall insure the group is properly staffed to perform all required functions to include:
- Vital signs taken for each member involved in the mitigation process before and after each entry.
  - Rapid transport capability utilizing an Town of Kingston Fire Company unit.
  - Fluid and nutrient replenishment capabilities for all incident scene members.
- c. Only Fire Company/ EMS personnel (EMS/HM Level-2) will be allowed to treat patients in the warm Zone. All other EMS personnel (EMS/HM Level-1) shall be assigned to treat patients in the Cold Zone.

### **2.11 Decontamination, Treatment and Transportation of Civilian Casualties:**

- a. Command shall ensure adequate resources are assigned, to include the establishment of a civilian decontamination Group (if required to be separate from the FD Decontamination efforts), and the establishment of Groups to manage any MCI needs as defined in SOG #220.02, Mass-Casualty Incidents.
- b. Local hospitals shall be notified if there is a likelihood of contaminated patients showing up at the hospital by POV, without the FD's knowledge. The hospitals shall be informed of the hazardous materials involved, the precautions to be taken, and type of decontamination recommended.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Response to Hazardous Materials Incidents			
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- c. All patients shall be properly decontaminated prior to being transported to the hospital. Any exceptions will require the approval of Command and the hospital shall be properly noticed prior to the Fire Company's arrival.

### **3. References:**

- a. NFPA 471, Responding to Hazardous materials Incidents
- b. NFPA 472, Professional Competences of responders to hazardous materials Incidents
- c. NFPA 473, Competences for EMS Personnel Responding to Hazardous Materials Incidents

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Helicopter Landing Zone Operations			
Section:	Emergency Operations – Special Operations			
SOG #:	230.04	Page:	1 of 3	
Effective Date:		Revision Date:		
Authorized By:				

### **1. PURPOSE:**

This Guideline is created to insure that we safely create a proper landing zone for the Life Flight helicopter performing emergency patient transport missions within our town. The landing of helicopters in rural settings exposes the crew and our personnel to many hazards which can be safely avoided by following this Guideline.

### **2. SAFETY STANDARDS:**

- a. Always respond a fire engine to the site of a helicopter Landing Zone.
- b. Never point any lights towards a landing helicopter.
- c. Always insure that no flying debris that can damage a helicopter is within the Landing Zone.
- d. Never approach a helicopter until instructed to do so by the crew.
- e. Never set up a landing zone where power lines are of concern to the approaching aircraft.

### **3. POLICY:**


This Guideline shall be followed to insure the safe operations of Life Flight landings within the town of Kingston.

### **4. PROCEDURE:**

- a. The landing zone must have a 100 X 100 foot area, clear of wires, trees, emergency vehicles and anything that could become a projectile hazard if caught in the rotor wash. Landing causes 80 to 100 MPH winds.
- b. Establish communications with the Life Flight helicopter through a State Fire Radio Frequency and advise them of the following conditions:
  1. Latitude and Longitude readings with the GPS unit.
  2. Wires:
    - Any type of wire, cable, clothes lines or rope in the air or lying on the ground near the LZ.
    - Power or telephone lines.
    - Antenna or Wind Mill guy wires

# *Town of Kingston Fire Company*


## Standard Operating Guidelines

Title:	Helicopter Landing Zone Operations			
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3. Obstacle, anything taller than 12 inches on or near the LZ to include but not limited to:
  - People and animals (cows, horses, etc)
  - Vehicles
  - Street signs, Utility Poles, Trees and antennas.
  
4. Wind direction and estimated speed.
  
5. Lighting day or night
  - Identify locations with emergency flashing red or blue lights. Secure these lights and other lights as directed by the pilot or LZ incident commander. Never point spot lights, head lights and / or hand lights at the helicopter.
  - One light at each LZ corner (Red or Orange)
  - One light on downwind side
  - If possible, lights under or adjacent to known wires or obstructions (vehicle with yellow flashers)
  
6. Safety Rules:
  - Do not approach aircraft directly from the front.
  - Do not approach the aircraft from behind.
  - Do not approach the aircraft when the blades are moving unless accompanied by crew. **STAY CLEAR OF TAIL ROTOR!**
  - Do not assist crew with opening or closing of aircraft doors.
  - Do not run or smoke within 50 feet of the aircraft.
  - Do not carry IV's or other objects above head level.
  - Only approach aircraft when instructed to do so by the pilot.
  - Keep crowds 100 feet from aircraft at all times.
  - Wear Eye and Ear protection when available.
  - Report encountered hazards to pilot and flight crew.
  - Keep your PPE firmly attached/Strapped to your body so they do not become flying projectiles in the prop wash.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Helicopter Landing Zone Operations			
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### **5. TRAINING**

Annual training will be conducted on aviation safety and operations. Training will include at a minimum:

1. Aviation Safety
2. Town of Kingston Helipad Operations
3. Helicopter familiarization and safety
4. Commutations

All training forms must be retained by the fire company and copies available for the Town of Kingston Airport Manager.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Aircraft Emergencies		
Section:	Emergency Operations		
SOG #	230.05	Page:	1 of 3
Effective Date:		Revision Date:	
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### **1. PURPOSE:**

The purpose of this procedure is to establish guidelines for the response of fire company personnel and equipment to aircraft emergency situations and to establish guidelines for the handling of aircraft emergencies. The fire company shall follow these guidelines to insure the safety of personnel.

### **2. PROCEDURE:**

#### **OFF-AIRPORT OPERATIONS**

Upon arrival, the first arriving apparatus shall give an initial report on conditions. Some issues to report include:

1. Are there any survivors
2. Is the aircraft on fire?
3. Any hazardous leaks
4. Exposures

A full size-up should be performed and any additional requests for assistance should be made. An operational perimeter should be set-up as well as a Command Post.

The Incident Command System shall be utilized. First arriving apparatus or officer will assume command of the scene upon arrival at the landing site.

#### **TACTICAL PROCEDURES**


##### **If NO FIRE is present:**

Use foam on spilled fuel and aircraft to minimize ignition potential. If foam is not available, flush spilled fuel away from cabin or cockpit and keep fog streams in operation while effecting rescue of occupants. (Remember to keep in mind where the spilled fuel may be running.)



# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Aircraft Emergencies			
Section:	Emergency Operations			
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1. Take precautions against possible fuel ignition. Set up a safety perimeter around the incident site and try and determine if there are any hazardous materials on board the aircraft.

### **If FIRE is present:**

1. If foam is not available, use large volumes of water. Protect the aircraft fuselage from direct flame impingement since fire can burn through fuselage within 60 seconds.
2. Approach from windward, if possible.
3. Protect exposures.
4. Set up a safety perimeter around the incident site and try and determine if there are any hazardous materials on board the aircraft.
5. Provide interior ventilation as quickly as possible. Most victims who die inside survivable aircraft crashes die of smoke inhalation. Use PPV fans or fog hose streams to ventilate. Pressurize from unburned area and provide ventilation exit in fire area. Ventilation should be started at the same time as the attack lines are put into operation, if possible.
6. Request that the Sheriff's Department secure the scene and assist in the control of the ambulatory passengers. Have the Sheriff's Department provide a holding area for them until sectors can be assigned.
7. Initiate both fire and medical sectors as soon as possible. An MCI plan with the County should be requested if necessary. Consider establishing a branch level Command system to address fire and medical operations separately.
8. Large amounts of flammable liquids on fire require large amounts of foam extinguishment agents. (Contact Round Mountain Fire Dept.)
9. Keep all flammable liquids covered with a foam blanket to prevent ignition.

# *Town of Kingston Fire Company*


## Standard Operating Guidelines

Title:	Aircraft Emergencies			
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10. Jagged metal parts of the aircraft can cut through protective clothing and hose lines.
11. If saws are used for extrication or ventilation, arcing and sparking will need to be suppressed with water/foam from hand lines. Be aware that aircraft have numerous high-pressure hydraulic lines that can cause serious injury if cut or broken.
12. Always have a safety back-up crew with a charged and staffed hose line in place to protect all personnel who will be working inside the spilled flammable liquid areas.
13. Have Nevada Highway Patrol or the Sheriff's Department secure a route in and out of the incident site to permit easy movement of emergency equipment, particularly for ambulances going to the hospital.
14. Do not allow any overhaul operations to take place until all investigative agencies are through, unless needed to suppress fire.
15. Be aware that larger aircraft have oxygen cylinders on board that can explode, become missiles, and/or accelerate the spread of fire.
16. Never assume that there are no survivors of the aircraft crash. Get primary and secondary all clears.
17. Notify the FAA via Lander County Dispatch Center.
  - Lander County Dispatch Center 775-635-5161

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Life Flight Helicopter Emergency			
Section:	Emergency Operations			
SOG #	230.06	Page:	1 of 8	
Effective Date:		Revision Date:		
Authorized By:				

### **1. PURPOSE:**

To provide a clear understanding of the guidelines to be followed when communicating and landing a helicopter(s)

### **2. GUIDELINE:**

The following SOG is to be used by Town of Kingston Fire Company personnel when working with helicopter(s).

#### **I. STAND-BY- CREW**


1. Minimum of 2 crews members in FULL PPE and SCBA
2. Prepare for foam operations
3. Prepare to pull cross lay in case of crash
4. Turn on visual light beacon at LZ for night landings

#### **II. HELICOPTER LANDING ZONE CHECKLIST**

- Select the LZ A safe LZ meets the following criteria:
  - Approximately 100' x 100' Approach/departure path (into the wind) should be clear of wires, towers, trees and etc. or all the obstacles must be clearly identified to the pilot and acknowledged by the pilot.
  - Be somewhat level, free of debris that could become a hazard to the helicopter or ground personnel.
  - Secure the LZ Remove or secure loose items near the landing zone that could be blown by the helicopter. Loose items blown by the helicopter are a hazard to air and ground crews.
  - Keep spectators back to safe distance

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Life Flight Helicopter Emergency			
Section:	Emergency Operations			
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- Brief to the Aircraft
  - General description
  - Location in relation to incident site
  - Size
  - Topography (Surface features)
  - Obstacles
  - Wind
  - LZ Markings (Cones, markers, strobes) Make sure lights are angled down so not to affect the crews night vision
  - Any other pertinent information

### III. COMMUNICATIONS

Normally when the aircraft is airborne the pilot will contact EMS for patient information if available and for ground contact information.


1. The LZ coordinator or Incident Commander is the only one to communicate with the pilot
2. Communications will be switched to the primary channel for private agencies. For government agencies switch to Air-to-Ground.
3. Announce to the pilot of visual and sound contact, and assist pilot with location landmarks.
4. Give patient information if available.
5. The landing zone coordinator will notify the pilot when the landing zone is clear of all ground personnel and maintain all protective devices against flying debris

### IV. APPROACHING AIRCRAFT

1. **DO NOT** approach aircraft until directed by pilot/crew

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2. Approach aircraft from the front (12 o'clock) and side (either 3 o'clock or 9 o'clock) positions
3. **NO** personnel are allowed to the rear of the aircraft

### **V. IN THE EVENT OF A CRASH**

1. Command will radio for additional resources
2. Standby crew move to the best vantage point for fire attack/rescue
3. Begin a 3% foam application to the area around the cockpit and crew compartment
4. Advance to the aircraft, protected by the water stream for rescue attempt
5. Control the fire until the rescue is completed. Then extinguish the rest of the fire.

### **VI. AIRCRAFT STAND-BY TERMS**

1. Ground Stand-by-


Crew/Aircraft in a ready state on the ground dedicated aircraft to our incident only.

2. Air Stand-by-

Aircraft in flight locally, ready for immediate response. Dedicated aircraft to our incident only.

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### **VII. LIFT-OFF AND DEPARTURE**

1. If at all possible, try to maintain a secure landing zone with all personnel and emergency equipment for 5 minutes after the helicopter departs. If an in-flight emergency develops, this will allow the pilot to return safely to a secure landing zone.

### **VIII. HAND SIGNALS TO BE USED.**

#### **LAND HERE:**

With your arms outstretched and over your head facing the aircraft, and your back to the wind




#### **LAND ZONE NOT SAFE:**

With your arms outstretched move them in front of your head and cross them in a waving motion



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### **MOVE FORWARD:**

With your arms extended and wave copter towards you.




### **MOVE REVERSE:**

With your arms extended extend them downward using shoving motion.



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### **IX. EMERGENCY DOOR RELEASES**

This is a picture of the left side of the aircraft. The hydraulic opener pictured is located on the bottom of the door, and can be unlatched very easily. The orange knob above the opener is an emergency opener to jettison the door. This same release can be found on the door on the right side of aircraft. You simply break the plastic retainer, and lift up on the release. This will pull the pins on the top and bottom of the door to release it.


### **EMERGENCY DOOR RELEASES CONTINUED**

This picture shows a close up of the jettison release. The small picture in the upper right-hand corner shows the outside of the door. If you cannot access the inside release you can twist the release on the outside of the aircraft to pull the pins. If all else fails you can push the windows in to access the cabin. **DO NOT** pull out, push in on the windows. The only windows you cannot push are the front windshield, and the windows on top of the aircraft.



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### **FUEL, BATTERY AND OXYGEN LOCATIONS**

Pictured above on the right side of the aircraft behind the passenger cabin is located the oxygen, battery, and fuel tank.


### **XI. HELICOPTOR ORIENTATION**

The Town of Kingston Fire Company has adopted the National standard to helicopter orientation. Personnel will be trained and use the picture bellow when working around an aircraft. By using a clock format this will eliminate confusion by both ground and flight crew personnel.



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### **Life Flight General Information**


Summit Air – Elko (1 Aircraft)  
Care Flight – Reno (1 Aircraft)  
Care Flight – Gardnerville (1 Aircraft)

### **EMERGENCY DISPATCH NUMBERS:**

Summit Air Dispatch	877-554-9111
Summit Air Administration Office	208-453-8400
Care Flight Dispatch	800-648-4888
Care Flight Administration Office	775-858-5700

*Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Radio Communications			
Section:	Emergency Operations – Communications			
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### 1. PURPOSE:

To provide procedures for radio communications using mobile and portable hand held radios.

### 2. PROCEDURE:

#### 2.1 Pre- Alert Procedure

All 911 calls placed in the Town of Kingston and surrounding areas will be answered by the Lander County Sheriff's Department dispatch center if contacted on a landline phone. If a member of the public is calling from a mobile device the call will be answered by Elko County Dispatched and transferred to Lander County Sheriff's Department Dispatch Center. The dispatcher will gather the necessary information from the 911 caller including:

- The type of emergency (police, fire or medical)
- The address of the emergency
- General information on the patient complaint (chest pain, shortness of breath etc.)


The dispatcher will notify Town of Kingston Fire Company units utilizing radio Tac "Kingston Fire" of the information above immediately upon receiving it from the caller.

#### 2.2 Radio Procedures During Unit Response

- a. Units that are dispatched to an incident must select the channel to contact dispatch and advice, "responding" either verbally to confirm acknowledgment of the alarm. You must also state the number of firefighters on the unit that is responding. The channel from the Town of Kingston Fire Company fire station that would be best used would be "Bunker."
- b. The dispatcher will challenge any unit that does not respond on the appropriate channel, at the 2-minute mark from time of dispatch with, for example, "Engine 45 confirm response". If the unit does not immediately respond, a back-up phone call will be made to the Fire Chief to confirm the unit received the alarm.

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- c. If response of the units cannot be confirmed within 5 minutes from time of initial dispatch, a second tone out will be dispatched.
- d. The third repeat will include all of the information that is pertinent to the call that was received by the call taker. This will include medical history, communicable disease information, specific location information (such as office suite number or directions to the site), etc. NOTE: In the case of communicable disease information, the exact nature of the illness will not be given – the units will only be advised to use “Universal Precautions”.
- e. If the call taker receives additional pertinent information, the responding units will be updated immediately. This information may include, but not limited to, anything that could be life threatening to the patient or personnel responding, address directions, change in patient status, etc. Situations that are found to be violent or unstable at time of call will be verbalized to the units immediately.
- f. Units that are responding to an alarm are subject to being diverted to a higher priority call and should be alert to such diversions. In the event that two units are equally close to a call, the dispatcher will determine which unit will continue.

### 2.3 Cancellations

- a. Once units have been dispatched to a call, they will continue response until:
  - A specific protocol allows cancellation;
  - Another Kingston or mutual aid Fire Company unit arrives on the scene and cancels them;
  - The original caller advises that services are no longer required.
  - It is determined by the highest-ranking officer dispatched that our services are not needed; or
  - The unit is diverted to another call.
- b. Any alarm that is dispatched will require an incident number. This includes alarms that are canceled before response and automatic fire alarms at fire stations.

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- c. Whenever a full complement is responding to an incident and one unit indicates that it can handle the scene without any other unit's assistance, the cancellation request will be repeated, and the incoming units will be cancelled by the dispatcher.

## 2.4 Arrival on the Scene


- a. In the event the unit is having difficulty locating the scene, the dispatcher will assist in any way possible including calling the original caller back for additional information on the location.
- b. Units arriving on the scene of a non-EMS call will give an arrival report immediately and the dispatcher will repeat the report in full.
- c. Units arriving on scene to the incident find that they will need a tactical channel dispatch will be notified. All command radio traffic will be on the Lander County main radio frequency and tactical information will be reported on Kingston frequency.
- d. If units are working with Federal units all traffic on Kingston will stop and transfer to Scene of Action "SOA."

## 2.5 Situation Reports

- a. Once the unit has had a chance to assess the situation, a situation report will be given. On EMS incidents, this will include whether the patient requires ALS or BLS assistance. On fire calls, it will include extent of involvement, exposures, etc.
- b. Periodic updates should be given by, or to, command whenever any of the following milestones have passed:

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- Patient contact
- 10 minutes into alarm from time on scene
- 20 minutes into alarm from time on scene
- Patient revived, coded, extricated, or shocked
- Fire under control
- Fire out
- Patient transported

- c. The dispatcher will repeat all arrival, significant situation reports, and requests for additional units and then enter that information into the CAD (computer aided dispatch) report.

## 2.6 Command


- a. Command will be established on all incidents but the discretion will be up to the OIC for minor incidents. The officer establishing command shall name command. If command does not assign a name, the dispatcher will prompt them for this information. The dispatcher will repeat the assumption and transfer of command. Once command has been established, all radio communications that incident will be received from and directed to command using the full name of command. EX: “Lander County to Sunny Side Command...”

## 2.7 Availability

- a. Once units are available on the scene and are not needed any more units need to be made available through dispatch of their status.

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## 2.8 Radio Channel Assignments

- a. Radio channel, Channel1 “Kingston VFD” will be monitored 24 hours a day, 7 days a week. The other channels will be monitored only for the activation of an Emergency Alarm.
- b. In the event a transmission made to the dispatcher on a monitored channel is not acknowledged, the person/unit should repeat the transmission. In the event the second transmission is not acknowledged, the person/unit will assume that one of the radios is out of service. An attempt should be made to transmit on another channel. If that transmission is also not answered, contact should be made to the Communications Center by phone immediately.
- c. It is important for everyone to realize that both portable and mobile radios will be heard by everyone monitoring the channel. Courtesy and professionalism will be maintained at all times.
- d. Reference the Town of Kingston Fire Company Radio Reference Chart for radio frequencies and location.
- e. Dispatch personnel are responsible for making the notifications as outlined in this procedure. Town of Kingston Fire Company personnel are responsible for ensuring that pagers, telephones, etc. are in good working order. Fire Administration is responsible for providing a printout of member’s telephone numbers quarterly.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Emergency Call Button Activation			
Section:	Emergency Operations – Communications			
SOG #:	240.02	Page:	1 of 2	

Effective Date:		Revision Date:		
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## 1. PURPOSE:

To set forth a standard for implementing procedures for activating the emergency call button (ECB) on mobile and portable radios.

## 2. PROCEDURE:

The emergency call button on mobile and portable radios is designed to be used for only the most serious or exigent of situations. Activation of the ECB locks out all other radio traffic and provides immediate access to radio operators until the activation is canceled.

ECB activations are separate from “Mayday” events. These should be handled as otherwise outlined (see SOG 210.04).


It shall be the responsibility of Fire Administration to provide the LCSO communications center with current identification information all radios in service within the Town of Kingston Fire Company. That information will apply to all mobile radios and portables.

### 2.1 Activation

- a. Town of Kingston Fire Company personnel may activate an ECB to communicate an emergency message over the air whenever a voice message cannot be transmitted. Reasons may include, but are not limited to:
  - Inability to speak due to injury;
  - Personnel are in imminent danger and cannot otherwise communicate that; or
  - Anytime the volume of radio traffic impedes voice communications for matters meeting the criteria of items 1 and 2 above.
- b. Anytime an ECB is activated, the activation is transmitted to the communications center for which the radio is selected. The activation will demonstrate the ID of the unit activating the ECB.

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- c. When activated, the receiving communications center operator will call for confirmation of activation. If not in danger or if unintentionally activated, the unit activating the call button will indicate by identifying themselves and confirming the accidental nature of the activation.

If in danger and capable, the crew will confirm the nature of the activation, give a situational report, give location and what type of assistance is needed. Situations other than those reflected above, including a „no response“ condition, will be understood to mean the activating units are in danger and in need of additional fire service and/or law enforcement assistance.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Emergency Calls Received at Station			
Section:	Emergency Operations – Communications			
SOG #:	240.03	Page:	1 of 1	
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## 1. PURPOSE:


To establish a guideline for Fire Company personnel to follow when calls for emergency assistance are received at the Fire Station.

## 2. PROCEDURE:

- a. Always speak in a calm, distinct and competent voice.
- b. Take charge of the conversation. After the initial exchange, determine the needs of the calling parties, stop any superfluous conversation and get the facts as quickly as possible.
- c. Ask questions. Take all the information pertaining to the call and write them down. Do not leave details to memory.
- d. Obtain the following:
  - Name of the caller
  - Address of the incident
  - Nature of the incident
  - Call back phone number
- e. If the caller indicates they may be in a dangerous situation, such as inside a structure that is on fire, instruct them on the proper way of exiting the building.
- f. Have the caller hang up the phone and call 911.
- g. Notify LCSO of the call

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Vehicle Operations			
Section:	Emergency Operations – Facilities & Equipment			
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## 1. PURPOSE:

The Fire Company shall consider health and safety as primary concerns in the specification, design, construction, acquisition, operation, maintenance, inspection, and repair of all vehicles.

## 2. PROCEDURE:


Vehicle Operators must continually weigh Risks vs. Benefits when responding to emergencies. Safe arrival is essential for our members to be effective in emergency and non-emergency operations.

### 2.1 Inspection, Maintenance, and Repair of Vehicles

- a. All vehicles shall be kept as clean as possible. The driver of any vehicle is responsible for the cleanliness and appearance, both interior and exterior.
- b. Members assigned the responsibility of operating any Fire Company vehicle shall, upon commencing their tour of duty, carefully inspect the condition and serviceability of their vehicle, noting any defect, damage or missing equipment. Failure to inspect a vehicle prior to assuming control and failing to identify any such condition may result in assigning the responsibility for such defect, damage or missing equipment to the member neglecting to adhere to this policy.
- c. Any Fire Company vehicle found to be unsafe shall be placed out of service until repaired. After being repaired, the vehicle shall be inspected prior to being placed back in service by the designated vehicle operator.
- d. The fuel level of each vehicle must be checked at the monthly check offs and each time the units are driven and properly serviced as needed. All vehicles will be returned with nothing less than 3/4 tank of fuel. All other fluid levels are to be checked each month.

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- e. Once a month, each vehicle will have a "monthly" checkout at which time ALL

equipment will be removed from every compartment, checked and serviced thoroughly according to manufacturer's recommendations, and the compartment and equipment cleaned.


- f. In the event any damage is incurred to a Fire Company vehicle, or if mechanical trouble becomes apparent during operation, the operator will immediately notify the Maintenance Officer and/or the Assistant Fire Chief, then complete all appropriate paperwork. (Repair forms, accident forms.)
- h. Fire Company vehicles are not to be used for pushing or towing any vehicle except as emergency operations dictate.

## 2.2 Drivers / Operators of Fire Company Vehicles

- a. Only members who are trained and certified in the proper operation shall operate Fire Company vehicles. (Must have EVOC to operate Rescue and staff vehicles).
- b. Drivers of Fire Company vehicles shall have a valid driver's license. Any changes in DL status (i.e. citation, suspension, revocation, etc.) shall be reported immediately to the Fire Chief.
- c. Members will only use Fire Company vehicles for performing their official duties. Under no circumstances will Fire Company vehicles be used for private use, unless otherwise authorized.
- d. Drivers of Fire Company Vehicles shall be directly responsible for safe and prudent operation under ALL conditions. When the driver is under supervision of an officer (Captain or Engineer), that officer shall also assume responsibility for the actions of the driver.

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- e. Driver shall not move Fire Company vehicles until persons in the vehicle are

seated and secured with seatbelts in the approved riding positions. Members must be dressed in turnout gear and belted during response except in rare and unusual circumstances. The Officer and driver must evaluate these situations and make a decision as to the risk vs. Benefit of making exceptions to this rule

- f. A spotter will be utilized while backing any Fire Company apparatus (Engines, Trailers, Rescue).

## 2.3 Fleet Safety and Operators Conformity To The Rules of The Road

- a. Vehicle safety includes the establishment of standards for vehicle testing, inspections, preventive maintenance, and defensive driving. Defensive driving is a matter of personal practice, which involves proper motivation, and the development of a positive mental attitude toward driving. Members are urged to adopt the correct mental attitude and response in order to drive defensively while practicing fleet safety. It is the intent of this Fire Company to reinforce safe driving habits through in-service training, driving training courses, close supervision, and discipline. Members of this Fire Company are constantly under close scrutiny of the public while operating a Fire Company vehicle. Because this is true, members have a duty to operate vehicles in a safe, courteous, and legal manner in conformity with Nevada Statutes.


- b. Chapter NRS 484B.607 of the Nevada Statutes provides that:

The rules of the road apply to the operation of vehicles upon all state and county highways, municipal streets and alleys, and wherever vehicles have the right to travel.

The operators of all vehicles owned by the United States, this State, or any county, city, town, district, or any other political subdivision, must conform to the provisions of this chapter.

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## 2.4 Operating as an Authorized Emergency Vehicle

- a. Nevada State Statute NRS 484.261 provides that the definition of an Emergency Vehicle is: Vehicles of the Fire Department, Police vehicles, and such Ambulances and emergency vehicles of municipal Fire Department's, public service corporations operated by private corporations, and the Fire Department of Transportation as are designed or authorized by the Fire Department or the Chief of Police of an incorporated city or any sheriff of any of the various counties.
- b. Every authorized emergency vehicle shall be equipped with a siren, whistle, or bell, capable of emitting sound audible under normal conditions from a distance of not less than 500 feet and must be approved by the Fire Department, but such a siren shall not be used except when the vehicle is operated in response to an emergency call, in which event the driver of the vehicle shall sound the siren when conditions warrant to warn pedestrians and other drivers of the approach thereof.
- c. There are only two types of responses recognized by this Fire Company: **Emergency** and **Non-emergency**. A true emergency is defined as a situation in which there is a high probability of death or serious injury to an individual or significant property loss and action by emergency personnel may reduce the seriousness of the situation. Officer's and drivers must weigh risks vs. benefits based on information received during dispatch and update information when determining response mode. Additionally, the same consideration must be made for other responding units. These units should be notified to slow their response unless emergency response is necessary after FD units arrive on the scene.
- d. Every authorized emergency vehicle shall be equipped with oscillating, rotating or flashing lights of sufficient intensity, when illuminated, to be visible at 500 feet in normal sunlight, but such lights shall not be used except when in response to or on the scene of an emergency call, in which event the driver shall operate all oscillating, rotating or flashing lights, continuously to warn pedestrians and motorists of the approach thereof. the driver of an authorized emergency vehicle, except when otherwise directed by a police officer, may:

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- Park or stand, irrespective of the provisions of normal traffic flow.

- Proceed past red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
  - Exceed the maximum speed limits so long as he does not endanger life or property.
  - Disregard regulations governing direction, movement or turning in specified directions, so long as he does not endanger life or property.
  - The preceding provisions will not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor will such provisions protect the driver from the consequences of his reckless disregard for the safety of others.
- f. Although Nevada Statutes permit the operator of an authorized emergency vehicle proceed past a red signal or stop sign after slowing down as necessary for safe operation, the policy of this Fire Company will require the operator of any Fire Company vehicle to make a full and complete stop at all official stop signals or signs when responding to an emergency assignment.
- g. When responding to an actual or suspected emergency, members of this Fire Company will proceed at a reasonable speed while assessing existing road and traffic conditions. Extreme caution must be observed in severe weather conditions and when changing lane-to-lane, turning, and changing direction of travel.
- h. The greater the speed of the vehicle, the greater the chance of an accident. Extreme speeds will not be condoned. Response speed should generally not exceed the posted speed limits by more than 10 - 15 miles per hour. Higher speeds may be justified under certain circumstances and conditions, but members of this Fire Company will be held accountable for the results of their actions after a careful review.

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- i. While responding to emergency calls, the oscillating, rotating, and flashing lights will be used continuously; the siren shall be used as conditions warrant. (Warning shall be given when proceeding through intersections even when green light is present.) (This can be limited to blasts from the air-horn or intermittent siren yelps.) When necessary, siren activation will be continual – (i.e. proceeding through red lights, heavy traffic, etc.) Remember, using these devices only gives the right to request the right of way; it does not guarantee receiving it.
- j. There may be times when the Sherriff's Department will ask us to respond to an emergency situation, but for their own reasons request us not to use lights and siren. Response under these conditions shall be routine at the discretion of the vehicle operator.
- k. Vehicle operators shall not cross medians with apparatus except in rare and unforeseen situations. If the decision is made to cross a median, the operator must ensure it can be done in a safe manner without causing damage to the apparatus.
- l. Vehicle operators shall not take on traffic in opposing lanes except in rare and unforeseen circumstances.
- m. Vehicle wheel chocks will be assigned to each emergency vehicle. The vehicle operator will insure that a chock or set of chocks are placed in such a way as to prevent the forward and backward movement of a parked/unattended emergency response vehicle that is outside of the confines of a fire station. Chocks are to be used in conjunction with either air or mechanical brakes. Chocks are to be used in both emergency and non-emergency situations (excluding staff vehicles).

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Inventory of Tools & Equipment			
Section:	Emergency Operations – Facilities & Equipment			
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#### **1. PURPOSE:**




To insure all equipment is present and in working order.

## 2. PROCEDURE:

- a. Perform a check of headlights, turn signals, scene lights, warning lights and all audible devices. Walk around the vehicle and note any damage to the vehicle, tires, or exterior equipment. Check the tires for wear, cracks and pressure.
- b. Pumpers - The pump will be pressurized up to 130psi and maintain pressure for 30 seconds. If the pump has manual relief valve, then it should be set to no greater than 130psi. Check the tank water level visually to insure it is full.
- c. Using the vehicle inventory list assess every piece of equipment to insure they are on the vehicle and in proper place. Any items not found need to be documented and reported to the Fire Chief.
- d. All equipment carried on the unit will be checked out thoroughly each month to assure they are in working order.
- e. All portable radio batteries will be changed.
- f. Check all the fuel and oil levels on chain saw, cut off saw, generators, extrication pumps and PPV fan.
- g. Every piece of medical supplies will be checked. Any damage or missing items need to be documented with the proper forms and the Fire Chief notified.
- h. Remember – *“Every piece of equipment, every month”*.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Apparatus Service, Preventive Maintenance and Repair Program			
Section:	Emergency Operations – Facilities & Equipment			
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## 1. PURPOSE:

This procedure is to establish a program for conducting and recording daily, weekly, and monthly maintenance for all Fire Company vehicles and their equipment and documenting repairs and maintenance in order to provide a comprehensive service and repair history on each vehicle. This is in accordance with Mississippi Fire Company of Insurance, the Mississippi Rating Bureau, OSHA 4 - 4.4-4.6 Inspection Maintenance and Repair of Vehicles, NFPA 1002 Fire Apparatus Driver/Operator Professional Qualifications and NFPA 1500 Fire Company Occupational Safety and Health Program.

## 2. MONTHLY CHECKS:

Fire apparatus and equipment are becoming more complex; as such, it is important to keep detailed records for our fleet of vehicles and their respective equipment in order to track usage, repairs and maintenance. This is important in order to find and correct recurring problems, maintenance issues and for our Insurance Rating. Therefore, all frontline fire apparatus shall have a monthly check completed and logged on the Monthly Check-off form. Fuel on fire apparatus should never be allowed to go below 3/4 full and a fuel ticket shall be forwarded to the Chief or Treasurer of the Fire Company. When air is added to the tires, you should identify the tire on the Daily Check-off sheet, show current pressure, as well as pressure after adding air. (Example – tire found at 90 psi. air is added to bring it up to 100 psi.-- proper way of notating on form is 90/100. )


## 3. VEHICLE REPAIRS:

In addition to the vehicle and apparatus checklists, there is a form and system for reporting required apparatus and equipment repairs. When a vehicle needs to be repaired or serviced personnel must report all problems to the Maintenance Officer to ensure that proper repair is done. Once the repair is completed a copy of the invoice on what was repaired needs to be placed in the individual vehicle folder and the original to the Treasurer.

If an apparatus is deemed unsafe or if any condition exists which could cause failure to occur during any operation, the apparatus should be taken out of service and the Chief notified immediately.

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**Special Note: It is the responsibilities of the individual performing the apparatus preventative maintenance checks to inform the Maintenance Officer of repairs that need to be done that require the apparatus to be out of service.**

#### **4. SCHEDULED VEHICLE MAINTENANCE PROGRAM:**

The vehicle maintenance program is established and provides a comprehensive and controlled vehicle maintenance program for all Fire Company vehicles. This program establishes regularly scheduled service maintenance on all fire apparatus and other motor vehicles annually every 12 months.

Suppression Vehicles equipped with an hour meter shall have preventative maintenance performed every 3000 hrs. A major and complete service to include all equipment and compartment cleaning shall be done one time yearly, in May, on all vehicles. This scheduled maintenance for all engines, and other vehicles shall be conducted on a rotating basis throughout the year.

#### **5. RECORD KEEPING:**


The records for this program will be kept by the Fire Chief and the Member assigned this collateral duty and in separate files. This information needs to reflect a comprehensive, complete, and legitimate service history for that vehicle only. It is the responsibility of the person who performed the Monthly Check-off to place the check-off form in the Maintenance Officer's box.

##### a. Vehicle Maintenance Forms

It is important that each maintenance form be fully completed and includes road miles, engine hours, pump hours, dated and signed when the service is performed. If a service or repair is performed which is not listed on the maintenance form it should be added on the backside of the form in the space provided. If any missing information is found, or if any information printed on the form is found to be incorrect, please indicate this on the form so that it can be revised. The completed maintenance forms should then be returned to the Maintenance officer where they will be screened for accuracy and the comprehensive individual service history for that particular vehicle updated.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Apparatus Service, Preventive Maintenance and Repair Program			
Section:	Emergency Operations – Facilities & Equipment			
SOG #:	250.03	Page:	3 of 3	
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#### **6. TIRE TREAD WEAR:**

**Special Note: This section applies to ALL Fire Company vehicles.**


Tires are unsafe if they are cut, cracked or worn so as to expose the tire cord or when they have visible tread separation, chunking or have less than two-thirty seconds (2/32") tread depth (*ref: DMV handbook*) and that vehicle shall be taken out of service until the tires are replaced. Tire tread depth shall be checked during the monthly check-offs. Check the tire tread depth from the outside to the inside to determine if all tread bars are four-thirty seconds (4/32") or greater. Once the tire tread depth reaches 4/32" the Maintenance Officer and Fire Chief shall be notified that tires need to be ordered and the vehicle scheduled to have them replaced. The tires are still safe and in compliance with DMV regulations at 4/32" but are in need of replacement in short order.

Tires shall be inspected daily for cuts, cracks, tread separation, uneven wear and chunking. Reasonable efforts shall be taken to correct uneven tread wear.

When it is determined that replacement tires are needed, contact the Chief with pricing quotes and for purchasing information.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Equipment Assigned to an Apparatus			
Section:	Emergency Operations – Facilities & Equipment			
SOG #:	250.04	Page:	1 of 2	
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#### **1. PURPOSE:**

This standard governs the inventory of small tools and equipment carried on fire apparatus. It was promulgated to:

- a. Establish a minimum complement of small tools, equipment, and supplies to be carried on fire apparatus operated by the Fire Company.
- b. Establish a system to inventory, replenish, replace, discard, and repair small tools, equipment, and supplies carried on an ambulance or fire apparatus.
- c. First Responder Coordinator is responsible for:
  1. Maintaining an up-to-date inventory of all small tools, equipment, and supplies carried on apparatus for EMS use.
  2. Purchasing, replacing, and discarding small tools, equipment, and supplies as deemed needed.
  3. Inspecting EMS supplies on a monthly basis to ensure that the proper inventory is in place and supplies have not expired, and all items function properly. The results of the inspections shall be included in the manager's monthly report to the fire chief.
- d. SCBA Equipment Collateral Duty is responsible for:
  1. Maintaining an up-to-date inventory of all SCBA equipment assigned to apparatus and individuals.
  2. Purchasing, replacing, repairing, and discarding SCBA equipment assigned to apparatus.
  3. Supervising the monthly SCBA inspection and reporting the results in his monthly report to the fire chief.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Equipment Assigned to an Apparatus			
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- e. Equipment Collateral Duty is responsible for:

1. Maintaining an up-to-date inventory of all hose, ladders, and equipment assigned fire apparatus.
  2. Purchasing, replacing, repairing, and disposing of hose, ladders, and equipment assigned to apparatus with the approval of the fire chief.
  3. Assigning and scheduling the annual testing of fire hose and ladders assigned to all apparatus and the station.
- f. Hazmat Collateral Duty is responsible for:
1. Maintaining an up-to-date inventory of all reference materials, protective clothing, monitoring and detection equipment, chemicals and foams, equipment, and supplies assigned to fire apparatus for use in a hazardous materials incident.
  2. Purchasing, replacing, repairing, and discarding supplies and equipment assigned to apparatus and medic units for use in a hazardous materials incident.
  3. Inspecting each fire apparatus on a monthly basis to determine that all supplies and equipment are in their proper place, clean, and functioning properly.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Hydraulic Tool Operating Standards		
Section:	Emergency Operations – Facilities & Equipment		
SOG #:	250.05	Page:	1 of 3
Effective Date:		Revision Date:	
Authorized By:			



#### **1. PURPOSE**

This standard sets the safety guidelines to be followed while operating a hydraulic-powered rescue tool.

- a. Prevent accidents, injuries, and deaths that might result from the misuse or improper operation of hydraulic-powered rescue tools.
- b. Prevent damage to hydraulic-powered rescue tools that might result from misuse or abuse.

## 2. GENERAL


- a. Members that respond to fire and emergency medical incidents are responsible for knowing how to properly and safely operate hydraulic powered rescue tools.
- b. Chief Officers shall train the members to properly and safely operate the hydraulic powered rescue tools assigned to our apparatus.
- c. An officer shall immediately stop any unsafe or improper operation of a hydraulic powered rescue tool and make the adjustments and corrections necessary to safely accomplish the assignment.
- d. Members shall inspect the hydraulic-powered rescue tools after every use to ensure that they are functioning properly. Tools found to be unsafe or malfunctioning shall be removed from service and be properly tagged. The Fire Chief shall be notified of any problems found.

## 3. PROCEDURES

- a. Before operating a tool, always inspect the tips to make sure that the appropriate tips are being used and that the retainer pins, if used, are in place.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Hydraulic Tool Operating Standards			
Section:	Emergency Operations – Facilities & Equipment			
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- b. Place the power unit as level as possible, on a salvage cover, connect the hoses, but do not start the power unit until the tool operator gives the

command to do so.

- c. Remember that it takes two people to operate the tool: one person to operate the tool and another person to operate the power unit.
- d. To start the power unit, connect it to a power source, and then flip the off/on switch to the on position.
- e. To stop the power unit, flip the off/on switch to the off position.
- f. Safety precautions:
  - 1. Full protective clothing shall be worn while using a hydraulic powered rescue tool during actual rescues as well as training exercises.
  - 2. Items of protective clothing that are appropriate shall be worn while operating a tool for the purpose of inspection or maintenance.
  - 3. Always work on the outside of the tool. Never insert your hands or other parts of your body between the jaws or tips of the tool.
  - 4. Cover and protect the victim, and always explain to them what you're doing, if possible.
  - 5. If fluid comes in contact with any exposed skin area, be sure to wash it off immediately.
  - 6. If a fluid spill does occur, immediately clean any floor area or painted surface to prevent a fall or damage.
  - 7. Hose should be laid out in such a manner as to prevent damage from sharp objects, vehicles, etc.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Operating Hydraulic Powered Rescue Tools			
Section:	Emergency Operations – Facilities & Equipment			
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- 9. Always stop a power unit prior to disconnecting a hose.



10. Do not use the cutters to cut a steering column or any piece of metal with a free end, since it may become a projectile. Cutters are designed to create a compression fracture rather than to cut.
11. At a motor vehicle collision, always have a charged hose line to protect against the possibility of a fire.
12. Rotate personnel to avoid fatigue.
13. Guide and hold the tool; do not force it. Don't strain against the tool; rather, work with it.
14. Always respect the tool.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Operating Power Saws			
Section:	Emergency Operations – Facilities & Equipment			
SOG #:	250.06	Page:	1 of 4	
Effective Date:		Revision Date:		
Authorized By:				

#### **1. PURPOSE**

This standard establishes guidelines for the safe and proper operation of power saws. It was promulgated to:

- a. Prevent accidents, injuries, or deaths that might result from the improper use or unsafe operation of a power saw.
- b. Prevent damage to a power saw that might result from unsafe operation or improper use.

## 2. GENERAL


- a. Members who respond to an emergency scene, shall be responsible for knowing how to properly and safely operate the power saws used by the Fire Company.
- b. Officers shall train the members under their command in the safe and proper use of the power saws assigned to their apparatus.
- c. A safety officer shall immediately stop any unsafe or improper use of a power saw and shall take the appropriate action necessary to correct the situation.
- d. Firefighters shall inspect each power saw carried on their apparatus after each use to ensure that they are clean, functioning properly, and safe to operate. Any power saw discovered to be unsafe or malfunctioning shall be removed from service and properly red-tagged.
- e. Firefighters shall also be responsible for ensuring that saws are properly fueled and that spare fuel containers are full of the correct gas/oil mixture and in the proper place on the apparatus.

## 3. PROCEDURES

- a. Always carry a power saw with the engine stopped or the electrical power disconnected. The blade should be carried to the front with the muffler away from your body.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines


Title:	Operating Power Saws			
Section:	Emergency Operations – Facilities & Equipment			
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- b. Always keep both hands on the control handles, using a firm grip with your thumbs and your fingers encircling the handles.

- c. Make sure of your footing prior to operating a saw.
- d. Always turn off a saw when it is unattended.
- e. Have a plan of action before placing a saw into operation. The plan should include:
  - 1. The location and sequence of the cuts and openings.
  - 2. Wind direction-consider its effects on exposure and personnel.
  - 3. Escape routes-at least two means of egress.
- f. Always place the safety guard in the proper position for the use intended before operating the saw.
- g. Remember that power saw operations are safest when cutting on a horizontal surface near the ground level or on a vertical surface at or below waist level.
- h. Operating a power saw above chest height is extremely hazardous and should not be attempted as a normal course of action. This type of operation should be conducted only under the direct order and supervision of an officer. The officer ordering this operation shall first consider the value to be gained vs. the extreme hazard to personnel.
- i. The use of a power saw from a ladder shall only be done if no other alternatives are available.
- j. Do not operate a power saw close to a highly combustible or flammable material due to the possibility of ignition from sparks.
- k. Do not operate a power saw in flammable or explosive atmospheres.
- l. When operating a power saw, avoid placing side pressure or twisting the blade. Never force the saw. If too much pressure is applied to the

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

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blade, the hazard of blade breakage (carbide tipped) or shattering (aluminum oxide or silicon carbide discs) is increased. A blade that breaks

or shatters during cutting operations may cause serious injury to the operator or bystanders.

- m. The saw cut should only be as deep as necessary. Deep cuts may weaken supporting beams and lead to collapse. The experienced operator will know when he has reached a beam by the sound and feel of the saw.
- n. If conditions permit, scrape gravel and debris from the cutting path to reduce the danger of injury from flying chips and loose materials.

#### 4. SAFETY PRECAUTIONS


- a. A member who operates a power saw at an emergency incident or during a training session shall wear full protective clothing, including both ear and eye protection.
- b. A member who operates a power saw for the purpose of inspection or maintenance shall wear ear protection and safety shoes or boots.
- c. When operating a power saw, all clothing shall be close fitting and completely buttoned to prevent an accident due to moving belts, gears, chains, blades, etc.
- d. Do not operate a gasoline-powered saw with a fuel leak. Remove the saw from service.
- e. Do not restart a saw in a small-enclosed space after refueling.

#### 5. FUELING AND MAINTENANCE

- a. Power saws shall be kept clean and in good serviceable condition.
- b. The cutting wheel, chain, or blade shall be examined at the beginning of each tour of duty and after each use for nicks or defects. These items should also be checked for tightness and shall be kept clean and properly lubricated. Defective items shall be replaced.

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- c. Ensure that abrasive saw blades do not become contaminated with petroleum-based products. Such contamination may dissolve the resin that is used to bond

the blade; thus causing the blade to shatter when used. New blades should be stored in plastic bags to ensure cleanliness.

- d. When fueling a power saw:
  - 1. Always turn the engine off.
  - 2. Make sure to use the proper fuel mixture. Many saws require a specific fuel and oil mixture.
  - 3. Wipe off the saw to remove any spilled fuel before starting it.

*Town of Kingston Fire Company*  
Standard Operating Guidelines

Title:	Fire Hose Maintenance		
Section:	Emergency Operations – Facilities & Equipment		
SOG #:	250.07	Page:	1 of 2
Effective Date:		Revision Date:	
Authorized By:			



**1. PURPOSE**

This standard establishes guidelines for the maintenance and storage of fire

hose.

- a. Establish guidelines for the proper care of fire hose.
- b. Establish a procedure for promptly repairing damaged sections of fire hose.
- c. Create and maintain an inventory of spare fire hose that can be placed in service whenever it is needed.

## 2. PROCEDURE

### Cleaning


- a. The life expectancy of a section of fire hose is determined by the care it receives. Hose is susceptible to mechanical injury, heat and fire damage, mold and mildew, and damage due to chemical contact and excessive pressures.
- b. Each section of fire hose shall be inspected and cleaned after each use. All dirt, oil, and other foreign matter shall be carefully removed by clear water, a brush, or a mild soap or detergent. The hose should then be rinsed thoroughly.
- c. After being cleaned, sections of fire hose should be properly dried with the exception of large diameter hose (LDH). It is possible, for mold to develop if wet hose is stored for a long period of time without proper drying. This may result in damage to the hose.

### Repair

- a. Whenever a section of hose is taken out of service and sent for repairs, it shall be cleaned, dried, and properly tagged out-of-service. The tag shall include a description of the defect.
- b. All female hose couplings need to be fitted with gaskets. Couplings should be inspected periodically, and gaskets that have been deteriorated or are missing should be replaced.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

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- c. Petroleum products should not be used on threads or any part of a coupling.

- d. To prevent permanent damage, the hose on each apparatus shall be reloaded during the annual hose test, unless the entire load has been laid at a fire or for training.
- e. As a general rule, no vehicle should drive over a hose. During an incident, however, it may become necessary for an emergency vehicle to drive over a hose-line. In such case, the line should be charged to reduce the likelihood of damage, with the exception of LDH. It is not recommended to drive over large diameter hose while charged.

### Storage

- a. After the hose has been properly cleaned and dried, the spare sections shall be rolled for storage. The hose should be rolled with using the donut roll.
- b. Hose racks shall be placed in well-ventilated areas and out of direct sunlight.
- c. Hose shall not be stored out doors or left on the drying rack for extended period of time.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Fire Hose Testing		
Section:	Emergency Operations – Facilities & Equipment		
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### 1. PURPOSE:

The purpose of this standard operating guideline is to provide a guideline for the field service testing of lined fire hose and large diameter hose.

## **2. SCOPE:**

This Standard Operating Guideline shall apply to all members of Town of Kingston Fire Company.

## **3. SAFETY:**

- a. Extreme caution shall be used when working with equipment and hose under pressure. Proper procedures must be utilized when testing fire hose in order to reduce the likelihood of injury to personnel.
- b. To the extent possible, the use of fire service engine apparatus should be avoided in favor of a portable hose testing device.

## **4. SELECTION OF FIELD SERVICE TEST AREA:**


- a. Wherever possible, the test area shall be located where personnel and civilian access can be limited within 100 feet of all hose being tested.
- b. The location should have adequate space to lay out the hose in straight runs without kinks or twists.
- c. The testing surface should be smooth and free of debris. Gravel lots are not acceptable for hose testing.

## **6. Hose Inspection**

- a. Each length of hose to be service tested shall be inspected to determine that the hose and couplings do not show evidence of damage.
- b. Hose that has been damaged by chemical contact, burns, cuts, abrasions, or other occurrences shall be removed from service.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

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- c. Couplings shall be kept in a serviceable condition and they shall be inspected for damaged threads, hose slippage, lack of the swivel rotating freely, and/or a loose external collar.
- d. A check shall be done to ensure that a gasket is present, that there is a lack of deterioration, and it is tight fitting. The gasket should be turned inside out and reinserted into the coupling. Any gasket not passing the visual inspection should be replaced prior to the test.

## 7. TESTING PREPARATION:


- a. Protective clothing for hose testing shall include leather gloves, a fire helmet, and eye protection.
- b. All hose that is to be tested shall be connected to the hose tester. Hose that must be connected to an engine for hose testing shall be connected on the side opposite of the pump panel to reduce the exposure of the apparatus operator to charged lines.
- c. Connect a number of hose sections into test lengths of not more than 300 feet each. Each hose shall be connected to an outlet on the hose tester or pumper.
- d. Any hose being tested using a fire service pumper shall be secured to an anchor using a rope or nylon hose strap.
- e. A blind cap with a relief valve or fire service nozzle shall be attached to the end of each length to be tested.

## 8. Conducting the Test

- a. Fill each hose line with water. Open the nozzles and relief valves of all lines. The nozzles and valves should be held above the level of the discharge to allow all air from the hose to escape.

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- b. Close all nozzles and relief valves and check the hose for leakage at the couplings. Tighten all couplings that are leaking. If excessive leakage occurs, the section of hose involved shall be deemed to have failed the test.
- c. With a black marker mark the point at which the hose and the coupling meet. Remove all kinks and twists from the hose. Check for further leaks and tighten couplings as needed. Remove all personnel to at least 100 feet from the test area, wherever possible.
- d. Increase the pressure in the lines to the required test pressure as specified in NFPA Standard 1962 – Standard for the Use, Care, and Testing of Fire Hose.
- e. Maintain the test pressure for five (5) minutes. During the testing procedure, a member wearing protective clothing shall walk the length of the hose being tested, to inspect for leaks, bulges, etc.
- f. At the conclusion of the test, the tester should be turned off or the pump taken out of gear and the tank fill and discharge valves opened to allow excess pressure to bleed off.
- g. Slowly open all nozzles and bleed valves to bleed off pressure in the test lengths. Break all hose connections and drain the water from the hose.

## 9. Follow-up Procedures

- a. The hose, including couplings, should be inspected following the test. The hose should be removed from service for any of the following reasons.
  - 1. If bulges in the hose jacket are noted.
  - 2. If leakage occurs at any location through the jacket of lined fire hose or large diameter hose.
  - 3. If there was significant movement of the coupling during the test. A 1/16<sup>th</sup> to 1/8<sup>th</sup> inch uniform movement of the coupling on newly purchased hose is not unusual. This slippage is expected during the initial test, but should not occur during any subsequent tests.
  - 4. Any hose where the threads of the outermost jacket have been damaged to the extent that the subsequent layer is visible.

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## Standard Operating Guidelines

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- b. If the hose is removed from service, it should be reported using the District's repair procedures.
- c. Hose test results should be reported through the standard hose record maintenance administrative procedures.
- d. Any hose that fails and is removed from service shall be tied at both ends in a knot and whenever possible should be tagged out of service with the problem and approximate location of the problem written on the tag.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Self-Contained Breathing Apparatus			
Section:	Emergency Operations – Facilities & Equipment			
SOG #:	250.07	Page:	1 of 6	
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#### **1. PURPOSE**


This operational guideline shall be followed to comply with the requirements of OSHA 29CFR 1910.134, NFPA 1404 and NFPA 1500 as it relates to the Immediate Dangers To Life or Health (IDLH) atmosphere.

## 2. GUIDELINES

- a. The selection and purchase of SCBA shall be:
  - 1. An open circuit positive pressure design and comply with all current applicable standards that exist at the time of purchase.
  - 2. A minimum duration of air cylinders shall be 30 minute.
- b. The SCBA shall be tested annually by a third party authorized by the Fire Company.
- c. Composite cylinders shall be hydrostatic tested every five (5) years from the date of manufacture or last test date.
  - 1. No cylinder shall be used which is out of date.
- d. All face pieces shall be tested annually. This testing shall be done in conjunction with the annual testing of harnesses.
- e. No firefighter shall make any alterations to any SCBA equipment.
- f. Only manufacturer approved equipment shall be added to the SCBA harness, cylinders or face pieces.
- g. SCBA units shall be properly secured in the bracket provided on each vehicle.
- h. Spare cylinders shall be stored in the brackets or holder provided and shall not be stored loose or where they may be at risk of damage.

## *Town of Kingston Fire Company*


### Standard Operating Guidelines

Title:	Self-Contained Breathing Apparatus			
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- i. At scenes of substantial duration, driver/operators shall make efforts to keep SCBA from freezing after use by storing them in the heated areas of the apparatus (where and when practical).
- j. Medical Certification for use Training
  - 1. All personnel who are expected to use SCBA shall be evaluated and certified on an annual basis.
  - 2. A pulmonary function test shall be used as the evaluation method and shall be conducted by a third party authorized by the Fire Company.
  - 3. All new personnel shall be medically evaluated prior to initial SCBA use.
  - 4. Record of the medical evaluation shall be kept in the individual's occupational health file.
  - 5. All personnel shall annually be fit tested to ensure proper face piece size. This test shall be conducted by SCBA maintenance personnel.
  - 6. All new personnel shall be fit tested prior to initial SCBA use.
  - 7. Records of this testing shall be maintained by the members personnel file.
- k. All personnel shall be trained in the proper use of SCBA. The training of personnel is under the auspices of the Assistant Chief.
- l. The Assistant Chief shall keep a list of all personnel trained to wear SCBA.
- m. The Fire Company performance standard for complete donning of SCBA shall be sixty (60) seconds (NFPA 1001).

## *Town of Kingston Fire Company*

### Standard Operating Guidelines


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- n. The SCBA shall be inspected at the beginning of each shift

1. Air pressure within the green section of the cylinder pressure gauge.
  2. Visual inspection of straps and harness
  3. High pressure hose connector is tight
  4. Unit is clean and secured properly
  5. The by-pass valve is operating properly
  6. The PASS device and Heads Up Display are in working condition
  7. The regulator is attached to the belt holder
  8. Turn on air supply and breath off the regulator to ensure proper function
  9. Check flashlight for proper working order
- o. All interior firefighters shall be issued a personal face piece.
1. The inspection and cleaning are the responsibility of the wearer.
    - i. Visual inspection of the face piece and head harness
    - ii. Check for a tight seal
    - iii. Exhalation valve is working properly
    - iv. Nose cup is properly installed
  2. The face piece shall be kept in the bag when not in use.
- p. Firefighters shall not wear SCBA's with facial hair.

## *Town of Kingston Fire Company*

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- q. Firefighters shall don SCBA in the following scenarios:

1. The atmosphere is hazardous.
  2. The atmosphere is suspected of being hazardous.
  3. The atmosphere may rapidly become hazardous.
  4. During confined space and/or below grade operations.
  5. In any oxygen deficient atmosphere.
  6. When instructed to do so by an officer.
- r. Personnel responding to a potential fire incident shall have SCBA strapped on and ready for use when reporting to the Incident Commander for assignment.
  - s. Firefighters operating in SCBA shall do so in teams of at least two (2)
  - t. SCBA shall continue to be utilized during all phase of suppression activities including overhaul.
  - u. Firefighters shall utilize The Rule of Air Management (ROAM) when operating in an IDLH atmosphere.
    1. Know how much air you have before entering an IDLH
    2. Manage your air as you proceed
    3. Exit the IDLH before the low air alarm activates

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### Standard Operating Guidelines


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- v. After every use of a SCBA, the wearer shall be responsible for the following:

1. Clean and wipe dry the harness, cylinder and face piece
  2. Fill all empty cylinders
  3. Perform an inspection of the SCBA
- w. The routine refilling of cylinders shall be done in accordance with the recommendations of the cylinder and cascade system manufacturers.
- x. The following is the procedure that shall be used for refilling air cylinders:
1. Each firefighter is responsible for filling their cylinders after an incident.
  2. Cylinders are to be refilled at the Station or at a mobile cascade unit on scene
  3. Cylinder number and hydrostatic test date shall be documented in log book
  4. Ensure that the proper numbers of cylinders are returned to the apparatus
  5. If a cylinder is damaged, replace it with a spare.
- y. Any time there is need for repair of SCBA equipment, it shall be tagged with a brief description of the problem.
1. A text messages and email shall be sent to the Chief Officers for all equipment placed out of service

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### Standard Operating Guidelines

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- z. The compressor at station shall be inspected weekly by station personnel for the following:



1. Check oil level and fill if needed
  2. Open the drain located in the lower rear of the compressor
  3. Ensure the regulator is set at “0”
  4. Run the compressor for a minimum of thirty (30) minutes
- aa. Compressor maintenance shall be done by a certified repair facility.
- bb. Personnel shall not wear standard eyeglasses in conjunction with SCBA.
1. Spectacles which break the seal of a face piece are prohibited.
  2. Contact lenses are permitted
  3. Spectacle kits attach to the inside of the face piece and lenses are available
- cc. It shall be the responsibility of the Chief officers to insure that records are kept for each of the following areas:
1. Serial numbers of face pieces, harnesses, and cylinders
  2. Air quality testing results
  3. SCBA equipment out of service for repair
  4. SCBA equipment testing and repairs
  5. Compressor repairs and routine maintenance

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Ground Ladders			
Section:	Emergency Operations – Facilities & Equipment			
SOG #:	250.07	Page:	1 of 4	
Effective Date:		Revision Date:		
Authorized By:				

#### **1. PURPOSE:**

To establish the procedures for the safe operation, maintenance, testing and storage of all ground ladders used by the Fire Company.

## **2. SCOPE:**

This procedure is designed to provide a guideline for all personnel to utilize while operating Fire Company ground ladders. Procedures for storage maintenance and testing of ground ladders will be outlined. All personnel should become familiar with this procedure as the general practices of other Fire Company's may differ. It is the intention of this procedure to provide a greater margin of safety whenever possible.

## **3. GENERAL:**

The Town of Kingston Fire Company has adopted the procedures described in the "Essentials of Firefighting - Fifth Edition" Chapter 10 as produced by the International Fire Service Training Association (IFSTA). All personnel should become familiar with the procedures outlined in this manual.

### **a. Standard Equipment:**

The standard ground ladder shall be constructed of an aluminum-alloy and shall meet the specifications found in NFPA 1931.

All apparatus shall be equipped with the minimum amount and type of ground ladders as required by NFPA.

### **b. Testing:**

It shall be the responsibility of the Fire Company to provide testing of all ground ladders as specified in NFPA 1932.

## ***Town of Kingston Fire Company***

### **Standard Operating Guidelines**

Title:	Ground Ladders		
Section:	Emergency Operations – Facilities & Equipment		
SOG #:	250.07	Page:	2 of 4
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Authorized By:			



### **c. Maintenance:**

It shall be the responsibility of the vehicle operator to report any problems related to the ground ladders to their Company Officer. Ladders with questionable problems should be placed out-of-service and replaced with reserve ladders.

d. Operations / Special Considerations

Ladder Positioning - Ground ladders that are being utilized for gaining access to or rescuing victims from elevated windows should be placed **UNDER THE WINDOWSILL**. Only if the window opening is large enough to access from the side should the ladder be placed anywhere other than under the sill. Ladders being used for access points for hose streams may be placed above (over) window openings.

Ladders being used for ventilation should be placed in a position upwind from the opening and above any windows that may need to be broken. Personnel should take care to notify those working below of the potential any falling objects, etc.

Ladders placed to a roof should extend a minimum of five (5) rungs above the roofline. This will allow for easy access and egress of personnel and help to pinpoint the location of the ladder should smoke conditions obscure vision.

Ladders should never be placed from the ground in front of an exit.


Extension ladders shall be positioned with the **FLY SECTION OUT – AWAY FROM THE BUILDING** before **CLIMBING**.

Safety - All personnel should practice a high degree of safety anytime ground ladders are used. Several inherent hazards are related to the use of ladders.

e. Protective Clothing:

A minimum of helmet, boot with pants and gloves must be worn anytime personnel are operating with ground ladders. Station shoes do not provide sufficient support on ladder rungs to allow their use. In fire situations **FULL PROTECTIVE CLOTHING** is required for all ladder work. Persons assuming the heel position must wear their helmet with face shield in the **DOWN POSITION**.

*Town of Kingston Fire Company*  
Standard Operating Guidelines

Title:	Ground Ladders			
Section:	Emergency Operations – Facilities & Equipment			
SOG #:	250.07	Page:	3 of 4	
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d. Electrical Hazards:

A major concern when raising ladders is contact with live electrical wires or equipment. Personnel should take special care to ensure that the ladder will be raised and placed away from all possible electrical hazards. A **CLEAR OVERHEAD** command should be given before any ladder is raised from the ground.

e. Proper Climbing Angle:

It is important to establish the proper climbing angle for the ladder. Common accepted practice is to place the base of the ladder one-fourth (1/4) the distance away from the building as the height it is being raised. An improperly positioned ladder is not only dangerous, but also difficult to climb.

f. Securing in Position:

All ladders should be kept from slipping whenever firefighters are climbing, especially if the ladder is at a lower-than-desired angle. The halyard should be secured to prevent slippage and reduce the potential for tripping.

In addition, the ladder should be tied off at the tip and the base whenever possible to increase stability.

Heeling the ladder may be accomplished using any approved method.


g. Working on a Ladder:

When it is necessary for firefighters to work while standing on a ground ladder and have both hands free the use of an approved ladder belt or a leg lock can be used.

One firefighter may be placed on the ladder for every ten feet of working space. Overloading of any ladder may result in failure of the ladder.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Ground Ladders			
Section:	Emergency Operations – Facilities & Equipment			
SOG #:	250.07	Page:	4 of 4	
Effective Date:		Revision Date:		
Authorized By:				

Carrying of tools and other items up ground ladders should be performed using an approved method. Care should be taken to ensure the safety of all firefighters working in the area.

It is recommended that larger tools be hoisted by rope.

h. Climbing Methods:


Ladder climbing should be done smoothly to avoid bounce and sway.

This is best accomplished if the climber bends their knees and eases their weight onto each rung. Attempts should be made to keep the body perpendicular to the ground utilizing their leg muscles not their arms. Hands may be placed either on the rungs or beams depending on individual preference. Arms and hands should not reach upward during the climb. Arms should also remain in front of the climber to help maintain a proper angle and resist the temptation to pull upward. Obviously, when carrying tools up a ladder the tool should be slid up the beam while the hands maintain contact with the ladder.

Heat Sensor Label - ladders equipped with a heat sensor label shall be examined during weekly apparatus checks and after any known exposure of the ladder to heat. This would include all live-fire training exercises. Those ladders which have been exposed to high heat (indicator turns **BLACK**) should be removed from service and tested before further use.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Request for Public Education			
Section:	Fire Prevention – Public Education			
SOG #:	310.01	Page:	1 of 2	
Effective Date:		Revision Date:		
Authorized By:				

**1. PURPOSE:**

To establish basic guidelines pertaining to the Public Educational Programs addressing Fire Prevention / Life Safety and its delivery for the Town of Kingston Fire Company.

## **2. PROCEDURE:**

The Town of Kingston Fire Company provides a Public Education Fire Prevention / Life Safety Program which places an emphasis teaching fire/life safety skills and techniques to our citizens and businesses to eliminate or minimize injury or fire losses.

### **2.1 Administration**


- a. The Fire Chief or his/her designee shall oversee the Public Education Fire Prevention / Life Safety Program for the Fire Company.
- b. The Fire Chief or his/her designee will remain apprised of all changes regarding requirements set for continued delivery of fire prevention educational classes within the fire district; and will make recommendations on mandated changes to guidelines, policies, and programs.
- c. The Fire Chief or his/her designee shall develop new programs on an as needed basis utilizing current fire and life safety data and studies.

### **2.2 Fire Safety Public Educational Programs**

- a. The Fire Chief or his/her designee shall establish fire/life safety public educational programs that meet the goals and objectives of the Fire Company.
- b. These programs will be designed to address pertinent issues that could affect the living and working environment within and around the Town of Kingston.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Request for Public Education			
Section:	Fire Prevention – Public Education			
SOG #:	310.01	Page:	2 of 2	
Effective Date:		Revision Date:		
Authorized By:				

- c. Current programs include, but are not limited to:

CPR Classes

First Aid Classes  
 Free Blood Pressure Checks  
 Fire Station Tours and Orientation  
 Disaster Preparedness  
 Home Smoke Detector Program  
 Home Fire Safety Surveys  
 Fire Safety in the Work Place  
 Fire Extinguisher Classes  
 Living With Fire Program  
 National Fire Prevention Week Activities

### 2.3 Public Educational Program Scheduling

- a. Scheduling of programs and classes shall be accomplished through Fire Administration and/or the Fire Chief depending upon the program(s) requested.
- b. In the absence of the Fire Chief, scheduling for those classes normally handled through that office will be handled by the Assistant Chief/Admin.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Fire Investigations		
Section:	Fire Prevention – Fire Investigations		
SOG #:	320.01	Page:	1 of 1
Effective Date:		Revision Date:	
Authorized By:			



#### 1. PURPOSE:

To establish a guideline for the investigation of fires within the Town limits of Kingston and Gilman Springs. This procedure is to be followed for all fire investigations. This guideline is


applicable to all members of the Fire Company. Authority to deviate from this procedure rests with the Fire Chief or their designee, who is solely responsible for the results of any deviation.

## **2. PROCEDURE:**

- a. In order to be consistent and to assure all fire investigations are conducted properly, the Incident Commander (IC) and the Company Officer shall be the preliminary investigator and will investigate each fire and determine possible cause and origin. If a preliminary cause and origin cannot be determined by the IC, the State Fire Marshal shall be notified to respond for cause determination and investigation.
- b. The request for the State Fire Marshal will be made through Lander County Dispatch.
- c. One engine or the Incident Commander (IC) shall remain on scene until the State Fire Marshal arrives.

# *Town of Kingston Fire Company*

## Standard Operating Guidelines

Title:	Fire Inspection Program			
Section:	Fire Prevention – Fire Inspection Program			
SOG #:	330.01	Page:	1 of 1	
Effective Date:		Revision Date:		
Authorized By:				

## **1. PURPOSE:**

To establish a guideline for fire inspection and pre planning in the Town of Kingston Fire Company District. This guideline is applicable to all members of the Fire Company. Authority




to deviate from this procedure rests with the Fire Chief or their designee, who is solely responsible for the results of any deviation.

## **2. PROCEDURE:**

- a. In order to be consistent and to assure all fire inspections are conducted properly, the Fire Chief or their designee shall be in charge of the program.
- b. Fire prevention pre plan safety packets will be handed out to all business, multiple store structures and ranches in the district. Once completed all inspections and forms will be recorded. Onsite inspections will be done no later than one month after the pre plan is returned to the Fire Company
- c. Yearly business fire inspections will be done to insure business are in code. Contact the State Fire Marshal or Lander County Safety Manager for violations or questions.
- d. This program will assist the Fire Company in fire pre plans and to assist in the safety of firefighters and the community.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Fire Hydrant Testing, Acceptance and Maintenance			
Section:	Fire Prevention – Water Supply			
SOG #:	340.01	Page:	1 of 3	
Effective Date:		Revision Date:		
Authorized By:				

## **1. PURPOSE:**

To establish a guideline for the testing, acceptance, and maintenance of fire hydrants within the Town limits of Kingston.


This procedure is to be followed for all public and private fire hydrants. This guideline is applicable to all members of the Fire Company involved in these activities. Authority to deviate from this procedure rests with the Fire Chief or their designee, who is solely responsible for the results of any deviation.

## 2. PROCEDURE:

- a. Testing and Acceptance of New Fire Hydrants:
  1. Testing and acceptance of new fire hydrants, public or private, will be accomplished by the Fire Chief or his/her designee. Tests will be accomplished per the guidelines established in NFPA 291, Recommended Practice for Fire Flow Testing and Marking of Hydrants.
  2. Testing should be made during a period of ordinary demand. Testing should also consist of discharging water at a measured rate of flow from the hydrant(s) designated for acceptance testing and observations of the corresponding pressure drop in the mains shall be made and recorded.
  3. Pressure data gathered during testing shall be utilized to calculate the discharge results in gallons per minute. The calculation methods used shall be those listed in the applicable edition of NFPA 291.
  4. Pressure readings and flow data will be forwarded to the Kingston Water Fire Company via e-mail for record. In addition an estimate of the amount of water flowed during testing will be included with the test data.
  5. Kingston Water Fire Company will assign a hydrant tracking number to all new hydrants, log their location and the number into the data base, and will stamp mark all new hydrants with their individual tracking number.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Fire Hydrant Testing, Acceptance and Maintenance			
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Authorized By:				

6. Once the discharge flow has been established, the installer will be instructed by the Fire Marshal as to the color coding of the large “steamer” port cap. Color coding shall be as outlined in Section 5.1, NFPA 291. In addition, to the color coding for calculated flow,


public fire hydrant bodies will be painted silver and privately owned fire hydrant bodies will be painted red in accordance with Sec. 6-16 (p), Kingston City Code of Ordinance.

b. Inspection, Testing and Maintenance of Existing Fire Hydrants

1. Inspection, testing, and maintenance of existing public fire hydrants will be accomplished by fire personnel.
2. Fire personnel shall be trained in test procedures set forth in NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.
3. At least once each year fire hydrants shall be fully opened and flowed for a minimum of one (1) minute.
4. Hydrants shall be lubricated annually to insure all stems, caps, plugs, and threads are in proper operating condition.
5. Fire hydrants found to be in need of servicing or repair will be reported to the Kingston Water Fire Company via e-mail and will be identified with an approved label or placard attached to the hydrant.
6. Reports of the inspection, testing, and maintenance conducted by a certificate holder or permittees employed by the certificate holder shall be provided to the building owner or fire hydrant owner and Town of Kingston Fire Company and the Kingston Water Fire Company.

## *Town of Kingston Fire Company*

### Standard Operating Guidelines

Title:	Fire Hydrant Testing, Acceptance and Maintenance			
Section:	Fire Prevention – Water Supply			
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8. Fire hydrants found to be in need of servicing or repair will be addressed by the property or fire hydrant owner or their certificated Contractor. Fire hydrants which are nonfunctional shall be tagged with a red tag stating “Nonfunctional” and shall be immediately

reported to the Town of Kingston Fire Company and the Kingston Water Department.

9. For those hydrants which are reported to the Town of Kingston Fire Company as in need of service or repair, the Kingston Water Fire Company will follow up with the property or hydrant owner to insure corrective actions are taken and the water supply is maintained in full working condition.

## **National Fire Protection Association Standards**

NFPA 13	Standard for the Installation of Sprinkler Systems
NFPA 13D	Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes
NFPA 13E	Recommended Practice for Fire Department Operations in Properties Protected by Sprinkler and Standpipe Systems
NFPA 13R	Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height
NFPA 14	Standard for the Installation of Standpipes and Hose Systems

NFPA 15	Standard for Water Spray Fixed Systems for Fire Protection
NFPA 16	Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems
NFPA 17	Standard for Dry Chemical Extinguishing Systems
NFPA 17A	Standard for Wet Chemical Extinguishing Systems
NFPA 101	Life Safety Code®
NFPA 101A	Guide on Alternative Approaches to Life Safety
NFPA 400	Hazardous Materials Code
NFPA 450	Guide for Emergency Medical Services and Systems
NFPA 472	Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents
NFPA 550	Guide to the Fire Safety Concepts Tree
NFPA 704	Standard System for the Identification of the Hazards of Materials for Emergency Response
NFPA 1000	Standard for Fire Service Professional Qualifications Accreditation and Certification Systems
NFPA 1001	Standard for Fire Fighter Professional Qualifications
NFPA 1002	Standard for Fire Apparatus Driver/Operator Professional Qualifications
NFPA 1003	Standard for Airport Fire Fighter Professional Qualifications
NFPA 1005	Standard for Professional Qualifications for Marine Fire Fighting for Land-Based Fire Fighters

## **National Fire Protection Association Standards**

### **Continued**

NFPA 1006	Standard for Technical Rescuer Professional Qualifications
NFPA 1021	Standard for Fire Officer Professional Qualifications
NFPA 1026	Standard for Incident Management Personnel Professional Qualifications
NFPA 1031	Standard for Professional Qualifications for Fire Inspector and Plan Examiner
NFPA 1033	Standard for Professional Qualifications for Fire Investigator

NFPA 1035	Standard for Professional Qualifications for Public Fire and Life Safety Educator
NFPA 1037	Standard for Professional Qualifications for Fire Marshal
NFPA 1041	Standard for Fire Service Instructor Professional Qualifications
NFPA 1051	Standard for Wildland Fire Fighter Professional Qualifications
NFPA 1061	Standard for Professional Qualifications for Public Safety Telecommunicator
NFPA 1401	Recommended Practice for Fire Service Training Reports and Records
NFPA 1402	Guide to Building Fire Service Training Centers
NFPA 1403	Standard on Live Fire Training Evolutions
NFPA 1404	Standard for Fire Service Respiratory Protection Training
NFPA 1405	Guide for Land-Based Fire Fighters Who Respond to Marine Vessel Fires
NFPA 1410	Standard on Training for Initial Emergency Scene Operations
NFPA 1451	Standard for a Fire Service Vehicle Operations Training Program
NFPA 1452	Guide for Training Fire Service Personnel to Conduct Dwelling Fire Safety Surveys
NFPA 1500	Standard on Fire Department Occupational Safety and Health Program
NFPA 1521	Standard for Fire Department Safety Officer
NFPA 1561	Standard on Emergency Services Incident Management System
NFPA 1581	Standard on Fire Department Infection Control Program
NFPA 1582	Standard on Comprehensive Occupational Medical Program for Fire Departments

## **National Fire Protection Association Standards**

### **Continued**

NFPA 1583	Standard on Health-Related Fitness Programs for Fire Department Members
NFPA 1584	Standard on the Rehabilitation Process for Members during Emergency Operations and Training Exercises
NFPA 1600	Standard on Disaster/Emergency Management and Business Continuity Programs
NFPA 1620	Recommended Practice for Pre-Incident Planning
NFPA 1670	Standard on Operations and Training for Technical Search and Rescue Incidents

NFPA 1710	Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments
NFPA 1852	Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)
NFPA 1901	Standard for Automotive Fire Apparatus
NFPA 1906	Standard for Wildland Fire Apparatus
NFPA 1911	Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus
NFPA 1912	Standard for Fire Apparatus Refurbishing
NFPA 1925	Standard on Marine Fire-Fighting Vessels
NFPA 1931	Standard for Manufacturer's Design of Fire Department Ground Ladders
NFPA 1932	Standard on Use, Maintenance, and Service Testing of In-Service Fire Department Ground Ladders
NFPA 1936	Standard on Powered Rescue Tools
NFPA 1951	Standard on Protective Ensembles for Technical Rescue Incidents
NFPA 1952	Standard on Surface Water Operations Protective Clothing and Equipment
NFPA 1961	Standard on Fire Hose
NFPA 1962	Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose
NFPA 1963	Standard for Fire Hose Connections

## National Fire Protection Association Standards Continued

NFPA 1964	Standard for Spray Nozzles
NFPA 1965	Standard for Fire Hose Appliances
NFPA 1971	Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
NFPA 1975	Standard on Station/Work Uniforms for Fire and Emergency Services
NFPA 1977	Standard on Protective Clothing and Equipment for Wildland Fire Fighting

NFPA 1981	Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services
NFPA 1982	Standard on Personal Alert Safety Systems (PASS)
NFPA 1983	Standard on Life Safety Rope and Equipment for Emergency Services
NFPA 1989	Standard on Breathing Air Quality for Emergency Services Respiratory Protection
NFPA 1991	Standard on Vapor-Protective Ensembles for Hazardous Materials Emergencies
NFPA 1992	Standard on Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies
NFPA 1994	Standard on Protective Ensembles for First Responders to CBRN Terrorism Incidents
NFPA 1999	Standard on Protective Clothing for Emergency Medical Operations

## OSHA Regulations Which Affect the Fire Service

### USC 654(a)(1): OSHA General Duty Clause

#### Overview

The General Duty Clause is an all-encompassing section of Federal legislation which describes the responsibilities of employers. The clause is found in 29 USC '654(a)(1) and states, "Each employers shall furnish to each of his members and employment a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his members." The intent of the clause is to protect members from workplace hazards establishing a responsibility of the employer to recognize and correct hazards. In general, an employer can be found to have violated this clause for failure to keep the workplace free of a



recognized hazard which could have caused death or serious physical harm to an member and which could have been corrected by some feasible method. Where there is no specific OSHA regulation that applies to a situation, OSHA may use national consensus standards (such as NFPA standards) to determine whether a workplace hazard violated the General Duty Clause.

### **Application to Fire and Rescue Personnel**

The broad nature of this clause makes it applicable to nearly any fire or rescue related operation where there are hazards present. Basically, it requires fire and rescue agencies to identify hazards to which rescuers might be exposed and to reduce the likelihood of a hazard producing harm to a rescuers. This can be done by simply removing the hazard or by providing rescuers the necessary procedures, training, and equipment to safely operate around the hazard.

## **29 CFR § 1910.156: Fire Brigades**

### **Overview**

This section establishes requirements for the provision and duties of a fire brigade by an employer.

### **Application to Fire and Rescue Personnel**

This standard requires agencies to train and educate workers for emergency response activities, maintain and inspect firefighting equipment, and provide positive pressure respiratory protection devices in compliance with OSHA's Standard for Respiratory Protection (29 CFR 1910.134). Requirements also include the development of an organizational statement and ensuring that workers are physically fit to carry out their responsibilities.

# **OSHA Regulations Which Affect the Fire Service**

Continued

## **29 CFR § 1910.132-.140: Personal Protective and Respiratory Equipment (includes 2 In-2 Out)**

### **Overview**

This section establishes general requirements for the employer to provide, test, inspect, and maintain personal protective equipment (PPE) for members who are exposed to workplace hazards. Members must be trained on proper use of equipment. 1910.134 addresses respiratory protection. The regulation requires that at least two members enter the IDLH atmosphere and remain in visual or voice contact with one another at all times, and that at least two members are located outside the IDLH atmosphere. All members engaged in interior structural firefighting

must use SCBAs. According to the regulation, one of the two individuals located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident. Furthermore, it states that nothing in the regulation is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

## **29 CFR § 1910.146: Permit-Required Confined Spaces**

### **Overview**

The intent of this standard is to protect personnel who enter permit-required confined spaces. A confined space is defined as an area that:

- Is large enough and so configured that an member can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, vaults, etc.); and
- Is not designed for continuous member occupancy.

A confined space is considered a "permit-required space" if it has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section; or
- Contains any other recognized serious safety or health hazard.

# **OSHA Regulations Which Affect the Fire Service**

Continued

The term "permit" is used because the standard requires an employer to issue a written permit to members before they are allowed to enter a permit-required space. The standard goes on to define a hazardous atmosphere as an atmosphere that exposes the member to the risks of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness from:

- A flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
- Airborne combustible dust at a concentration that exceeds its LFL;
- Atmospheric oxygen concentrations below 19.5 percent or above 23.5 percent;

- Atmospheric concentrations of particular substances with special exposure hazards such as carbon monoxide and hydrogen sulfide; and
- Any atmospheric condition recognized as immediately dangerous to life or health (IDLH).

This regulation establishes many requirements for employers who have permit-required confined spaces on their premises if they have reason to assign members to enter these spaces. The portion of this regulation which is most applicable to rescuers, however, is the paragraph K, Rescue and Emergency Services.

#### **Application to Fire and Rescue Personnel**

Under paragraph K, Rescue and Emergency Services, a rescue agency is required to provide rescuers the full personal protective equipment (including breathing apparatus) and rescue equipment to perform rescues from permit spaces. The rescuers must also be given training on how to use this equipment; no minimum training hours are specified, however, the training must ensure that rescuers are proficient in their assigned duties. Each member of the rescue team must practice making a permit-required space entry at least once every 12 months in a space that is representative of one which they may have to enter. Each rescuer must also be trained in basic first aid and CPR with at least one member holding current certifications in each of these. Paragraph K does not require rescuers to complete a permit before entry is made into a confined space for rescue purposes, however a permit would be required to enter the space for training purposes.

Additionally, under paragraph K and other sections, the regulation establishes that rescuers must have atmospheric monitoring and ventilation equipment, lifelines and harnesses, a mechanical hoist system, communications equipment, and lighting equipment.

## **OSHA Regulations Which Affect the Fire Service**

Continued

### **29 CFR § 1910.147: Lock-out/Tag-out Requirements**

#### **Overview**

The intent of this standard is to prevent the unexpected energization or startup of machines or equipment, or the release of stored energy which could cause injury to members. This standard sets forth requirements for the control of hazardous energy or the unexpected startup of equipment.

#### **Application to Fire and Rescue Personnel**

This section mandates rescuers use certain safety measures to prevent the unexpected release energy or startup of equipment. Lock-out/tag-out procedures may be necessary when performing rescues involving heavy industrial equipment, elevators, or electrical rooms. Electricity must be shut down and protected so that re-energizing does not occur while the rescue is being performed. It requires that employers create an member protection program that defines Lock-out and Tag-out procedures.

## **29 CFR § 1910.1030: Occupational Exposure to Bloodborne Pathogen**

### **Overview**

The intent of this section is to provide for member protection from exposure to bloodborne pathogens or other potentially infectious materials.

### **Application to Fire and Rescue Personnel**

This standard requires that rescue agencies provide a comprehensive education and control program for fire and rescue personnel who may be exposed to bloodborne pathogens or infections materials. The program must cover the following topics: training for rescuers about the dangers of bloodborne pathogens; how to dispose of contaminated materials; disposal processes for sharps, contaminated instruments, and infectious materials; documentation of rescuer exposures to infectious materials; and post-exposure medical evaluations. The rescue agency is required to provide all protective equipment that is necessary to protect the members from bloodborne pathogens. Hepatitis B vaccinations must be offered at no cost to rescuers.

For more information, refer to the U.S. Fire Administration publication Guide to Developing and Managing an Emergency Service Infection Control Program, Publication ID:40 FA, Number:FA-112

# **OSHA Regulations Which Affect the Fire Service**

Continued

## **29 CFR § 1926.650 - §652: Trench/Collapse Rescue Operations**

### **Overview**

This section establishes operational and safety practices for incidents involving trenches.

### **Application to Fire and Rescue Personnel**

This regulation directly affects rescue operations at trench rescue incidents by requiring the use of proper equipment and techniques to shore-up trenches. It prohibits entry into trenches which

are not properly shored to prevent collapse. This standard also specifies that rescuers wear a lifeline into trenches. It also requires that rescue agencies provide training to rescuers about the hazards of trench operations.

## **29 CFR § 1910.120: Hazardous Materials Operations**

### **Overview**

This standard establishes procedures and requirements for emergency response to hazardous materials incidents. It requires:

- development an emergency response plan and implementation of specific procedures, including an incident command system
- ensuring that Fire Company members are competent to the duties and functions they would be expected to perform
- implementation of a medical surveillance and consultation program for the hazardous materials team and hazardous materials specialists
- ensuring that chemical protective clothing and equipment meet minimum requirements, and be properly used and maintained
- removing and disposing hazardous materials after the emergency response is completed.

LANDER COUNTY COMMISSIONERS MEETING  
8/23/2018

Agenda Item Number \_\_7\_\_

***THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:***

Discussion and possible action to create a temporary permit for RV's to be used as temporary housing for the Town of Austin during periods of high construction, and all other matters properly related thereto.

Public Comment:

Background: **Attached**

Recommended Action:

AGENDA REQUEST FORM



COMMISSIONER MEETING DATE: August 23, 2018

NAME Anna Penola REPRESENTING: Building Dept.

ADDRESS: 50 State Route 305

PHONE(H): \_\_\_\_\_ (W): (775) 455-7753 (FAX): \_\_\_\_\_

WHICH NUMBER SHOULD WE CALL DURING NORMAL BUSINESS  
HOURS: work cell

WHO WILL BE ATTENDING THE MEETING Anna Penola

JOB TITLE Building Official

SPECIFIC REQUEST TO BE PLACED ON THE AGENDA: To create a temporary permit for RVs  
to be used as temporary housing for the Austin area during high construction.

BACKGROUND INFORMATION There is a high shortage of housing for the high demand during  
the ORMAT phase 3 and the HWY 50 project. This would only be for excessive construction  
projects.

WHAT ACTION WOULD YOU LIKE THE BOARD TO TAKE TO RESOLVE THIS ISSUE? approval

ARE THERE ANY COSTS ASSOCIATED WITH YOUR REQUEST: YES \_\_\_\_\_ NO x

AMOUNT: \_\_\_\_\_

HAS THIS ISSUE BEEN DISCUSSED AT A PRIOR COMMISSION MEETING? YES \_\_\_\_\_ NO x

WHEN? \_\_\_\_\_

HAS THIS ISSUE BEEN REVIEWED AND APPROVED BY AFFECTED DEPT HEADS YES x NO \_\_\_\_\_

ALL BACKUP MATERIAL MUST BE PROVIDED WITH AGENDA REQUEST – NOT AT THE MEETING,

IS ALL THE BACKUP MATERIAL ATTACHED TO THIS AGENDA REQUEST? YES x NO \_\_\_\_\_

IF THE ITEM IS A CONTRACT AND/OR AGREEMENT, OR REQUIRES LEGAL REVIEW, IT MUST BE REVIEWED  
BY THE DISTRICT ATTORNEY'S OFFICE PRIOR TO AGENDA SETTING OR IT WILL NOT GO ON THE AGENDA.

HAS THE DISTRICT ATTORNEY'S OFFICE PROVIDED THE REQUIRED REVIEW? YES x NO \_\_\_\_\_

**THE COMMISSIONERS RESERVE THE RIGHT TO REJECT OR RECOMMEND TABLING ALL AGENDA  
REQUESTS FOR INSUFFICIENT INFORMATION.**

ALL INFORMATION STATED IS CORRECT AND TRUE TO MY KNOWLEDGE.

Anna Penola

DATE 8.8.18

BOARD MEETS THE 2<sup>ND</sup> AND 4<sup>TH</sup> THURSDAY OF EACH MONTH  
COMMISSION FAX (775) 635-5332

## **Temporary Use Permit Application Review Procedure for Lander County, Austin Area**

A Temporary Use Permit is for the placement of temporary living quarters for workers or short-term employees needing living quarters and/or residences for a period of time less than 12 months for Austin Area. Following the termination of a temporary use permit, the RV, park model or mobile home must be removed from the property within thirty (30) days of receipt of a notice of termination. This temporary use permit is subject to LCC 3.08.010, 3.08.160 et sq. Room Tax

### **PROCEDURE:**

1. Discuss with planning staff criteria and requirements of a temporary use permit and complete application.
2. Once the application is complete (but prior to signing and making copies) a meeting should be set with Building Department staff to review the application to check for accuracy.
3. Provide with your application the following information\*:
  - One (1) copy of either the Grant, Bargain & Sale Deed, the Quit Claim Deed, or a lease agreement.
  - A detailed site plan showing all existing and proposed buildings, roads, and the location of utilities on the property.
  - \$100.00 application fee.
  - License procured from tax administrator. LCC 3.08.
  - 040

Please submit the original application with the above-listed documents and two (2) collated copies of the above packet: the application, the site plan, and the water rights verification, if applicable. Also provide one (1) copy of the deed. Only one temporary workforce unit can be connected to a domestic well and individual septic tank.

**Reference Document Do Not Copy**



# LANDER COUNTY, AUSTIN AREA APPLICATION FOR A TEMPORARY USE PERMIT

DATE RECEIVED \_\_\_\_\_  
HEARING DATE \_\_\_\_\_  
FEE \_\_\_\_\_  
CHECK NO. \_\_\_\_\_

Applicant:	Property Owner, if different from applicant:
Name: _____	Name: _____
Address: _____	Address: _____
Zip: _____	Zip: _____
Phone: _____	Phone: _____

Street address of property where TUP is requested \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_ Zoning \_\_\_\_\_

Parcel Size \_\_\_\_\_

1. All sections of this application must be complete and accurate or the application may be delayed to allow all the necessary information to be obtained.
2. Applicants are strongly advised to discuss the application and procedure with Building Department staff prior to completing the application.

- ☐ Temporary residence in conjunction local short-term employment and workforce housing needs. Demonstrated need must include:
  1. Name of project, company requiring temporary workforce housing;
  2. Employer contact information.
  3. Duration of local employment.
  4. Evidence demonstrating the lack of available short-term housing options.
- ☐ Temporary residence during the construction or placement of an on-site permanent dwelling.

Please describe why you are in need of a temporary use permit and how it will be used. Also please describe your plans for power, water and sewer facilities.

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Please check the appropriate boxes below pertaining to your anticipated placement:

1. I understand that if I place a mobile home, manufactured home or commercial coach:
    - ☐ I must obtain a setup permit from the Lander County Building Department.
    - ☐ The temporary structure must be inspected by Lander County Building Department prior to being occupied. I also understand that there may be a fee associated with this inspection.
    - ☐ The septic connection must be inspected by the Building Department. I also understand that there may be a fee associated with this inspection. Sewer and water connection must be inspected by the operators of the municipal system.
    - ☐ Must be set up within the setback requirements for an accessory dwelling unit and must meet fire separation requirements from the main building.
  2. I understand that if I place an RV or camper for use:
    - ☐ The septic connection must be inspected by the Building Department. I also understand that there may be a fee associated with this inspection. Sewer and water connections must be inspected and approved by local utility provider.
    - ☐ If new electrical service is installed, this must be inspected by the County Building Department.
    - ☐ Must be set up within setback requirements for an accessory structure (no less than 5 feet from the side and rear property lines)
- ☐ License procured from tax administrator LLC 3.08.040

I verify that I understand and will comply with the requirements above, and that this permit is subject to annual renewal and payment of a \$25 renewal fee.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

Please check the exhibits/documents attached to this application:

- ☐ One (1) copy of either the Grant, Bargain & Sale Deed; or
  - a copy of the Quit Claim Deed; or
  - a copy of the lease agreement and a letter from the owner stating that a TUP can be applied for
- ☐ Verification of the availability of municipal utilities, approval to connect to system.
- ☐ Pictures, photos
- ☐ Site plan
- ☐ Any supporting documentation regarding your need for a temporary use permit, such as: letters from a employer, etc.
- ☐ **Owner is not the applicant:**      Separate Owner Affidavit form

### VERIFICATION

STATE OF NEVADA      )  
                                      : ss.  
COUNTY OF LANDER    )

\_\_\_\_\_, being duly sworn, deposes and says that he/she has an interest in the property described in the foregoing application; the statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief; that the zoning ordinances for a temporary use permit have been read, understood and complied with. I understand that no assurance or guarantee can be given by members of Planning Commission or Building Department.

**The applicant is responsible for all recording fees.**

SIGNED \_\_\_\_\_

PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**Property Owner Affidavit**

State of Nevada )  
County of \_\_\_\_\_ ) : ss.

\_\_\_\_\_, being duly sworn, depose and say that I am the owner/authorized owner of the property or properties involved in the foregoing application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Development.

Assessor Parcel Number(s): \_\_\_\_\_

Printed Name \_\_\_\_\_

Signed \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**TOWN OF KINGSTON  
KINGSTON TOWN WATER UTILITY  
HC 65 BOX 130 KINGSTON  
AUSTIN, NEVADA 89310  
775 964-2120  
kingstonh2o@gmail.com**

**Members:**

Donald Haines  
Tammy Elkins  
Rosalie Zamora  
Tom Cardoza  
Steve Smith

August 16, 2018

Lander County Commissioners  
315 S. Humboldt Street  
Battle Mountain, NV 89820

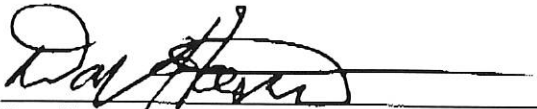
Dear Honorable Commissioners,

It has come to the attention of the Kingston Town Board that the Commission is considering allowing RV rentals and camping on private lots in Austin. The board understands that there is a critical housing shortage and this may be a necessary step for Austin.

The Kingston Town Board, however, would like to convey their insistence that this consideration to change the code, allow temporary living permits or allow special use permits for RVs and camping on private lots not be extended to Kingston, except for reasons already outlined in Lander County Code 15.24.030. Kingston has no critical housing shortage for workers and the board would like the existing Lander County Code not allowing camping and RV living on private lots to continue and be enforced.

We appreciate your time and consideration of this matter. Kingston is grateful for the continued assistance and support that we receive from Lander County.

Sincerely,



Don Haines, Chairman, Kingston Town Board

LANDER COUNTY COMMISSIONERS MEETING  
8/23/2018

Agenda Item Number \_\_8\_\_

***THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:***

Discussion and possible action to approve/disapprove the Liquor License to Desmond Skeath and Desrae Skeath for the Owl Club in Austin, Nevada, and all other matters properly related thereto.

Public Comment:

Background: **Attached**

Recommended Action:



# AGENDA REQUEST FORM

COMMISSIONER MEETING DATE: 08/23/2018

NAME: Sheriff Ron Unger REPRESENTING: Lander County Sheriff's Office

ADDRESS: 2 State Route 305, Battle Mountain, Nevada 89820

PHONE (H): 775-635-1100 (W): 775-635-1100 (FAX): 775-635-2577

WHICH NUMBER SHOULD WE CALL DURING NORMAL BUSINESS HOURS: 775-635-1100

WHO WILL BE ATTENDING THE MEETING: Sheriff Ron Unger or Undersheriff Robert Quick

JOB TITLE: \_\_\_\_\_

SPECIFIC REQUEST TO BE PLACED ON THE AGENDA: Liquor License Approval for Austin Owl Club

WHAT ACTION WOULD YOU LIKE THE BOARD TO TAKE TO RESOLVE THIS ISSUE? Approval

ARE THERE ANY COSTS ASSOCIATED WITH YOUR REQUEST: ☐ YES ☒ NO  
AMOUNT: \_\_\_\_\_

HAS THIS ISSUE BEEN DISCUSSED AT A PRIOR COMMISSION MEETING? ☐ YES ☒ NO  
WHEN? \_\_\_\_\_

WILL YOU BE PRESENTING WRITTEN INFORMATION AT THE MEETING? ☒ YES ☐ NO

HAVE YOU DISCUSSED THIS ISSUE WITH THE AFFECTED DEPT HEAD?: ☒ YES ☐ NO

FOR REVIEW BY:

AIRPORT _____	DIST. ATTY. _____	SENIOR CTR. _____
AMBULANCE _____	EXE. DIR. _____	SHERIFF _____
ARGENTA J.P. _____	FIRE _____	SOCIAL SVC. _____
ASSESSOR _____	GOLF _____	TREASURER _____
AUSTIN J.P. _____	PUBLIC WORKS _____	W & S _____
CLERK _____	RECORDER _____	OTHER _____
COMM. DEVT. _____		

**THE EXECUTIVE DIRECTOR RESERVES THE RIGHT TO REJECT OR RECOMMEND  
TABLING ALL AGENDA REQUESTS FOR INSUFFICIENT INFORMATION.**

ALL INFORMATION STATED IS CORRECT AND TRUE TO MY KNOWLEDGE.....

Signature Field R. Bendavid 307

DATE: 8/14/2018

BOARD MEETS THE 2<sup>ND</sup> AND 4<sup>TH</sup> THURSDAY OF EACH MONTH  
COMMISSION FAX (775) 635-5332

# Lander County Sheriff's Office

## Liquor / Gaming License Application

THIS LICENSE IS NOT TRANSFERABLE

PLEASE PRINT OR TYPE

Date of Application: 8-13-18

Name: Skeath Desmond Domnic Social Security #: \_\_\_\_\_  
Last First Middle  
Nickname/Maiden/Other: Dessie Height: 5<sup>7</sup> Weight: 210  
Street Address: 144 North Virginia ST Hair: Brown Eyes: Blue  
Number & Street City State Zip  
Mailing Address: Po Box 39 Austin NV 89310 Gender: male Race: W  
Street/RFD/Box City State Zip  
Home Telephone #: 775-946 2627 Date of Birth: 6-8-55  
Operator License/ID Card #: 040 1034067 State: NV Place of Birth: Ireland  
Marks/Scars/Tattoos: none

List All Places of Employment (Last three (3) years)

NAME	LOCATION	POSITION	FROM-TO	REASON FOR LEAVING
<u>Desmond</u>	<u>Self</u>	<u>employed</u>	<u>contractor</u>	

ADDITION EMPLOYMENT HISTORY - USE ADDITIONAL SHEETS

Have you ever been arrested? No

List all arrests. For the purpose of this application, arrests and convictions must be included.

DATE	CHARGE	ARRESTING AGENCY	CITY / STATE	DISPOSITION
<u>none</u>				

ADDITIONAL HISTORY - USE ADDITIONAL SHEETS

Are you a United State Citizen? ☐ Yes ☒ No If no, What Country are you a citizen of? Ireland

Alien Registration# A# 026-709-877

Passport #: PC 8072785

Name of Business: Owl Club  
Street Address: 86 main ST Austin City State Zip  
Number & Street  
Mailing Address: Po Box 39 Austin NV 89310  
Number & Street City State Zip

EIN: self employed Nevada Re-Sale Certificate #: 1000882462 - 001

List names & Addresses of persons holding interest in this business.

NAME	ADDRESS	TYPE OF INTEREST
<u>Desrae Skeath</u>	<u>216 water ST</u>	<u>daughter Partner</u>



NAME ADDRESS TYPE OF INTEREST

## ADDITION- USE ADDITIONAL SHEETS

Has applicant EVER been denied a license in Lander County? no

Has ANY person named in this application been convicted of a Felony Crime involving Moral Turpitude? \_\_\_\_\_

If YES, Explain: \_\_\_\_\_

Notice: If the applicant is a Corporation, on an attached document, please provide information for all Corporate Officers, directors, Stockholders, Managerial Employees, and any other persons having interest in the business to be licensed.

- ☐ YES I a foreign Corporation, is the Corporation authorized by the Nevada Secretary of State to conduct business in the State of Nevada?
- ☐ NO

TYPE OF LICENSE:	<input type="checkbox"/> <b>Gaming</b>	<input checked="" type="checkbox"/> <b>Liquor</b>
	<input type="checkbox"/> Check if Renewal	<input type="checkbox"/> Check if Renewal
	<input type="checkbox"/> Slot Machines	<input type="checkbox"/> Temporary (Non-Profit) Date(s): _____
	How Many? _____	<input type="checkbox"/> Temporary Dates(s): _____
	<input type="checkbox"/> "21" Tables	<input type="checkbox"/> On Site Sale
	How Many? _____	<input type="checkbox"/> Off Site Sale
		<input checked="" type="checkbox"/> On & Off Site Sale

Definitions:

On Site Sale: Alcohol sold and consumed on the premises

Off Site Sale: Alcohol sold and NOT consumed on the premises.

On & Off Site Sale: Alcohol sold that MAY be consumed on the premises.

Fee Structure:

Gaming: Slot Machines - \$31.00 per slot machine - per Quarter

"21" Tables - \$151.00 per table - per Quarter

Liquor: Temporary (Non-Profit) - NO CHARGE

Temporary - \$10.00

On Site Sale - \$40.00 - per Quarter

Off Site - \$30.00 - per Quarter

On & Off Site Sales - \$50.00 - per Quarter

PLEASE NOTE THAT NEW APPLICANTS REQUIRE FINGERPRINT CARDS AND A PHOTOGRAPH.

The undersigned applicant certifies that the foregoing information is true and correct to the best of his/her knowledge and belief. The undersigned states that certification is made with the full knowledge that any failure to disclose, misstatement, omission, or other attempt to mislead may be considered sufficient cause for denial or revocation of this license.

Desmond Skeath  
Applicant SignatureR. Benavidez 367  
Issuing Employee & ID#

## OFFICE USE ONLY

Date scheduled for Commission: \_\_\_\_\_

Approved: ☐ \_\_\_\_\_Denied: ☐ \_\_\_\_\_

REVISED 20070323

# Lander County Sheriff's Office

## Liquor / Gaming License Application

THIS LICENSE IS NOT TRANSFERABLE

PLEASE PRINT OR TYPE

Date of Application: 8-13-18

Name: Skeath Desrae Dawn Social Security #:

Nickname/Maiden/Other: \_\_\_\_\_ Height: 5ft 3in Weight: 135

Street Address: 216 water st. Austin NV 89310 Hair: Blond Eyes: Hazel

Mailing Address: PO Box 33 Austin NV 89310 Gender: F Race: W

Home Telephone #: 325-725-3752 Date of Birth: 6-16-87

Operator License/ID Card #: 0402123749 State: NV Place of Birth: Fallon NV

Marks/Scars/Tattoos: right sholder (madison) right ~~back~~ upper back (butterfly)  
Layla) left upper back (red m&m) lower back (skileigh)

List All Places of Employment (Last three (3) years)

NAME	LOCATION	POSITION	FROM-TO	REASON FOR LEAVING
Dessie Skeath	Construction	park manager	Austin NV	(pregnant)

### ADDITIONAL EMPLOYMENT HISTORY - USE ADDITIONAL SHEETS

Have you ever been arrested? NO

List all arrests. For the purpose of this application, arrests and convictions must be included.

DATE	CHARGE	ARRESTING AGENCY	CITY / STATE	DISPOSITION

### ADDITIONAL HISTORY - USE ADDITIONAL SHEETS

Are you a United State Citizen? ☒ Yes ☐ No If no, What Country are you a citizen of? \_\_\_\_\_

Alien Registration# \_\_\_\_\_

Passport #: \_\_\_\_\_

Name of Business: owl club

Street Address: 86 main st. \_\_\_\_\_

Mailing Address: PO Box 39 \_\_\_\_\_

EIN: Self implo Nevada Re-Sale Certificate #: 1000882462-001

List names & Addresses of persons holding interest in this business.

NAME	ADDRESS	TYPE OF INTEREST
Dessie Skeath	144 north virgina	partner

NAME ADDRESS TYPE OF INTEREST

ADDITION- USE ADDITIONAL SHEETS

Has applicant EVER been denied a license in Lander County? NOHas ANY person named in this application been convicted of a Felony Crime involving Moral Turpitude? NO

If YES, Explain: \_\_\_\_\_

Notice: If the applicant is a Corporation, on an attached document, please provide information for all Corporate Officers, directors, Stockholders, Managerial Employees, and any other persons having interest in the business to be licensed.

- ☐ YES I a foreign Corporation, is the Corporation authorized by the Nevada Secretary of State to conduct business in the State of Nevada?
- ☐ NO

## TYPE OF LICENSE:

- ☐ Gaming
- ☐ Check if Renewal
- ☐ Slot Machines
- How Many?
- ☐ "21" Tables
- How Many?

- ☒ Liquor
- ☐ Check if Renewal
- ☐ Temporary (Non-Profit) Date(s): 8-13-18
- ☐ Temporary Dates(s): 8-13-18
- ☐ On Site Sale
- ☐ Off Site Sale
- ☒ On & Off Site Sale

## Definitions:

- On Site Sale: Alcohol sold and consumed on the premises
- Off Site Sale: Alcohol sold and NOT consumed on the premises.
- On & Off Site Sale: Alcohol sold that MAY be consumed on the premises.

## Fee Structure:

- Gaming: Slot Machines - \$31.00 per slot machine - per Quarter
- "21" Tables -- \$151.00 per table - per Quarter
- Liquor: Temporary (Non-Profit) - NO CHARGE
- Temporary - \$10.00
- On Site Sale - \$40.00 - per Quarter
- Off Site - \$30.00 - per Quarter
- On & Off Site Sales - \$50.00 - per Quarter

PLEASE NOTE THAT NEW APPLICANTS REQUIRE FINGERPRINT CARDS AND A PHOTOGRAPH.

The undersigned applicant certifies that the foregoing information is true and correct to the best of his/her knowledge and belief. The undersigned states that certification is made with the full knowledge that any failure to disclose, misstatement, omission, or other attempt to mislead may be considered sufficient cause for denial or revocation of this license.

[Signature]

Applicant Signature

[Signature] 367

Issuing Employee & ID#

## OFFICE USE ONLY

Date scheduled for Commission: \_\_\_\_\_

Approved: ☐Denied: ☐

REVISED 20070323

LANDER COUNTY COMMISSIONERS MEETING  
8/23/2018

Agenda Item Number \_\_9\_\_

***THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:***

Discussion and possible action regarding the proposal and reading by Title of Ordinance No. 2018-05 amending Title 5 Chapter 020 of the Lander County Code to include various marijuana facilities to be fingerprinted for local business licenses and other related matters, specifically section 5.20.030(G) adding number 13- marijuana retail cultivation, medical cultivation, retail production, and medical production, and all other matters properly related thereto.

Public Comment:

Background: **Attached**

Recommended Action:

SUMMARY: AN ORDINANCE AMENDING TITLE 5 CHAPTER 020 OF THE LANDER COUNTY CODE TO INCLUDE VARIOUS MARIJUANA FACILITIES TO BE FINGER PRINTED FOR LOCAL BUSINESS LICENSES; AND OTHER RELATED MATTERS.

TITLE: AN ORDINANCE AMENDING TITLE 5 CHAPTER 020 OF THE LANDER COUNTY CODE TO INCLUDE VARIOUS MARIJUANA FACILITIES TO BE FINGER PRINTED FOR LOCAL BUSINESS LICENSES; AND OTHER MATTERS PROPERLY RELATED THERETO.

**THE BOARD OF COUNTY COMMISSIONERS OF THE  
COUNTY OF LANDER, NEVADA DO ORDAIN:**

**SECTION 1: Amendments.** The Lander County Code Chapter 5.20 is amended in the following manner:

**5.20.030 Background investigation of applicant for license or work permit.**  
G. 12. Teenage dance, teenage dance hall, teenage nightclub license;  
13. *Marijuana retail cultivation, medical cultivation, retail production, medical production.*

**SECTION 2: Reenactments.** All other provisions of Lander County Code Chapter 5.20 is reenacted without change.

**Compliance with NRS 244.119.** Pursuant to the requirements of NRS 244.119, the Lander County Clerk is hereby directed to file three (3) copies in the office of the county clerk and two (2) copies of this ordinance with the Librarian of the Supreme Court Law Library.

PROPOSED on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

PROPOSED by Board Member \_\_\_\_\_

PASSED on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

AYES: Commissioners\_\_\_\_\_

NAYS: Commissioners\_\_\_\_\_

ABSENT: Commissioners\_\_\_\_\_

By: \_\_\_\_\_  
Doug Mills, Chairperson

**ATTEST:**

By: \_\_\_\_\_  
Sadie Sullivan, County Clerk and Ex-Officio  
Clerk of the Board of Commissioners of Lander  
County, Nevada

**APPROVED AS TO FORM AND LEGALITY:**

By: \_\_\_\_\_  
Theodore C. Herrera  
Lander County District Attorney

EXPLANATION – Matter in blue ***bolded italics*** is new; matter in red strikethrough ~~omitted material~~ is material to be omitted.

LANDER COUNTY COMMISSIONERS MEETING  
8/23/2018

Agenda Item Number \_10\_\_

***THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:***

Discussion and possible action to ratify the approved Change Order 1 from Michael Clay Corp. for the Battle Mountain Hanger Project for the Taxi lane Surface Addition in an amount not to exceed \$44,857.50, and all other matters

Public Comment:

Background: **Attached**

Recommended Action:

## Mike Sheppard

---

**From:** David Meyer <dmeyer@jub.com>  
**Sent:** Thursday, August 02, 2018 12:23 PM  
**To:** Mike Sheppard  
**Cc:** Tom Lemenager  
**Subject:** Estimated Quantities for Battle Mountain Hangars Change Order #1

Mike,

We finished calculating estimated quantities for the Change Order discussed this morning. The quantities are as follows:

**Taxilane Construction – Excavate and Install 6" Gravel Base Section:**

- Unclassified Excavation Placed in On-Site Storage Area (Item # P-152-4.2): 250 CY
- ¾" Crushed Aggregate Base Course (New Item): 250 CY

**Hangar Entrance Construction – Install Gravel Hangar Access with Drainage Pipe through Swale:**

- ¾" Crushed Aggregate Base Course (New Item): 150 CY
- 6-inch C-900 PVC Storm Drain Pipe (New Item): 180 LF

As discussed, the ¾" gravel just needs to be angular and well-graded. Our designers did note that coverage over the 6-inch pipe may be minimal at the north edges of both accesses. There should be just enough to get a little gravel over it. No aircraft or other traffic should be driving in this area, however, so concerns are pretty minimal.

Please provide pricing for the items above (and let us know if the bid price for Item # P-152-4.2 is acceptable as an extension of quantities). Let us know if you have any questions. Thanks Mike!

Sincerely,

*David Meyer, P.E. (ID, NV, UT)*

**J-U-B Engineers, Inc.**

Office: (208) 376-7330

Cell: (208) 869-0859

This e-mail and any attachments involving J-U-B or a subsidiary business may contain information that is confidential and/or proprietary. Prior to use, you agree to the provisions found on the Electronic Documents/Data License, which can be accessed from the footer on the J-U-B home page. If you believe you received this email in error, please reply to that effect and then delete all copies.



## Mike Sheppard

---

**From:** Ron McIntosh <ron.mchci@gmail.com>  
**Sent:** Tuesday, August 07, 2018 4:56 PM  
**To:** 'Mike Sheppard'  
**Subject:** BM Hangars; Additional Work

Mike

As discussed

1. Excavation P152-4.2	250 cy @ 11.00/cy	2750
2. ¾" agg base	250 cy @ 73.00/cy	18250
3. ¾" agg base access	150 cy @ 95.00/cy	14250
4. 6" c900 drainage	180 lf @ 30.00/lf	5400

**Ron McIntosh**  
**H.E. Hunewill Construction Inc.**  
**Cell: 775-304-2890**  
**Office: 775-623-2888**



## CONTRACT CHANGE ORDER NO 1

**Lander County, Nevada**  
**BATTLE MOUNTAIN AIRPORT**  
**AIRPORT IMPROVEMENTS FY 2018**  
**PWP #LA-2018-091**

AIRPORT: Battle Mountain Airport  
LOCATION: Battle Mountain, Nevada  
CONTRACTOR: Michael Clay Corporation

NUMBER: 1  
DATE: 8/16/2018  
PROJECT NO: #LA-2018-091

The purpose of this Contract Change Order is to add airfield electrical power upgrades. The changes have been agreed to by the Owner, the FAA, the Engineer, and the Contractor. The changes to the quantities are as follows:

Item No.	Description	CHANGE IN			
		Unit	Unit Price	Quantity	Amount
	Unclassified Excavation P-152-4.2	C.Y.	\$11.67	250	\$2,917.50
	¾ Inch Aggregate Base Course for Taxilane	C.Y.	\$81.00	250	\$20,250.00
	¾ Inch Aggregate Base Course for Entrances	C.Y.	\$105.00	150	\$15,750.00
	Six- Inch C900 Drainage Pipe	L.F.	\$33.00	180	\$5,940.00
This Change Order Total:					\$44,857.50
Previous Contract Total:					\$783,140.58
Revised Contract Total:					\$827,998.08

The time provided for completion in the contract is unchanged. This document shall become an amendment to the Contract and all provisions of the Contract will apply.

Recommended by: \_\_\_\_\_

J-U-B Engineers, Inc.

8-15-2018  
DATE

Approved by: \_\_\_\_\_

Lander County, Nevada

8-16-18  
DATE

Accepted by: \_\_\_\_\_

**Mike Sheppard**  
Michael Clay Corporation

Digitally signed by Mike Sheppard  
DN: cn=Mike Sheppard, o=Michael  
Clay Corporation, ou, \_\_\_\_\_  
email=mike@michaelclay.com, c=US  
Date: 2018.08.16 10:44:17 -07'00'

**Michael Clay Corporation**

410 E. Minor Street (Mail)  
8 E. Haskell St. Suite "A" (FedEx / UPS)  
Winnemucca, NV 89445

Phone: 775-623-4488  
Fax: 775-623-6217

**PROPOSED  
CHANGE ORDER****No. 1****TITLE:** Taxilane Surface Addition**DATE:** 08/10/2018**PROJECT:** Battle Mountain Hanger  
Hangars**JOB:** 18017**TO:** Attn: David Meyer P.E.  
J-U-B Engineers, Inc.  
250 S. Beechwood Ave., Suite 201  
Boise, Idaho 83709  
Phone: 208-376-7330**SUBMITTED:** 08/10/2018**COMPLETED:****REQUIRED:****DESCRIPTION**

Per 8/2/18 request to add the scope of work per email request

Num Item	Description	Ref	Qty	Unit	Unit Price	Amount
1	Unclassified Ex P-152-4.2	contract	250.000	Cu. Yd.	11.67	2,917.50
2	3/4 Agg Base Taxilane	new	250.000	Cu. Yd.	81.00	20,250.00
3	3/4 Agg Base Entrance	new	150.000	Cu. Yd.	105.00	15,750.00
4	6" C900 Drainage	new	180.000	Ft.	33.00	5,940.00
<b>Total:</b>						<b>\$44,857.50</b>

**APPROVAL****By:**

Mike Sheppard

**Date:**

08/10/2018

**By:****Date:**

LANDER COUNTY COMMISSIONERS MEETING

Agenda Item Number \_\_11\_\_

*THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:*

Update from Lander County EMS South, and all other matters properly related thereto.

Public Comment:

Background: **Attached**

Recommended Action:



Nilla Fuller &lt;dfuller@landercountynv.org&gt;

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**Commissioner Update**

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**Kim Schacht** <kschacht@landercountynv.org>

Thu, Aug 16, 2018 at 5:12 PM

To: Nilla Fuller &lt;dfuller@landercountynv.org&gt;

Cc: Keith Westengard &lt;kwestengard@landercountynv.org&gt;

Commissioners ,

Southern Lander County EMS has been busy the moth of July. Currently we are working on registration and scholarships for upcoming conferences. We have been doing some cross training with Austin Fire. We had an Emergency Vehicle Operation Course class on Friday in hopes on getting some firefighters cleared for drivers for EMS. With that we also got them the training to drive the fire trucks as well. Plans in the near future to do more extrication training with Austin Fire and Kingston Fire as well. The plan is to get everyone on the same page and familiar with all equipment so that we are all ready when every second counts! Thank you for your time and have a great day!

**Kim Schacht****EMS Coordinator Lander County****Austin NV****775-964-2870**

LANDER COUNTY COMMISSIONERS MEETING  
8/23/2018

Agenda Item Number \_\_12\_\_

*THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:*  
Correspondence/reports/potential upcoming agenda items.

Public Comment:

Background:

Recommended Action:

1. United States Department of the Interior. Bureau of Land Management. Mount Lewis Field Office. Final Environmental Impact Statement for Newmont USA Limited's Greater Phoenix Project.





# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
Mount Lewis Field Office  
50 Bastian Road  
Battle Mountain, Nevada 89820  
Phone: 775-635-4000 Fax: 775-635-4034  
[www.blm.gov/nevada](http://www.blm.gov/nevada)

In Reply Refer To:  
3809 (NVB0100)  
NVN-067930 (12-1A)  
DOI-BLM-NV-B010-2016-0009-EIS

AUG 02 2018

Dear Interested Public:

The Bureau of Land Management (BLM), Mount Lewis Field Office has published in the *Federal Register* a Notice of Availability for the Final Environmental Impact Statement (FEIS) for Newmont USA Limited's (Newmont) Greater Phoenix Project (Project), a proposed expansion and operation of an open pit gold and copper mine approximately 12 miles southwest of Battle Mountain in Lander County, Nevada. The notice opens a 30-day availability period that will end September 3, 2018.

The FEIS analyzes the affected environment, environmental impacts, and identifies environmental protection measures associated with the Project. The proposed Project would expand current operations, which are located on public land administered by the BLM as well as private land, and would consist of open pits, heap leach facilities, waste rock facilities, tailings storage facility, and ancillary facilities. The proposed Project would increase total surface disturbance by 3,497 acres – from 8,374 to 11,871 acres. The FEIS analyzes impacts to affected resources including water, air quality, vegetation, wildlife, and other resources. Newmont would continue to employ the existing workforce of approximately 500 employees for the construction, operation, reclamation, and closure of the proposed expansion, which is anticipated to extend the mine life by approximately another 23 years from 2040 to 2063.

A Draft EIS was available for a 45-day public comment period, which ended October 16, 2017. A public meeting was held on September 26, 2017 in Battle Mountain, NV. A total of 178 comments were received during the public comment process and responses to the comments have been incorporated into the final EIS.

After the 30-day availability period the Mount Lewis Field Office will make a determination to either authorize the proposed action or one of the alternatives.

The EIS and other relevant documents have been made available at <https://go.usa.gov/xQDYJ>. For any questions or concerns regarding the FEIS, please contact Christine Gabriel, BLM Project Manager, at (775) 635-4000.

Sincerely,  


Jon D. Sherve  
Field Manager  
Mount Lewis Field Office