

# PENNINGTON COUNTY FIRE SERVICE BOARD

## STANDARD OPERATING PROCEDURES

Effective as of October 1, 1999

The Pennington County Fire Service Board recommends the below listed Standard Operating Procedures for use by County fire departments. These SOP's are guidelines and are offered to help standardize methods of operation and promote safety. Formal adoption of these SOP's is at the discretion of the individual fire departments.

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# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: MEDICAL EMERGENCIES  SUBJECT: DISPATCH PROCEDURE	SOP#: FSB 01 PAGE: 1/1 DATE: OCT 9, 1992
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**PREMISE:** Dispatch of first-responder fire units to medical emergencies should follow a standard, nationally recognized protocol to assure that the proper resources respond with the proper degree of haste. This will help assure high quality patient care without undue risk to other citizens and emergency responders and will help to assure efficient use of resources.

**PURPOSE:** It is the purpose of this procedure to describe, in general, the methods used to choose and dispatch first responder fire units to medical emergencies.

**SCOPE:** This procedure applies to all Pennington County first responder fire units.

**HISTORY:** Original Release Sept. 1, 1992  
Revised Oct. 9, 1992 (clarification to item 1)

## PROCEDURE:

1. First responders will be dispatched to all medical calls in their areas and will be dispatched HOT or COLD according to standard emergency medical dispatch protocol.
2. If the call is on a boundary between two departments and one of the departments has first responders, then send them.
3. If the call is on a boundary between two departments and both of the departments have first responders, then the on-duty dispatcher shall send one of the two agencies based on best judgment. This also applies to rural ambulances.
4. Representatives of fire departments, first responder organizations, and rural ambulance services should not call the on-duty dispatcher with complaints related to this rule. He/she should instead contact the Fire Administrator or, in his absence, the chairperson of the Fire Service Board. Furthermore, the complainant should present his/her complaint in writing.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: MEDICAL EMERGENCIES  SUBJECT: MEDICAL RESPONSE	SOP#: FSB 02 PAGE: 1/1 DATE: AUG 1, 1992
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**PREMISE:** Medical emergencies not involving multiple casualties, fire extraction or other extenuating circumstances can generally be stabilized by a single crew of EMT 1<sup>st</sup> responders additional non-transport crews will generally not be required.

The Incident Command System should be used at all emergency types to help assure proper response, control, and incident outcome.

**PURPOSE:** It is the purpose of this procedure to describe, in general, guidelines for response to, and control of, medical emergencies involving fire department 1<sup>st</sup> responders.

**SCOPE:** This procedure applies to all Pennington County 1<sup>st</sup> responder fire units.

**HISTORY:** Original Release                      Aug. 1, 1992

## PROCEDURE:

### A. Response to Medical Emergencies

1. When 1<sup>st</sup> responders are dispatched to a medical emergency that does not involve multiple casualties, fire, or other extenuating conditions, then the closest unit responding should respond HOT (with lights & siren) and the succeeding units should respond COLD (without lights & siren).
2. The first fire/medical unit on the scene should implement the Incident Command System for control of fire and 1<sup>st</sup> responder resources.

### B. Cancellation or Downgrading Response of 1<sup>st</sup> Responders

1. Only the Incident Commander may cancel or downgrade responding units.
2. Responding units must honor the Incident Commander's order to cancel or downgrade response.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: SAFETY  SUBJECT: HEPATITIS-B POLICY	SOP#: FSB 03 PAGE: 1/2 DATE: OCT. 14, 1992
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**PREMISE:** Firefighters who are dispatched to an emergency, whether it is a fire, medical call, or accident, may be exposed to the Hepatitis-B virus. The Pennington County Fire Service Board (FSB) recognizes the need to make the Hepatitis-B immunization shots available to all firefighters and recognizes that some firefighters cannot afford the cost or are not eligible to receive the vaccine through their full-time or part-time employment.

**PURPOSE:** It is the purpose of this guideline to describe the procedure the FSB will use in providing assistance to fire departments or individuals who request Hep-B vaccinations.

**SCOPE:** This guideline applies to fire departments, first responder organizations, ambulance services, and individuals who request assistance from the FSB.

**HISTORY:**

Original Draft	Sep 12, 1992
Original Release	Oct. 14, 1992
Revised	Feb. 14, 2001

## PROCEDURE:

1. The FSB will accept written requests from departments and/or individuals requesting reimbursement for the cost of Hepatitis-B shots.
2. Requests for Hepatitis-B shots will be accepted and acted upon per the FSB bylaws.
3. Emergency requests will not be considered due to the time period required for the series of shots.
4. The FSB will only reimburse a department or specific individual for the cost of vaccine. The FSB will not pay for administering the shot or subsequent follow-up test(s). The FSB will only reimburse for an amount obtained from the lowest price obtainable by the FSB.
5. The written request for reimbursement must contain the following information:
  - A. Name, address, DOB of the individual
  - B. Signed documentation from a qualified health person that they administered the complete series of Hep-B including the dates of vaccinations.
  - C. Reasonable proof that the individual's full time or part-time employer would not or could not provide the vaccination.
  - D. The request must be signed by the chief, or equivalent rank, of the fire department.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: SAFETY  SUBJECT: HEPATITIS-B POLICY	SOP#: FSB 03 PAGE: 2/2 DATE: OCT. 14, 1992
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6. The FSB considers it the responsibility of the fire department and/or individual to keep records on booster shots and all other required information.
7. The FSB reserves the right to revise this guideline at any time and to act on each request as the FSB deems in the best interest of Pennington County.
8. The FSB will not advance the cost of the vaccinations to any individual or fire department.
9. Training and/or update information will be required by the individual and/or department as required by OSHA regulations.
10. Any firefighter who declines the vaccination should sign the attached declination form, and this form should be retained in the firefighters personnel file.

## Hepatitis B Vaccine Refusal Form

I \_\_\_\_\_ understand that due to my occupational exposure to blood and other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed \_\_\_\_\_ date \_\_\_\_\_

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: SAFETY  SUBJECT: USE OF SCBA	SOP#: FSB 04 PAGE: 1/1 DATE: Oct 14, 1992
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**PREMISE:** Proper use of Self Contained Breathing Apparatus (SCBA) will limit injury to and increase effectiveness of personnel operating in hazardous atmospheres.

**PURPOSE:** The purpose of this procedure is to maximize the safety of firefighters working in hazardous atmospheres.

**SCOPE:** This procedure is recommended for use by all Pennington County firefighters.

**EXCEPTION:** The provisions of this procedure may be impractical to apply under circumstances normally found in wildland fire suppression activities.

**HISTORY** Original Release: OCT 14, 1992

## PROCEDURES:

- A. SCBA of the open-circuit design should be positive pressure and should meet the requirements of NFPA 1981, "Standard on Open-Circuit Self-Contained Breathing Apparatus for Firefighters." Closed-circuit type SCBA should be NIOSH/MSHA approved with a minimum service duration of 30 minutes, and should operate in the positive pressure mode only.
- B. All personnel should wear SCBA when operating in any area where toxic chemicals, smoke, or other agents or conditions dangerous to the respiratory system may exist.
- C. Personnel should assure that the SCBA is working properly before entering the work area. Beards or facial hair that interfere with the face piece seal are discouraged for members required to use SCBA's. If eye glasses are worn, the personnel should use frames that do not interfere with the seal of the face piece.
- D. Personnel entering the work area with SCBA's should work in pairs or teams and should stay in direct visual or audible contact with their partner or team members.
- E. When a person hears his/her SCBA low pressure alarm he should immediately leave the area with his/her partner.
- F. When a person experiences SCBA malfunction he should immediately leave the area with his/her partner, report the malfunction, and tag the SCBA for repair.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: SAFETY  SUBJECT: PASS DEVICES	SOP#: FSB 05 PAGE: 1/2 DATE: Oct 14, 1992
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**PREMISE:** Firefighter's work in varied and complex environments and face myriad of hazards that increase their risk of on-the-job death or injury.

**PURPOSE:** It is the purpose of this procedure to:

1. Reduce the risk of on-the-job injuries or death
2. Comply with the requirement of NFPA 1500
3. Become familiar with the operation, testing and maintenance of personal alert safety system (PASS) devices

**SCOPE:** This procedure is recommended for all personnel involved in operations requiring the use of self-contained breathing apparatus (SCBA).

**EXCEPTION:** It is understood that compliance with these guidelines will be difficult until all departments have acquired PASS devices.

**HISTORY** Original Release Oct. 14, 1992

## PROCEDURES:

1. General
  - A. PASS devices should be worn and used by all Pennington County fire service personnel using SCBA's.
  - B. Personnel should assure that PASS devices are working properly before entering the hazardous area.
  - C. Personnel experiencing PASS device malfunction should immediately leave the hazard area with his/her partner.
  - D. Personnel should become familiar with the PASS devices in use to avoid unintentional PASS sounding and shall learn to recognize the audible warning as a call for assistance.
  - E. When a PASS device audible warning sounds:
    1. The origin of the warning should be immediately investigated,
    2. The Incident Commander should be notified.
  - F. All PASS devices used by the Pennington County fire service should meet the requirements of NFPA 1982, *"Standard on Personal Alert Safety Systems (PASS) for Firefighter's"*.

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## 2. Operation

- A. Prior to each use, the PASS device should be tested to ensure that the audible and visual alarms are functioning.
- B. The PASS device should be worn high on the turnout coat (such as attached to the neck strap) so that it will sense the highest temperature to which the wearer is exposed, be easily heard, and my easily be manually activated should help be required.
- C. The temperature warning function of the PASS device is intended to supplement, not replace, the firefighter's own judgment as to unsafe temperature conditions.
- D. The battery should be replace when the battery warning sounds.

## 3. Testing

- A. Each PASS device should be tested and maintained in accordance with the manufacture instructions. Test records should be maintained.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: SAFETY  SUBJECT: PROTECTIVE CLOTHING	SOP#: FSB 06 PAGE: 1/3 DATE: Jan. 1, 1993
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**PREMISE:** Personnel must be protected from personal injury to the maximum practical extent while engaged in emergency activities.

**PURPOSE:** It is the purpose of this procedure to minimize injury to County personnel engaged in emergency activities through the wearing of appropriate protective clothing.

**SCOPE:** All Pennington County fire service personnel should wear full protective clothing, as defined below, when in the proximity of or engaged in any incident or activity which poses a threat to safety or health.

**HISTORY:** Original Issue                      January 1, 1993

## PROCEDURES:

1. Responsibilities
  - A. Firefighters are individually responsible for their own protection.
  - B. The Incident Commander may be held responsible for the conformity of his subordinates.
2. General
  - A. The definition of full protective clothing varies with the type of incident or activity.
  - B. Incidents involving combinations of activities (such as medical and extrication) require the wearing of protective clothing appropriate for all the activities in that combination incident.
  - C. Items and styles of protective clothing should be NFPA approved and should be kept in good repair.
  - D. Synthetic/polyester clothing (to include shirt, pants, underwear, and socks) should not be worn underneath protective clothing.
  - E. The following should be considered minimum requirements.

# STANDARD OPERATING PROCEDURE

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SERVICE BOARD	SUBJECT: PROTECTIVE CLOTHING	DATE: Jan. 1, 1993

## 3. Full Protective Clothing by Incident Type

A. Protective clothing for incidents involving fire or the threat of fire or explosion in a structure, vehicle, refuse, or yard storage include:

1. Bunker coat with liner
2. Bunker pants with liner
3. Bunker boots with steel toe and insole
4. Fire resistant hood
5. Helmet with face shield and chin strap
6. Gloves, leather palm, lined (rubber or cloth gloves are not recommended)

Note: There should be no interruption of protection between parts of the protective clothing. Specifically, gloves and coat should be chosen so that no part of the hand, wrist, or arm is exposed when the arm is outstretched, hood and coat should overlap on all sides, coat and pants should overlap, and pants and boots should overlap.

Note: This level of protection should be carried to all incidents, whether or not its use is required, to insure adequate protection in the event that circumstances change or a response is made from a previous alarm without returning to quarters.

B. Protective clothing for incidents involving wildland fires in forested areas and fires under the direction of State Forestry or the U.S. Forest Service include:

1. Wildland fire hard hat or Helmet as in 3.A.5
2. Unlined leather gloves or Gloves as in 3.A.6
3. All-purpose lug sole, lace up, leather work boots
4. Fire resistant pants or coveralls
5. Fire resistant shirt or coveralls or bunker coat
6. Additional items to be carried include:
  - a. Equipment belt with
    - fire shelter
    - canteen
  - b. Goggles
  - c. Headlight or flashlight (when operating in darkness)
  - d. Hearing protection (when operating in noisy environment)
  - e. Chaps (required when running a chain saw)
  - f. Respiratory protection

C. Protective clothing for incidents involving wildland fire in prairie grasslands and not under the direction of State Forestry or the U.S. Forest Service include:

1. Wildland fire hard hat or Helmet as in 3.A.5
2. Unlined leather gloves or Gloves as in 3.A.6

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3. Leather footwear
4. Fire resistant pants or coveralls or all-cotton blue jeans or bunker pants
5. Fire resistant shirt or coveralls or bunker coat
6. Additional items to be carried include:
  - a. Equipment belt with
    - fire shelter
    - canteen
  - b. Goggles
  - c. Headlight or flashlight (when operating in darkness)
  - d. Hearing protection (when operating in noisy environment)
  - e. Chaps (required when running a chain saw)
  - f. Respiratory protection

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: OPERATION OF APPARATUS  SUBJECT: DRIVER VEHICLE LIABILITY	SOP#: FSB 07 PAGE: 1/3 DATE: Aug 11, 1993
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**PREMISE:** Firefighters have a responsibility to the people they serve to insure they will respond with the utmost due regard for public safety and that firefighters have a valid drivers license and a driving history free of major driving offenses.

**PURPOSE:** The purpose of this SOP is to establish the necessary guidelines to insure that all prospective firefighters in Pennington County have been "appointed" by the Pennington County Board of Commissioners, in accordance with SDCL 62-1-5 and that the driving record of those firefighters has been duly reviewed per the vehicle liability underwriter recommendations.

**SCOPE:** The SOP shall apply to all people who desire to become volunteer firefighters in Pennington County and who expect to be insured under Pennington County's vehicle liability and/or workman compensation insurance coverage.

**HISTORY:** Original Issue August 11, 1993

## PROCEDURES:

1. All Fire Chiefs of Pennington County who wish their firefighters to be insured by Pennington County's workman's compensation and/or vehicle liability insurance shall submit the following information to the Fire Coordinator, PRIOR to allowing the firefighter membership in their fire department.
  - Full name
  - Firefighter's mailing address
  - Date of birth
  - Driver's license number
  - State of issuance, and
  - optionally their social security number
2. The Fire Coordinator, after receiving the above information, shall:
  - A. Submit the information to the South Dakota Department of Commerce & Regulation, Drivers Licensing, Pierre, SD, or the Pennington County Sheriff to obtain "license status" and "drivers history" of the individual. The "license status" and "drivers history" information shall be returned to the Fire Coordinator.
  - B. The Fire Coordinator shall review the "drivers history" and "license status" in accordance with this SOP.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: OPERATION OF APPARATUS  SUBJECT: DRIVER VEHICLE LIABILITY	SOP#: FSB 07 PAGE: 2/3 DATE: Aug 11, 1993
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- C. The prospective firefighter's name will be submitted to the Pennington County Board of Commissioners at their next regular scheduled meeting for appointment to their respective fire department, after their driving history and license status has been reviewed by the Fire Coordinator.
3. The following description shall be used to determine "major or minor" offenses:
- A. Major offenses may include, but are not limited to:
- Reckless driving,
  - Driving under the influence,
  - Leaving the scene of an accident,
  - Speeding more than 20 MPH over the posted limit, and
  - Eluding a police officer.
- Any firefighter or prospective firefighter who has one or more "major" offenses on his/her driving history during the past three (3) years will not be provided vehicle liability insurance coverage under Pennington County's policy.
- B. Minor offenses may include but are not limited to:
- Speeding with no points assessed,
  - Accidents,
  - Failure to stop at stop or signal, etc.
- i. Any firefighter or prospective firefighter who has four (4) or more "minor" offenses on his/her driving history during the past three (3) years will not be provided vehicle liability insurance coverage under Pennington County's policy.
- ii. Any firefighter or prospective firefighter who has less than four (4) "minor" offenses on his/her driving history may be informed by the Fire Coordinator that any additional offenses will be grounds for denial of vehicle liability insurance coverage. The firefighter's fire chief shall also be notified.
4. The denial of vehicle liability insurance coverage shall not have any affect on providing workman compensation insurance to any firefighter or prospective firefighter.
5. In the event the prospective firefighter does not have a current and valid drivers license, or there are grounds for denial of insurance coverage as per 3-A or 3-b.i above, the Fire Coordinator shall inform the fire chief and firefighter of the "license status and/or driving history" and of the denial of vehicle liability insurance coverage.

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- A. The Fire Coordinator shall inform the fire chief and firefighter by letter and include and "acknowledge of deliver" from the US Postal Service.
  - B. The letter of denial of vehicle liability insurance coverage shall state the reason(s) for denial, that the firefighter will still be insured by Pennington County's workman compensation insurance, and include a copy of this SOP.
6. In the event that a firefighter is denied driving privileges, the fire chief and/or firefighter may request, in writing, that the Fire Coordinator and/or Fire Service Board reconsider the denial.
  7. If it comes to the attention of the Fire Coordinator or any fire chief of a change, or possible change, in the "license status or driver history", then the fire chief may request the Fire Coordinator to review the license status and driving history in accordance with this policy. If the firefighter's driving history is reviewed his/her name will not be resubmitted to the Board of Commissioners for reappointment.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: RADIO COMMUNICATIONS  SUBJECT: GENERAL	SOP#: FSB 08 PAGE: 1/6 DATE: May 8, 1996
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**PREMISE:** It is essential to standardize the operation and usage of the Pennington County volunteer fire department radio system.

**PURPOSE:** To establish procedures and to explain methods to be used when using the Pennington County volunteer fire department radio system.

**SCOPE:** These procedures will apply to all agencies and/or persons using the Pennington County volunteer fire department radio system.

**HISTORY:** Original        June 13, 1991  
Revised        December 9, 1993  
Revised        May 8, 1996

## 1. NETWORK CONTROL

- A. The Pennington Area Emergency Service Communications Center (Fire Dispatch) shall serve as the Network Control Station for the Pennington County volunteer fire department radio system.
- B. As Network Control, Fire Dispatch shall have authority to control and/or direct all radio communications as deemed necessary. This authority may include, but is not limited to:
  - 1. directing agencies to use other frequencies when a Fire Dispatcher deems the need,
  - 2. paging agencies based on the information received at the time,
  - 3. refusal to page individuals if, in the dispatchers opinion, an emergency does not exist,
  - 4. dispatch other agencies if directed by other SOP's or in the dispatchers opinion it is deemed necessary,
  - 5. dispatch neighboring agencies when the emergency is close to boundaries lines, or the exact location cannot be determined.
- C. The Pennington County Fire Administrator shall have the authority to direct radio communications in accordance with policy, as he deems necessary.
- D. The radio call sign for Network Control shall be "Fire Dispatch".
  - 1. The above call sign shall used at all times when communicating with Fire Dispatch.
  - 2. Typical radio transmission would be, "*Fire Dispatch this is Chief 1 on System Rapid, I am IN SERVICE*", etc.

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2. PENNINGTON COUNTY FIRE RADIO SYSTEM CONFIGURATION
  - A. SYSTEMS -- to be used primarily for dispatching agencies.
    1. System West -- Seth Bullock repeater
    2. System East -- Wall (KELO TV) repeater
    3. System Rapid -- Skyline KIQK radio tower repeater
  - B. ZONES -- to be used primarily for communication between the Incident Commander and Fire Dispatch or a control station.
    1. Zone West -- Seth Bullock repeater
    2. Zone East -- Wall (KELO TV) repeater
    3. Zone Rapid -- Skyline KIQK radio tower repeater
  - C. FIREGROUND FREQUENCIES -- to be used for Fireground operations
    1. Fireground 1
    2. Fireground 2
    3. Fireground 3
    4. Fireground 4
    5. Mutual Aid 1
    6. Mutual Aid 2
    7. NIIMS (special restrictions apply to usage)
    8. National Fire
  
3. FIRE INCIDENT PROCEDURES
  - A. Agencies which are dispatched by Fire Dispatch shall be dispatched on Systems.
  - B. All agencies shall use plain language, not "10 codes".
    1. Units shall report to Fire Dispatch they are "IN SERVICE" or "ON SCENE", not 10-8 or 10-97, etc.
  - C. One, and only one, individual or unit from the agency will acknowledge the page from Fire Dispatch.
    1. This acknowledgement shall be on a System as soon as possible.
    2. It is unnecessary for Chief's, Asst. Chief's, Captain's and all others to acknowledge the page except the original individual or unit.
    3. If individual responders and /or units need to communicate with one another they should first try to establish contact on a Fireground frequency. If unsuccessful they then may use a Zone.
  - D. Individuals and/or units shall report to Fire Dispatch they are "IN SERVICE" and "ON SCENE" on a System.

## STANDARD OPERATING PROCEDURE

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- E. The first person or unit arriving on scene shall report to Fire Dispatch the following information on a System:
  - 1. On scene report--what they observe--short & concise
  - 2. Identify who is the Incident Commander and command name
  - 3. Inform Fire Dispatch which Fireground frequency this operation will be conducted on.
  - 4. All further communication between Incident Command and Fire Dispatch will be on a Zone.
  - 5. The Incident Commander may assign as many fire ground frequencies as necessary.
  
- F. As additional units arrive on scene they will inform Fire Dispatch they are ON SCENE on a System.
  - 1. After reporting to Fire Dispatch, the units shall switch to the Fireground frequency as assigned by the Incident Commander.
  - 2. If the Incident Commander needs to communicate with incoming units, then he/she shall communicate with them on the assigned Fireground frequency first.
  - 3. If for whatever reason, the Incident Commander cannot establish radio communications with the unit, he/she may use a Zone
  - 4. The Incident Commander should make every attempt to handle the entire operation on the Fireground frequencies.
  
- G. Cross patching Radio Frequencies
  - 1. Cross patching may be only requested by the IC, Fire Administrator or Fire Dispatch.
  - 2. Cross patching shall be done only on a Zone.
  - 3. Fire Dispatch shall obtain permission from both agencies prior to cross patching.
  
- 4. CONTROL STATION OPERATIONS FOR AGENCIES
  - A. Any agency with a "control station" shall announce on a System they are IN SERVICE and OUT OF SERVICE.
  
  - B. Regardless of the status of any agencies control station Fire Dispatch shall retain Network Control.
  
  - C. All communications from Fire Dispatch shall have priority over portable, handheld, mobiles or control stations, and all such units shall yield to Fire Dispatch.
  
  - D. Radio communication between the control station and the Incident Commander shall be on a Zone.

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- E. The agency control station shall make phone calls to individual firefighters, employers, and other non emergency related calls. Fire Dispatch may make calls to utility companies, law enforcement, and property owners, if time permits, or other agencies directly involved in the operation.
- F. No agency control station shall have transmit capabilities on the eight Fireground frequencies as per the FCC license.
5. 1<sup>st</sup> RESPONDER PROCEDURES
- A. The policy and procedures that will apply to 1<sup>st</sup> responders shall be addressed in a separate SOP.
6. PAGER TESTS, ANNOUNCEMENTS, SPECIAL TESTS
- A. Any agency which is dispatched on the Pennington County volunteer fire department radio system will request from the FSB permission to test their pagers. The request shall contain day, time and justification of the requested test.
- B. The Pennington County FSB reserves the right to modify the pager test request to provide for a more uniform number of tests.
- C. The only information that will be broadcast by Fire Dispatch during the regular test will be:
1. Announcement of training meeting
  2. Announcement of regular business meeting.
- D. Non-regularly scheduled tests maybe requested by:
1. Radio maintenance personnel,
  2. Pennington County Fire Administrator,
  3. Fire Dispatch,
  4. The Agency head, to notify members of special training classes, meetings or to confirm a paging problem.
7. SPECIAL ANNOUNCEMENTS OR PAGES
- A. Requests for special announcements, tests or pages must be first approved by the FSB, Fire Administrator or Agency Head.
- B. No announcements will be allowed for social functions, fund raising activities or other activities not directly related to operations or training.
- C. Paging of individuals will **NOT** be allowed unless related to official agency business, and then only as a last effort to contact the individual.

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- D. Fire Dispatch has the authority to determine if a special announcement, page or test is warranted and will make the announcement, page or test

when time permits.

- E. Special announcements, pages or tests will be allowed for county wide training sessions or drills, or conditions that may affect the level of county fire protection.
    - 1. Special conditions may include: weather watches or warnings, tornado watches or warning, high fire danger, flood watches or warnings.
  - F. Any disagreement over special announcements, pages or tests shall be resolved by the FSB or Fire Administrator. In no case shall any agency become argumentative with Fire Dispatch, such action may result in a loss of dispatch privileges.
  - G. Any concerns or disagreements with a dispatch will be directed to the Fire Administrator or FSB, in writing, for their follow-up. The request shall contain, date and time of dispatch dispatcher, if known the concern or disagreement.
8. JOINT DISPATCHING OR AUTOMATIC MUTUAL AID
- A. Any agency using the Pennington County Fire Radio system that desires automatic mutual aid, joint dispatching, automatic call up or similar action will first obtain permission from the FSB.
  - B. The FSB will review the request for overall county compatibility, standardization and coordinate with Fire Dispatch to insure that the dispatching is not "special" that may cause confusion to Fire Dispatch.
9. OUT OF COUNTY OR NON-FIRE AGENCY
- A. Any out of county or non-fire agency which wishes to become radio dispatched on the Pennington County Fire Radio System shall make a written request to the FSB first.

## STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: RADIO COMMUNICATIONS  SUBJECT: GENERAL	SOP#: FSB 08 PAGE: 6/6 DATE: May 8, 1996
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- B. Any out of county or non-fire agency which is radio dispatched on the Pennington County Fire System shall share in the expense of the system and shall be bound by the policies established by the FSB.
  - 1. Expense to be shared shall include, but not limited to system

improvements, normal operating costs, cost share of any maintenance agreement, etc.

2. These costs shall be calculated by totaling the annual fire radio system expenses, dividing by the number of agencies using the Pennington County Fire Radio System and assessing such agency for one (1) share of the total.

10. AMENDMENTS

- A. This policy may be amended by majority vote of the FSB after all members have received at least 20 days notice of the proposed changes.

11. REVIEW

- A. This Communications Policy shall be reviewed annually on the anniversary date of its adoption.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: RADIO COMMUNICATIONS  SUBJECT: 1ST RESPONDERS	SOP#: FSB 09 PAGE: 1/2 DATE: May 8, 1996
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PREMISE: It is essential to standardize the operation and usage of the Pennington County Fire Radio System as it relates to 1<sup>st</sup> Responders.

PURPOSE: To establish procedure and to explain methods to be used when using the Pennington County Fire Radio System during 1<sup>st</sup> Responder calls.

SCOPE: These guidelines will apply to all agencies and/or persons using the Pennington County Fire Radio system.

HISTORY: Original Release: Sept. 11, 1991  
Revised: Dec. 10, 1993  
Revised: May 8, 1996

## 1. 1<sup>st</sup> RESPONDER REQUESTING PROCEDURE

A. Any agency that desires to be paged on the Pennington County volunteer fire department radio frequencies as a 1<sup>st</sup> Responder shall comply with the following procedure:

1. The Fire Chief shall send a letter to the Pennington County Fire Service Board (FSB) stating they have the training, equipment, personnel and agree to be paged on all calls.
2. The FSB shall review the request determine if the request complies with all SOP's costs, if any and coordinate the request with emergency Service Communications Center (Fire Dispatch).
  - a. If the request is approved, then the FSB will authorize Fire Dispatch in writing to dispatch that agency on the Pennington County volunteer fire radio system.
  - b. If the request is denied, the FSB will notify the requesting agency in writing the reason(s) for denial.

## 2. DISPATCHING of 1<sup>st</sup> RESPONDERS

A. All 1<sup>st</sup> Responders will be paged on System West, East and/or Rapid.

1. 1<sup>st</sup> Responder agencies may be responsible for cost incurred to provide paging capabilities.

B. One, and only one, individual or unit from the 1<sup>st</sup> responder agency will acknowledge the page from Fire Dispatch.

1. This acknowledgement shall be on System West, East or Rapid and done as soon as possible.
2. It is unnecessary for EMT's, Chief's, Asst. Chief's, Captain's and others to acknowledge the page except the original individual or unit.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: RADIO COMMUNICATIONS  SUBJECT: 1ST RESPONDERS	SOP#: FSB 09 PAGE: 2/2 DATE: May 8, 1996
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3. If responders and/or units need to communicate with one another they should first try to establish contact on a fire ground frequency. If that is unsuccessful they then may use Zone West, East or Rapid.

### 3. RESPONDING TO INCIDENT PROCEDURES

- A. All 1<sup>st</sup> Responders shall use plain language, not "10 codes".
  1. Units shall report to Fire Dispatch they are "IN SERVICE" or "ON SCENE", not 10-8 or 10-97, etc.
- B. Individuals and/or units shall report to Fire Dispatch they are "IN SERVICE" and "ON SCENE" on System West, East or Rapid.
- C. While individuals and/or units are en route they shall use Zone West, East or Rapid for direct communication to Fire Dispatch and/or the responding ambulance service.
  1. Fire Dispatch shall use Zone West, East or Rapid to relay patient information to the 1<sup>st</sup> Responders and the respective ambulance service.
  2. System West, East and Rapid shall not be used for emergency medical service radio traffic, unless directed by Fire Dispatch.
  3. If Zone West, East or Rapid is unusable, then the Emergency Management frequency may be used.
- D. The first qualified person or unit arriving on scene shall report to Fire Dispatch or the responding ambulance the following information on Zone West, East or Rapid frequency:
  1. Patient status: *conscious, alert and type of illness or injury.*
  2. If vehicle accident with injuries: *is extrication required*
  3. Vital signs: *when obtained.*
- E. Last unit to leave the scene will inform Fire Dispatch that all units are "LEAVING THE SCENE" and when they have "RETURNED TO THE STATION" on System West, East or Rapid.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: TRAINING  SUBJECT: ACCTAR LOAN POLICY	SOP#: FSB 10 PAGE: 1/2 DATE: May 11, 1994
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**PREMISE:** The Acctar CPR manikins were purchased jointly by the Pennington Firefighter's Association and the Pennington County Fire Fund to promote the health and safety of the people we serve.

**PURPOSE:** The purpose of this policy is to provide a consistent and written means to notify persons, agencies, and organizations of the intent and method by which these CPR manikins may and shall be used.

**SCOPE:** This policy shall apply to any person, agency, or organization that desires to use these CPR manikins. The cooperation of all persons using these manikins will assure that they will be ready and available for the next requesting organization.

**HISTORY** Original Release May 11, 1994

## PROCEDURES:

### 1. ORGANIZATION ELIGIBILITY

Public safety organizations serving Pennington County, and their individuals members, are eligible to use the Acctar CPR manikins. These agencies and organizations include, but are not limited to: fire departments, fire department auxiliaries, search and rescue agencies, law enforcement agencies, emergency management agencies, the emergency services communications center, ambulance services, and first responder groups. Other organizations and groups may use the manikins if the class is sponsored by one of the above agencies or with prior permission of the Fire Service Board, Pennington County Firefighter's Association or the Pennington County Fire Coordinator.

### 2. CHECK-OUT PROCEDURE

- A. The manikins must be reserved prior to use and will be loaned on a first reserved, first served basis.
- B. The manikins must be returned to the Fire Coordinator's office the next working day after use.
- C. Replacement "lungs" will be purchased by either the Pennington County Firefighter's Association or Pennington County Fire.
- D. Any manikin damage or lost parts must be reported promptly so replacement parts may be ordered in a timely manner. There will be no cost charged to the responsible person or agency unless the damage or loss is due to negligence.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: TRAINING  SUBJECT: ACCTAR LOAN POLICY	SOP#: FSB 10 PAGE: 2/2 DATE: May 11, 1994
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- E. Manikins must be cleaned and sanitized between individual uses during a class and prior to returning them to the Fire Coordinator's office. The person, agency, or organization using the manikins is responsible for proper cleaning and sanitizing.
- F. Cleaning and sanitizing MUST be done in the following manner:
  1. Cleaning: Use warm, soapy water. Thoroughly wash and rinse.
  2. Sanitizing: Soak adult/child heads and baby heads, for not less than 10 minutes, in a solution of 1/4 cup of bleach in one gallon of warm water. Thoroughly wash, rinse, and dry.
  3. Stubborn stains or dirt may be removed with a "Brillo" pad. Thoroughly wash, rinse, and dry.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: VEHICLE REPLACEMENT PROGRAM  SUBJECT: APPLICATION GUIDELINES AND PROCESS	SOP#: FSB 11 PAGE: 1/5 DATE: Feb. 13, 2002
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**PREMISE:** There is a need for all fire departments, and other agencies or organizations directly related to fire departments, to provide the highest level of service feasible to their constituents. There are instances when a fire department may not be able to fund the purchase of a vehicle from within the funding sources of their own fire protection area. Therefore, it may be in the best interest of all citizens of Pennington County for the Pennington County Fire Service Board (FSB) though the County Fire Fund to provide additional funding or assistance to that fire department. This assistance will increase the quality of fire protection to all citizens.

**PURPOSE:** The purpose of the vehicle replacement program is to assist fire departments with the purchase of fire fighting vehicles. The intent of this program is to replace older, less serviceable vehicles. It is not the intent to add vehicles to a fire departments fleet. The vehicles may be structural pumpers, water tenders, brush/grass engines or other specialized fire fighting units. It is not the intent of this program to purchase buildings, land, fire fighting equipment or other real and personal property.

The purpose of this policy is to establish the guidelines that will used to determine the eligibility, need and the recipient for assistance under the Fire Service Board's Vehicle Replacement Program.

**SCOPE:** This policy shall apply to all fire departments, agencies and/or organizations that may request assistance under this program from the FSB. Those organizations that are listed as eligible for assistance in the FSB's By-law's shall be considered for assistance under this program.

**HISTORY:** Adopted: September 14, 1994  
Revised: October 9, 1996  
Revised: February 14, 2001  
Revised: February 13, 2002

## PROCEDURES

### 1. APPLICATION PROCESS:

- A. **Form:** A typed or computer generated application must be submitted to the FSB for their review. There is no particular style or form for the application nor will they be "evaluated" on creativity. The application must address several specific areas as detailed below.
- B. **Review Committee:** A Review Committee, consisting of not less than three members, will be appointed by the FSB Chairperson to review all applications and present their recommendations within 30 days of the application deadline. At the time a department is approved the FSB Chairperson shall include the Fire Chief of the department or his/her designee who must have the authority to act for the fire department in this matter.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: VEHICLE REPLACEMENT PROGRAM  SUBJECT: APPLICATION GUIDELINES AND PROCESS	SOP#: FSB 11 PAGE: 2/5 DATE: Feb. 13, 2002
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- C. **Deadline:** Applications must be submitted to the FSB prior to first meeting in November of each year.

## 2. REQUIRED INFORMATION

- A. **General Information:** name of the fire department, mailing address, fire chief's name, estimated cost of vehicle must be included.
- B. **Revenues:** the fire department must detail last years TOTAL revenues, the anticipated current years revenues and projected next years revenues. (the revenues **must** include donations, fundraisers, rural fire protection tax district received, moneys from SD Forestry and US Forestry for equipment only, RCFP (Title IV), township or city support etc.) The FSB may request additional supporting documentation at a later date.
- C. **Expenditures:** the fire department must detail last year's TOTAL expenditures and the anticipated current year. (these expenditures must be detailed to include, current capital improvement projects, maintenance of equipment and vehicles, utilities, travel, office supplies, outstanding debts, equipment purchases, training)
- D. **Fire Department Contribution:** detail what the fire department will contribute towards the acquisition of the vehicle. This contribution may be "hard" (money, equipment, etc.) or "soft" (manpower, labor, time, etc.) support.
- E. **County Benefit:** describe how this replacement vehicle will enhance the overall county fire protection.
- F. **Narrative:** Describe the need for this assistance. To help support your request you should include the following:
1. discuss and describe the problem areas,
  2. discuss how this replacement vehicle would benefit your area,
  3. use supporting documentation (letter's of support from cities, councils, fire districts, homeowner organizations),
  4. potential affect on your ISO insurance rating, if any,
  5. give a timetable for putting the replacement vehicle in service after delivery,
  6. include other information you think is important.
- G. **Vehicle type:** The request must contain basic information on the type of vehicle that your department is considering. This information should include:
1. gallons of water and pump capacity (GPM),
  2. type of vehicle tender, structural pumper, grass/brush, etc.,
  3. foam capabilities and type,
  4. type of drive (2 wheel or 4 wheel),
  5. make of chassis (if preference is desired),
  6. other important specifications.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: VEHICLE REPLACEMENT PROGRAM  SUBJECT: APPLICATION GUIDELINES AND PROCESS	SOP#: FSB 11 PAGE: 3/5 DATE: Feb. 13, 2002
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H. Training: The department must include the approximate percentage of firefighters trained to the following levels:

Wildland Firefighter I \_\_\_\_\_%

Structural Firefighter \_\_\_\_\_% (both old and new course)

I. Vehicle Replacement: The department must also state which vehicle this will replace. The department must explain what will be the disposition of the replaced vehicle and what will be done with the proceeds from the sale, if any. The department must explain the disposition and acquisition of "loose" equipment from the replaced vehicle and the replacement vehicle, respectively.

### 3. GENERAL STIPULATIONS

A. Equipment: It is the responsibility of the department to furnish "loose" equipment for the vehicle. This equipment may include hand tools, hose (except hard suction and booster hose), SCBA's, generators, ventilation fans, saws, nozzles, etc. The application must detail what "loose" equipment, if any, the fire department may be requesting the FSB to purchase, now or at a later date.

B. Mutual Aid: It shall be understood that this vehicle will be available for mutual aid requests as outlined in the Mutual Aid Agreement for Emergency Service Organizations Serving Pennington County. It is the desire of the FSB that this vehicle may be the primary mutual aid vehicle. However, this vehicle will not respond out of state, except to the eastern edge of Wyoming or to the northern edge of Nebraska.

C. Repair & Maintenance: It will be responsibility of the fire department to provide all maintenance and repairs on the vehicle as long as the fire department is in possession of the vehicle. Repairs will include damage that maybe incurred during fires or any other time. Any repairs must be completed as quickly as possible with as little down time as is possible. In the event of a major repair, the department may request emergency assistance from the FSB. This request will be acted on as described by the FSB guidelines

D. Ownership: The vehicle will remain wholly owned by Pennington County unless prior arrangements have been arranged with the FSB.

E. Insurance: Pennington County will provide vehicle liability and comprehensive (if necessary) as long as Pennington County owns the vehicle. The FSB reserves the right to require grantee organizations to provide proper physical damage insurance coverage (including, but not limited to comprehensive and collision coverage). When deemed necessary, this coverage shall be of the "replacement cost" type. This coverage shall be maintained for the duration of time that the vehicle remains titled in the name of Pennington County, or until such time as it is mutually agreed that it is no longer in the best interest of all involved to maintain this coverage.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: VEHICLE REPLACEMENT PROGRAM  SUBJECT: APPLICATION GUIDELINES AND PROCESS	SOP#: FSB 11 PAGE: 4/5 DATE: Feb. 13, 2002
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If deemed necessary by the FSB, a properly executed certificate of insurance shall be provided by the grantee organization. If also deemed necessary, the grantee organization shall name Pennington County as an additional insured with respect to the subject vehicle.

- F. **Redirection:** The FSB retains the right to remove the vehicle from any fire department for reasons of negligence, abuse or failure to comply with application and/or guidelines, if deemed in the best interest of the overall fire protection of Pennington County.
- G. **Modifications:** No modifications will be allowed that would void any warranties. The department may make minor modifications to the vehicle. Major modifications will not be allowed without permission of the FSB or vehicle manufacture.
- H. **Generated Revenues:** Any revenues that are generated from the use of this vehicle will remain with the fire department to pay for normal maintenance and repairs. This revenue may include, US Forest Service, SD Division of Forestry, railroads, Hazardous Materials Incidents, structure fires and others.
- I. **GVWR:** The fully loaded weight of the vehicle, including a full crew of personnel (as defined by number of seat belted positions), shall not be allowed to exceed the Gross Vehicle Weight Rating as assigned by the chassis manufacturer.
- J. **All vehicles purchased under this program are to be operated in compliance with EVOC and NFPA safety guidelines.**
- K. **Vehicles purchased under this program are subject to inspection at any time by duly authorized representatives of the FSB. The FSB and the grantee organization agree to arrange these inspections, if any, at the convenience of all involved parties.**
- L. **Organizations applying for assistance under this program agree in advance, by virtue of their application, to operate and maintain any awarded vehicle in full accordance with the provisions listed herein.**

## 4. REVIEW PROCESS

The following is the general process that will be used for this SOP.

1. After applications have been received by the FSB, the Chairperson will appoint a committee to review and make a recommendation to the full FSB.
2. The Committee will review and make their recommendation within 30 days as to the fire department that should be approved for this program.
3. The FSB will review and discuss the Committee's recommendation. All departments are welcome and encouraged to attend all meetings.
4. The approved fire department will be included in the Committee's development of a set of specifications that will be sent to potential bidders as a "request for proposals" (RFP).

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: VEHICLE REPLACEMENT PROGRAM  SUBJECT: APPLICATION GUIDELINES AND PROCESS	SOP#: FSB 11 PAGE: 5/5 DATE: Feb. 13, 2002
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5. The "RFP's" will be reviewed by the Committee and a recommendation made to the FSB.
6. If approved by the FSB, then formal bid specifications will be developed and the formal bid process begun.
7. The formal bid process will include approval by the Pennington County Board of Commissioners to advertise, formal notification in the County's legal newspapers, bid openings and formal award.

## 5. BASIC VEHICLE SPECIFICATIONS

### A. Structural Pumpers

1. 750 gallon per minute pump at 150 pounds per square inch pressure
2. 750 gallon water tank, with baffles
3. capable of 24-foot extension and 14 foot roof ladders
4. capable of 1200 feet 2-1/2" or larger hose
5. capable of 400 feet of 1-1/2" or 1-3/4" hose

### B. Water Tenders

1. 1500 gallon water tank, with baffles
2. 250 gallon per minute pump at 150 pounds per square inch pressure
3. capable of 100 feet of 2-1/2" hose or larger
4. capable of 100 feet of 1-1/2" hose
5. 10" quick dump valve
6. capable of carrying 1500 gallon port-a-tank

### C. Wildland Engine

1. 50 gallon per minute pump at 150 pounds per square inch pressure
2. 250 gallon tank, with baffles
3. capable of 300 feet of 1 1/2" hose
4. capable of 300 feet of 1" hose
5. Class A foam capabilities
6. appropriate tool/compartment storage

### D. Other Vehicles

1. specifications will be on a vehicle-by-vehicle basis

### E. Vehicles will comply with National Fire Protection Association specifications at the time of manufacture, if applicable, or generally accepted industry standards.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: ADMINISTRATIVE  SUBJECT: ACCIDENT REVIEW COMMITTEE	SOP#: FSB 12 PAGE: 1/3 DATE: Aug. 14, 1996
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**PREMISE:** All firefighters have a right to work in the safest environment possible. However, accidents do and will occur. When accidents occur it is necessary to review the facts to determine if there are defects in the total system, if there may be multiple causes for the accident, and to identify the appropriate methods to improve the system.

A careful review of accidents and the resultant information, clearly presented, will provide a clear picture of the more common causes of injuries, as well as the measures necessary to prevent their recurrence.

**PURPOSE:** The primary purpose of an accident review is to gather information about and develop a solution to the problem so that it doesn't happen again. The emphasis of any accident review should be *"fact finding, not fault finding"*.

The accident review should identify the "root cause" of the accident and make recommendations on how to improve the system not place blame on any individual(s) or agency(ies).

**SCOPE:** The Accident Review Policy will apply to all Pennington County fire departments that are covered by workman's compensation insurance provided for by the Pennington County Fire Service Board.

**HISTORY:** Original Issue: August 14, 1996

## A. ACCIDENT REVIEW COMMITTEE

1. The Accident Review Committee (ARC) shall consist of the following members appointed by the Chairperson of the Fire Service Board.
  - a. Three members from the Fire Service Board appointed in January of each year.
  - b. Pennington County Fire Administrator, non voting.
  - c. If the ARC determines that the conditions of a specific incident which is under review warrant, they may select one member from outside the fire service who possesses "expert" knowledge which directly relates to the incident. This member shall be non-voting and his/her appointment will automatically expire upon completion of the incident review.
  - d. If the incident under review involves an agency to which an ARC member is also a member, that ARC member shall be disqualified in participating in the review. In this case, the FSB Chairperson shall appoint an alternate ARC member to participate in the review. This alternate member's appointment shall automatically expire upon completion of the incident review.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: ADMINISTRATIVE  SUBJECT: ACCIDENT REVIEW COMMITTEE	SOP#: FSB 12 PAGE: 2/3 DATE: Aug. 14, 1996
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## B. ACCIDENT'S TO BE REVIEWED

1. All First Report's of Injuries will be forwarded to the ARC for their review using the following guidelines:
  - a. Accidents that do not require medical attention, the ARC generally will not review nor make recommendations.
  - b. Accidents that require on site medical attention, the ARC may review and may make recommendations.
  - c. Accidents that require medical attention by a hospital emergency room, medical clinic, physician assistant or medical doctor, the ARC will review and make appropriate recommendation(s) and/or identify the appropriate method(s) to prevent recurrence.

## C. REVIEW PROCEDURE

1. The ARC's written review will not include names of the firefighter(s) or agency(ies) involved nor will it fix blame for the accident.
2. The ARC should include, but not limited to, the following items:
  - a. Procedures
    1. developed but not followed,
    2. developed but not trained on,
    3. developed but not understood,
    4. developed but not accurate,
    5. developed but unable to follow,
    6. in place at all.
  - b. Hazards
    1. created by man,
    2. created by external factors,
    3. documented but not repaired,
    4. unidentified,
    5. repaired but not correctly,
    6. conditions changed without proper communications,
    7. lack of documentation.
  - c. Facilities/Equipment
    1. faulty equipment,
    2. poor design,
    3. corrosion/wear,
    4. ergonomic factors,
    5. improper use,
    6. improper/nonexistent.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: ADMINISTRATIVE  SUBJECT: ACCIDENT REVIEW COMMITTEE	SOP#: FSB 12 PAGE: 3/3 DATE: Aug. 14, 1996
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- d. Communications
  - 1. insufficient planning,
  - 2. breakdown between firefighter's and/or officers,
  - 3. communications not understood or unclear,
  - 4. confusion after communications,
  - 5. conflicting communications.
- e. Training
  - 1. not addressed in training,
  - 2. developed but not followed,
  - 3. developed but not trained,
  - 4. developed but not understood,
  - 5. developed but not accurate,
  - 6. developed but unable to follow.
- f. Other factors
  - 1. weather/temperature
  - 2. non-fire personnel
  - 3. terrain

## D. REVIEW RECOMMENDATIONS

- 1. All recommendations by the ARC shall be in writing.
- 2. All recommendations shall first be presented to the Fire Service Board.
- 3. Names and other personal information shall not be used in the written review.
- 4. After the ARC's recommendations/review has been accepted by the FSB, copies of their report shall be circulated to all departments/agencies that are subject to this SOP for the purpose of preventing reoccurrence.
- 5. The purpose shall be three fold:
  - a. to inform departments of the potential need for additional safety training,
  - b. to inform departments of the potential need to make operational changes based on the facts involved in the incident,
  - c. to inform firefighter's about the action taken to protect their safety and health.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: ADMINISTRATIVE  SUBJECT: FIVE YEAR PLAN	SOP#: FSB 13 PAGE: 1/2 DATE: JUNE 12, 1996
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**PREMISE:** The Fire Service Board (FSB) recognizes the need to assist County fire departments to provide the highest level of personal protection feasible. The FSB may assist a County fire department in purchasing personal protection equipment or funds to purchase personal protection equipment. This assistance will increase the quality of fire protection to all county firefighters. It not the intent of this program to completely fund all the personal protection equipment purchase's of the fire department, but to assist that fire department.

**PURPOSE:** This SOP explains the Program and Procedures for this Five Year Program and set some minimum standards for equipment.

**SCOPE:** This SOP will apply to all County fire departments that request or receive equipment from the Fire Service Board.

**HISTORY:**

Original Release	November 11, 1992
Revised	January 12, 1994
Revised	June 12, 1996
Revised	November 11, 1998
Revised	Sometime in 2006 (changed to \$4,000)

**PROGRAM:**

1. Each year, on a continuous basis, as funded by the Pennington County Board of Commissioners, the FSB will provide four (4) departments with up to \$4,000 worth of National Fire Protection Association (NFPA) or United States Forest Service (USFS) compliant personal protective equipment (PPE). Specifically, this may include, coat, shirts, pants, helmet, gloves, fire shelters, hoods and/or boots.
2. Each department providing structural fire suppression will be expected to maintain a minimum of six (6) NFPA compliant Self Contained Breathing Apparatus (SCBA) with at least one spare bottle and one personal alert safety system (PASS) device per SCBA. Each department must also provide NFPA compliant PPE for structural firefighters. Departments not providing this PPE must place this equipment on the top of their list of requests for funding by the FSB. The FSB may choose not to purchase any equipment for that department other than PPE until a minimum level is reached.
3. Each department providing wildfire suppression will be expected to equip each firefighter with USFS compliant PPE. Departments not providing this PPE must place this equipment on the top of their list or requests for funding by the FSB. The FSB may choose not to purchase any equipment for that department other than PPE until a minimum level is reached.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: ADMINISTRATIVE  SUBJECT: FIVE YEAR PLAN	SOP#: FSB 13 PAGE: 2/2 DATE: JUNE 12, 1996
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4. Each department should develop local training standards and SOP's for use of PPE. These training standards and SOP's should include: the proper use and care of PPE, SCBA's, PASS devices, and emergency vehicle operation.
5. The adoption of these training standards and standard operating procedures may be required for funding of individual departments by the FSB.

## PROCEDURE:

1. Request's for assistance will be processed in the following manner:
  - A. The department must first present a Fire Fund Request form to the FSB during the months of April, May, June or July of the year they are identified for assistance.
  - B. The request for assistance must include at least two quotes from reliable fire equipment dealers, if available, or GSA pricing.
  - C. The FSB will review and act on the request as outlined in the FSB By-laws.
  - D. If the request is approved by the FSB, the department then may order and pay for the equipment approved.
  - E. Once the request is approved no further approvals will be required.
  - F. Emergency requests will not be accepted.
2. Request's for reimbursement will be processed in the following manner:
  - A. Copy of itemized invoice from the supplier.
  - B. Copy of canceled check or carbon copy showing payment.
  - C. Reimbursement will be made in accordance with Pennington County Auditor's Office policies.
  - D. Reimbursements will not be made prior to the department paying for equipment.
  - E. Requests for reimbursement must be received by the Fire Administrator prior to November 1 of the year approved.
3. Any department that does not request assistance under this program in the year of their rotation will not be eligible until the next rotation.
4. Any unspent moneys will not be available to other departments in that year or subsequent years under this program.
5. The following rotation will be used for determining which departments are eligible in a specific year. This rotation will begin in calendar year 1997.

2007/2002/1997-	Hayward, New Underwood, Quinn, Black Hawk
2008/2003/1998-	Whispering Pines, Rapid Valley, Hermosa, Rockerville
2009/2004/1999-	Scenic, Silver City, Wasta, Box Elder
2010/2005/2000-	Doty, Hill City, Rochford, Keystone
2011/2006/2001-	North Haines, Wall, Johnson Siding

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: FIRE ADMINISTRATOR  SUBJECT: UNIFORM AND PPE	SOP#: FSB 14 PAGE: 1/3 DATE: JUNE 14, 1995
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**PREMISE:** It is essential that the Pennington County Fire Administrator be dressed in a manner that allows the person to be easily recognized as the County Fire Administrator and present a professional image. It is important that the County Fire Administrator be dressed in a uniform during normal business hours and at other times when representing Pennington County.

It also is imperative that during emergency operations that the County Fire Administrator have the proper personal safety clothing. This safety clothing shall not only make the County Fire Administrator easily recognizable, but provide for personal protection during emergencies.

Due to professional and safety reasons the clothing items that are called for in this SOP shall be purchased by Pennington County through the County Fire Fund. The Pennington County Fire Service Board shall set the budget amount for these items each budget year.

**PURPOSE:** It is the purpose this SOP will define what is acceptable uniform dress and personal safety clothing. It is the intention that this will also define what uniform and protective clothing should be purchased with County Fire Funds.

**SCOPE:** This Standard Operating Procedure will apply to the position of Pennington County Fire Administrator.

**ADOPTED:** FSB May 10, 1995  
BOC June 6, 1995

1. UNIFORM(S) AND EQUIPMENT PROVIDED BY PENNINGTON COUNTY
  - A. Dress Uniform Clothing
    1. Shirt
      - a. White with long or short sleeves
      - b. Must be standard fire service uniform style
    2. Jacket/Coat
      - a. Black or navy blue
      - b. Must be standard fire service uniform style
    3. Badge
      - a. Gold with fire service insignia center
      - b. Worn over the left breast pocket
    4. Collar Insignia
      - a. Gold with fire service insignia center
      - b. Worn 1 1/2" from tip of collar to center of insignia

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5. Patches
  - a. Pennington County Fire Service shall be on the left sleeve
  - b. South Dakota Fire Service shall be on the right sleeve
  - c. The top of the patches shall be approximately 1" from shoulder seam and centered on the sleeve crease
6. Name Tag
  - a. Gold or silver metal with full name
  - b. Have the words, "Serving Since ..." on name tag
  - c. Worn over the right breast pocket
- B. Emergency Protective Clothing
  1. Structural/Vehicle Fires
    - a. Coat-complies with NFPA specifications
    - b. Pants-complies with NFPA specifications
    - c. Boots-complies with NFPA specifications
    - d. Gloves-complies with NFPA specifications
    - e. Helmet-complies with NFPA specifications
    - f. Hood-complies with NFPA specifications
  2. Wildland Fires
    - a. Shirt-complies with USFS specifications
    - b. Pants-complies with USFS specifications
    - c. Coveralls-complies with USFS specifications
    - d. Gloves-complies with USFS specifications
    - e. Hard Hat-complies with USFS specifications
    - f. Eye Protection-complies with USFS specifications
    - g. Fire Shelter-complies with USFS specifications
    - h. Leather lace up boots-complies with USFS specifications
  3. Other Operations
    - a. As appropriate for the situation
- C. Purchase and/or Replacement
  1. Pennington County Fire Fund shall purchase uniform and safety clothing
  2. The yearly amount shall be determined by the Fire Service Board with the approval of the Pennington County Commissioners
  3. Routine cleaning shall be at the expense of the Fire Administrator, unless:
    - a. the type of cleaning is specialized due to the type of clothing
    - b. the clothing has been contaminated, during an emergency operation, by a substance that must be removed by a special process
    - c. disposal is required of any clothing, personal or county owned, that is contaminated will be at County expense

## STANDARD OPERATING PROCEDURE

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- D. Due to the requirement that the Fire Administrator's must be available at all times there may be occasions when he/she may respond to emergencies with personal clothing or property. Any claim for damage sustained to the Fire Administrator's personal property must be submitted in writing to the Fire Service Board. He/she must explain the circumstances and damage sustained. Each claim for the repair or replacement of damaged personal property will be evaluated based upon the circumstances. A maximum value for watches shall be \$50 or actual value, whichever is less.

2. EQUIPMENT PROVIDED BY THE EMPLOYEE

- A. Foot wear-uniform
  - 1. Black or dark brown boots or shoes
  - 2. Foot wear to be polished and clean
  - 3. No athletic shoes
- B. Belt-leather
  - 1. Not less than 1 1/4" wide-black or dark brown
  - 2. Fire service buckles are acceptable
- C. Clothing
  - 1. Pants
    - a. Black, navy blue and/or gray fire resistive dress style
    - b. No "blue jeans" accepted
  - 2. Socks
  - 3. T-shirts
- D. Serviceable watch

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: ADMINISTRATIVE  SUBJECT: VEHICLE INSURANCE PROGRAM	SOP#: FSB 15 PAGE: 1/2 DATE: Mar 13, 1996
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**PREMISE:** Fire departments and fire personnel respond to incident's which have the potential to create liability for both. The Pennington County Fire Service Board (FSB), recognizes the need for fire departments to have the necessary vehicle liability insurance. The FSB also recognizes that not all fire departments maybe able to afford to provide this insurance coverage therefore, the FSB may assist with providing the proper insurance. The factors that determine the appropriate level of assistance cannot be derived solely from department size, population, or any other single factor.

**PURPOSE:** The purpose of this SOP is to attempt to address the issue of vehicle liability insurance assistance funding. This SOP addresses vehicle liability insurance only. This SOP is to explain the involvement of the FSB in assisting eligible departments with necessary insurance coverage.

**SCOPE:** This SOP shall apply to any and all agencies, departments or organizations eligible for assistance from the FSB as detailed in the By-laws of the FSB.

**HISTORY:** Original      March 13, 1996

## A. GENERAL PROVISIONS

1. Departments desiring assistance under this program **MUST** file a formal request each year with the FSB before the May meeting detailing the number of vehicles they desire vehicle liability insurance coverage for. This request must be submitted each year the FSB provides assistance. This will provide the FSB with the necessary upcoming budget year information. (i.e. to receive assistance in 1997 the department must submit a request prior to the May 1996 FSB meeting detailing the number of vehicle they are requesting assistance for).
2. The Department must obtain the policy and pay the premiums before actually requesting assistance from the FSB.
3. It is not the intent of the FSB to provide the assistance before a department obtains the necessary insurance coverage.
4. Upon submission of a current certificate of insurance and a copy of an invoice from the insurance company, the Department will automatically receive the assistance, providing the Board of Commissioners have approved the budgeted amount and the Department had submitted a formal request for assistance the past May. The FSB will not grant assistance without proof of coverage.
5. Departments may not request assistance for any vehicles for which they will also receive assistance from other government entities such as cities, townships, town board, county's, except the departments rural fire protection district, if applicable. (i.e. if a city is paying the vehicle liability insurance then the Department may not receive assistance on the same vehicle).

# STANDARD OPERATING PROCEDURE

PENNINGTON	SECTION: ADMINISTRATIVE	SOP#: FSB 15
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## B. CURRENT YEAR: 1996

1. The vehicle liability insurance program will continue as in past years for budget year 1996. Total number of vehicles insured will be determined in the following manner:
  - a. First priority will be the vehicles which are already being covered by the present policy.
  - b. Second priority will be any new requests for vehicle insurance. In no case will the FSB authorize, nor the Fire Administrator be authorized, to add vehicles to the insurance list that would exceed the budgeted amount.

## C. SUBSEQUENT YEARS: 1997 AND BEYOND

1. Each department eligible for assistance may submit a request for assistance per C-1-b. If a department owns less than four (4) at the time of the request, the limit is lowered to the actual number owned.
  - a. The amount of assistance will not exceed an amount that the FSB could reasonably expect to pay had they purchased the insurance. (presently this amount is \$259. per vehicle.
  - b. In subsequent years the number of vehicles the FSB will assist a department with will decrease. In budget year 1997 the maximum number will be four (4) vehicles; in budget year 1998, three (3) vehicles; in budget year 1999, two (2) vehicles; in budget year 2000, one (1) vehicle; and in budget year 2001 zero (0) vehicles.
  - c. If a department has a vehicle that is a part of the FSB "Lease to Purchase, Vehicle Replacement Program", CM-2 or other federal/state programs, that vehicle will be included as one of the departments eligible for assistance, not in addition to.
  - d. Extraordinary cases or reasons for insuring more that the stated number will be considered by the FSB with full and complete justification. These requests will be reviewed on an individual basis only each May when the request is received.

## D. COVERAGE LIMITS

1. The department must have coverage in the following amounts for the FSB to consider assistance.
  - a. general liability \$1,000,000 per occurrence
  - b. underinsured motorist, \$1,000,000.
  - c. uninsured motorist, \$1,000,000.
2. The FSB will not provide assistance for Physical Damage, Collision or Comprehensive except for a vehicle that is a part of the FSB's "Vehicle Replacement Program".

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: SAFETY  SUBJECT: PERSONAL ACCOUNTABILITY TAG	SOP#: FSB 16 PAGE: 1/2 DATE: Sept. 8, 1999
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**PREMISE:** A system to track the number, identity, and location of personnel in a hazard zone may become critical in the event that these personnel become lost, trapped, or otherwise in need of rescue. Further, such a system can reduce freelancing and inefficient use of personnel.

**SCOPE:** This procedure applies to all fire department personnel engaged in emergency scene activities.

**PURPOSE:** It is the purpose of this procedure to provide a system, which will account for the presence and location of personnel at emergency incidents.

Adopted: September 8, 1999

## 1) ACCOUNTABILITY HARDWARE

### a) Personnel Accountability Tag (PAT)

- i) Every member of the Fire Department shall be issued two (2) PAT's.
- ii) The PAT consists of a tag capable of attaching to a ring. The member's name and fire department will be printed on the tag.
- iii) Each member shall keep one of his/her PAT's attached to the ring on his or her helmet and the other attached to the front of his or her bunker coat.
- iv) Temporary tags will be available on scene.

### b) Collector Ring

- i) Each emergency vehicle shall be equipped with a collector ring.
- ii) The collector ring consists of a large metal ring with a unit identification tag attached.
- iii) The collector ring will be maintained in the cab of the apparatus and shall be removable.

### c) Accountability Boards

- i) Each Accountability Officer at a scene will have an accountability control board that will be used as a collection point for apparatus collector rings or individual PAT's.
- ii) Accountability task boards will be used to account for personnel at designated points of entry when required.

# STANDARD OPERATING PROCEDURE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: SAFETY  SUBJECT: PERSONAL ACCOUNTABILITY TAG	SOP#: FSB 16 PAGE: 2/2 DATE: Sept. 8, 1999
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## 2) PROCEDURES

- a) All personnel responding to incidents shall place their PAT from the front of their bunker coat on the collector ring on the emergency vehicle they respond in.
  - i) Those that respond in their POV will attach their PAT in the first emergency vehicle of their department they come in contact with or to the accountability officer if the accountability system has been implemented.
- b) The Fire Apparatus Driver/Operator (FADO) will serve at the initial Accountability Officer until relieved by the Incident Commander.
- c) When the Incident Commander determines that a higher level of accountability is needed all apparatus collector rings shall be brought to the command post and an accountability officer will be appointed if needed.
- d) If the Incident Commander determines the incident requires the highest possible level of personnel accountability he shall implement "Point of Entry Control" to limit access to the hazard zone.
- e) When Point of Entry Control is implemented; firefighters will use their second PAT as a means of accountability. It will be given to the Accountability Task Officer at the point of entry.
- f) Personnel who must exit at a point remote from the control points shall report back to the Accountability Task Officer at their point of entry as soon as possible to prevent unnecessary search and rescue operation being initiated.
- g) Personnel Accountability Report (PAR) shall be initiated by the IC at the time of occurrence of any and all of the following tactical benchmarks (this maybe verbal or written).
  - i) Any report of a missing or trapped firefighter,
  - ii) Any change from offensive to defensive mode,
  - iii) Any sudden hazardous event at the incident; for example flashover, backdraft, or collapse,
  - iv) Any report of an "all clear " on completion of primary or secondary search,
  - v) At 30 minute elapsed time intervals during the incident,
  - vi) At a report of fire under control.
- h) All trainees will be identified as per individual fire department guide lines.

