CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES (SOP),
ARTICLES OF INCORPORATION, BYLAWS,
AND
NEW MEMBER APPLICATION PACKAGE

Revised and Updated November 2020

APPLICANTS: Please read all enclosed materials. Complete and return the following documents.

1. Signature Page (Last page of this document)
2. Member Application
3. Hepatitis B Immunization Offer
4. Photo ID Information.
5. Florida Driving Record from a law enforcement agency
6. Criminal Background Check from FDLE (Florida Department of Law Enforcement)

If you have any questions or concerns please call to discuss before making any further decisions on membership.

CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT
MEMBER APPLICATION
(PLEASE PRINT)

Date:					
Name:					
Email:					
Birth Date:		**SSN:**			
Phone (Home):		**FL DR #:**			
Phone (Work):		**Occupation:**		**Employer:**	
Phone (Cell):		**Vehicle Ins. Co:**			
		Vehicle Ins. #:			
Emergency Contact	**Name:**				
	Address:				
	Phone:				
Area(s) of interest. (Circle all that apply):	Firefighting	Driver/Operator	Medical (1st Responder)	Other supporting	
Highest Level of Education. (Circle One):	High School/GED	College/University	Graduate	Vocational	

If you have had any previous firefighting or medical experience, please list the organization name(s) and phone number(s) below.

Do you have any pre-existing medical conditions that would prevent you from performing strenuous physical activity? (Circle one) **If so, please list below.** Yes No

Please list any special talents or skills (electrical/carpentry, mechanical skills, computer skills, etc) you may be able to offer to the department below.

Please attach-to this application-copies of any fire service, medical or professional certifications you might have. You must also obtain and submit a recent Florida Driving Record from a Florida Law Enforcement Agency and a Criminal Background Check from the FDLE (Florida Department of Law Enforcement) office.

My signature below indicates that I certify the above information and all submitted application documents to be true and accurate under penalty of perjury.

SIGNATURE: _____

RETURN APPLICATION TO: Chief Joe Parks
PO Box 13356
Chaires-Capitola VFD
4701 Chaires Cross Rd
Tallahassee, FL 32317
(850) 508-5362

HEPATITIS B IMMUNIZATION OFFER

All Volunteer Fire Department members are required, by Federal Law, to be provided with immunization, information and supplies in order to protect themselves from communicable diseases such as Hepatitis B. Through negotiations with the County, the City of Tallahassee is offering this immunization free to VFD members.

The first step in the process is decision making. The best way to make a decision is to first have all the facts. To assist our members in obtaining all the facts, we recommend that all prospective members visit the Center for Disease Control (CDC) website on Hepatitis B at "http://www.cdc.gov/ncidod/diseases/hepatitis/b". Extensive information on both the disease and the vaccine can be found through links listed on that page.

I understand that if I have any further questions, I can call 8916612 and speak with Lt. Brian Hunter at the TFD EMS Div. If you have not had the hepatitis B vaccination before it is highly recommended for all First Responders and healthcare providers.

I have reviewed the information available to me about Hepatitis B.

_____ _____

CCVFD Member's Name/Signature Date

I have decided to accept this offer and receive the Hepatitis B Immunization.

_____ _____

CCVFD Member's Name/Signature Date

I have decided to reject this offer and not receive the Hepatitis B Immunization.

_____ _____

CCVFD Member's Name/Signature Date

VOLUNTEER RESPONSIBILITIES

As a member of our Department we have certain responsibilities to each other. There is more to being a volunteer than being a good firefighter or first responder.

THE DEPARTMENT'S RESPONSIBILITIES TO THE MEMBER

The Department will - - -

Provide you with training in firefighting, first responder emergency medical service, emergency vehicle operation and other areas to ensure that you are equipped to handle your duties.

Supply your protective gear for firefighting.

Provide you with EMS supplies and appropriate protection (e.g., gloves, safety glasses, etc.).

Provide you with a two-way radio so you can communicate with other members during an incident.

Provide you with the fellowship and friendship of the other members who, like you, believe in serving our community.

THE MEMBER'S RESPONSIBILITIES TO THE DEPARTMENT

You will be responsible for - - -

Completing the required basic training courses during your first year with the Department.

Completing the First Responder medical training course.

During your probationary period (first 6 months), participating in fire/rescue calls, all monthly training sessions, fundraising activities and other mandatory activities as defined in the Department's SOP Section 1.0.

As an active member, participating in fire/rescue calls, monthly training sessions, fundraising activities and other mandatory activities as defined in the Department's SOP Section 1.0.

Cleaning our equipment, Station 30 and grounds and our portion of Station 12 as assigned and assisting with apparatus maintenance as assigned.

Conducting yourself in a manner which reflects positively on the Department.

Supplying a small bag for your First Responder medical equipment.

After successfully completing the probationary period supplying a single red emergency light for your Privately Owned Vehicle (POV).

Maintaining your POV and yourself for safe and reliable emergency response.

CCVFD FIREFIGHTER 1 CERTIFICATION - MEMBER CHECKLIST

General Conditions

____ At least 18 years old

____ Resident of Leon County and live within 1 mile of our response territory (generally defined as East of Capital Circle NE/SE, West of Jefferson County, South of Hwy 90/Western Miccosukee/Miles Johnson and North of Tram Rd)

____ Valid Florida Driver's license

____ In good physical health/pass physical exam

____ No tobacco use

____ Good driving record & insurance coverage on private vehicle

____ No felony convictions or pending felony charges

____ High school diploma or equivalent, unless an exception is granted by the Chief.

Active member Requirements:

____ Minimum quarterly participation is 3 training sessions, 3 maintenance sessions and 12 responses.

____ Minimum yearly participation is 18 training sessions, 18 maintenance sessions and 48 responses.

Training for DFS State Certified Firefighter 1 Requirements:

____ Firefighter I Curriculum 206 hours

____ National Incident Management System (NIMS); ICS100 & IS700

____ Wildland Firefighter Training S130 & S190 – 40 hours

____ EMS First Responder / EMR - 40 hours

____ HazMat Operations training

____ Bloodborne Pathogen training

____ Emergency Vehicle Operations Course (EVOC) - 16 hours

CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT
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CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT
STATEMENT OF POLICY

It is Chaires-Capitola Volunteer Fire Department's policy to provide a safe and healthy environment for every member and to abide by the accident prevention regulations set forth by Federal, State and Local Governments. We are sincerely interested in the safety and welfare of our members and believe that accident prevention is essential in maintaining an efficient operation.

It is this organization's requirement that all safety rules be strictly observed at all times, although it is impossible to publish a rule to cover every circumstance. If a safety rule has been omitted or overlooked, it does not excuse carelessness or lack of common sense in the performance of job duties.

You are urged to cooperate fully. Abuse of, or a disregard for, rules is a violation of CCVFD policy and will be treated accordingly. Your help in preventing accidents benefits not only yourself, but also your fellow member and the public, and we should all strive to make this organization accident free.

_____

President
Chaires-Capitola Volunteer Fire Department, Inc.

_____

Chief
Chaires-Capitola Volunteer Fire Department, Inc.

CHAIRES-CAPITOLA VOLUNTEER FIRE DEPARTMENT
GENERAL SAFETY RULES

- Whenever you are involved in an accident that results in personal injury or damage to property, no matter how minor, the accident shall be reported immediately to a Department Officer. First aid treatment must be sought promptly.

- Report immediately any condition or practice you believe has the potential to cause injury or damage to personnel or equipment.

- Do not operate any equipment, which, in your opinion, is not safe.

- All prescribed safety and personal protective equipment (PPE) shall be used when appropriate. All PPE must be maintained in safe working condition.

- Obey all Department rules, governmental regulations, signs, markings and instructions. Be particularly familiar with those that apply directly to you.

- When involved in any lifting procedure, use the approved lifting techniques, i.e., bend your knees, grasp the load firmly and as close to your body as possible, then raise the load, keeping your back as straight as possible. Obtain help from another member when lifting heavy loads.

- Do not engage in horseplay. Do not distract others from performing their tasks.

- Always use the right tool and equipment for the job. Use only those tools with which you are thoroughly familiar and have been trained to use.

- Good housekeeping should always be practiced. Return all tools, equipment, materials, etc., to their proper places.

1.1 QUALIFICATIONS

Active members will:

a. be at least 18 years old
b. be a resident of Leon County and live within 1 mile of our response territory (generally defined as East of Capital Circle NE/SE, West of Jefferson County, South of Hwy 90/Western Miccosukee/Miles Johnson and North of Tram Rd)
c. have a valid Florida Driver's license
d. provide proof of insurance coverage on private vehicle
e. have a good driving record and report any changes to the Chief with 48 hours
f. have no felony convictions or pending felony charges, misdemeanors
g. have a high school diploma or equivalent, unless an exception is granted by the Chief
h. be in good physical health and pass a physical exam
i. no tobacco use
j. maintain good moral character

All applicants supply current Driver's license, driving record, criminal background check and auto insurance information as part of the application for membership. The applicant should also provide personal historical information on any issue that can possibly effect the operations of the department or safety of the members.

Insurance coverage on private vehicle

All members must carry the minimum amount of personal auto insurance as required by Florida Law.

324.021 Definitions; minimum insurance required –

(7) PROOF OF FINANCIAL RESPONSIBILITY.--That proof of ability to respond in damages for liability on account of crashes arising out of the use of a motor vehicle:

(a) In the amount of $10,000 because of bodily injury to, or death of, one person in any one crash;

(b) Subject to such limits for one person, in the amount of $20,000 because of bodily injury to, or death of, two or more persons in any one crash;

(c) In the amount of $10,000 because of injury to, or destruction of, property of others in any one crash; and

(d) With respect to commercial motor vehicles and nonpublic sector buses, in the amounts specified in ss. 627.7415 and 627.742, respectively.

(8) MOTOR VEHICLE LIABILITY POLICY.--Any owner's or operator's policy of liability insurance furnished as proof of financial responsibility pursuant to s. 324.031, insuring such owner or operator against loss from liability for bodily injury, death, and property damage arising out of the ownership, maintenance, or use of a motor vehicle in not less than the limits described in subsection (7) and conforming to the requirements of s. 324.151, issued by any insurance company authorized to do business in this state.

Yearly Reviews

All firefighters who wish to remain interior certified with the Tallahassee Fire Department must complete a physical examination in accordance with the standards established by NFPA 1582 and OHSA regulation 1910.134 to ensure they are medically qualified to perform the essential functions of firefighting. A copy of the results of each member's completed annual physical will be kept on file with the Chief and the Tallahassee Fire Department.

Any active member that is in training to become or is a driver-operator of department apparatus must request a yearly Florida Drivers License Record [HSMV 90511] for the last 3 years and submit to Chief by December 31st to ensure there have been no significant changes to their driving record. ALL members are required to report changes to their driving record to the Chief within 48 hours of the change. This updated driving record will be kept on file with the Chief.

All other members who wish to respond to calls in their Personally Operated Vehicle (POV) must sign an affidavit yearly by December 31st declaring any changes to their driving record.

1.2 PROBATION

All members will be on probationary status during the first six months of membership. Probationary status may be extended upon recommendation of the Chief and approval of the Executive Board. Probationary status will begin at the time the member's application is accepted by the Executive Board.

At the end of their six-month probationary period or extended probationary period, first the Executive Board and then the general membership will vote to retain or dismiss all probationary members in the Department. This will be done by a written or oral vote. To accept the probationary member as a regular member in the Department, an affirmative vote by a minimum of 75% of members attending the meeting is required. If less than 75% of members attending the meeting vote to keep the probationary member, the member will be dismissed immediately from the Department.

1.3 MINIMUM REQUIRED PARTICIPATION

Members are expected to respond to calls when available for which the member is qualified to be on scene. The department conducts a maintenance or training night at least once a week and runs hundreds of calls annually. Members also participate in several other functions such as birthday parties, parades, static displays, etc. throughout the year.

In order to obtain active membership, during the probationary period, a member will respond to a majority fire/EMS calls for which the member is qualified to be on scene, the majority of monthly training and maintenance sessions and participate in a majority of fundraising activities and other

required activities, unless extenuating circumstances exist.

In order to retain active membership upon becoming a permanent member, members will respond to a minimum number of fire/EMS calls per quarter and other meeting and sessions as determined by the guidelines outlined below.

1.4 REQUIRED ATTENDANCE AND RESPONSE (FOR ACTIVE MEMBERS)

Minimum number of incident responses per quarter is established at 12, commensurate with the calls related to their primary duties and level of involvement in the department. The total required per year is 48. Standbys, other than at the stations or while at an official department functions or by direction of the Chief to members utilizing POVs, do not count as a response. Cancellations by the Chief or TFD will be considered as part of the response totals. The Chief has discretion in the minimum number of responses and will take into account the type and number of incidents that the member is qualified in determining the response level. Extended work related absences will be handled at the discretion of the Chief.

Minimum participation is required to assure the member is aware of changes in the department, maintains proper training levels and is developing team interactions and relationships that are critical to safety and efficient operations within the department.

Each member will attend a minimum of 18 training sessions and 18 maintenance sessions per year with no less than 3 of each in any one quarter. Make-up sessions, when available are counted. Special circumstances (school, work, etc.) may excuse a member from the minimums for training and maintenance sessions. Other activities, such as public displays, birthday parties, etc., may be used for making-up missed sessions purposes at the discretion of the Chief.

- Minimum quarterly participation is 3 training sessions, 3 maintenance sessions and 12 responses.
- Minimum yearly participation is 18 training sessions, 18 maintenance sessions and 48 responses.

The Chief may excuse maintenance participation and response requirements based on specialized services provided by the member that improves the overall operation and safety of the department and its members, e.g.; legal, medical, contract management, etc.

Unless extenuating circumstances exist, members whose response rates fall below the required minimums will be subject to discipline.

Members who are under any disciplinary action must attend all training, assigned maintenance and other required functions unless excused in advance by the officer in charge of the function and/or the Chief. The member must respond to calls when available. If participation does not improve during these periods, membership may be revoked and the member will return all assigned equipment to the department.

1.5 OTHER REQUIRED ACTIVITIES

Members will be responsible for cleaning Station 30 and grounds (including mowing and trimming), the east portion of Station 12, and apparatus as assigned and scheduled by the Chief or officer in charge of maintenance. Members will also be responsible for participating in biweekly apparatus maintenance as assigned. If the member cannot attend maintenance on the scheduled night then maintenance activities can be performed prior to the normal scheduled night. All maintenance activities will be completed by the normal scheduled evening.

1.6 EXTENUATING CIRCUMSTANCES

Prior approval of the appropriate officer or member is required at least 24 hours in advance in the event a required activity cannot be attended. Excused absences will include:

1. Personal or family illness.
2. Business travel conflicts.
3. Personal and family responsibilities such as birthdays, anniversaries, etc.
4. Vacations.
5. Other civic responsibilities.
6. Emergency services training outside the department.

Each member is responsible for advising the Chief or department officer responsible for coordinating an activity of an impending absence **at least 24 hours in advance of the scheduled activity,** when possible. In certain instances, such as illnesses, vacations, business commitments, there will be excused absences from responses during the time period a member is absent. These will be handled on an individual basis, with the responsibility of advising an officer resting with the member. When a member becomes unable to participate in an activity which the member has been assigned, the member is responsible for arranging a substitute.

1.7 VOLUNTEER FIREFIGHTER 1

To be a certified Firefighter 1, a member must meet the training standard required by Florida State Statute Section 633 and Florida Administrative Codes Chapter 69A-37 and 69A-62. Firefighter must complete State of Florida Minimum Standards Course. A significant portion of this training can now be completed through a blended learning on-line portion. Validation of this training is met by retaining copies of quiz scores and final evaluation upon completion of the on-line program.

The following academic components make up the Part I Minimum Standards curriculum and are available on-line and/or scheduled by the department:

- Firefighter I Curriculum 206 hours
- National Incident Management System (NIMS); ICS100 & IS700
- Wildland Firefighter Training S130 & S190 – 40 hours
- EMS First Responder / EMR - 40 hours

The Firefighter I curriculum includes practical skill development. Completion of the practical skills is demonstrated by completion of a Firefighter I Practical Skill Task Book. All students are required to participate in live fire training scenarios coordinated by a certified Live Fire Training Instructor. Students who meet all combined objectives receive a Certificate of Completion Volunteer Firefighter

206 Hours.

1.8 COMMAND OFFICERS, PROMOTION:

The Fire Chief is appointed by the Department's Executive Board at the first board meeting of the calendar year. The number of officers in the department shall not drop below five (5). Their minimum will consist of Chief, Assistant Chief, Captain and two (2) Lieutenants. Positions shall be filled at a ratio of one officer position for each five (5) firefighters in the department. In order to be qualified to serve as an officer, the member must have completed the officer promotion checklist located in Appendix II.

The position of Assistant Chief shall be appointed by the Fire Chief and confirmed by the Department's Executive Board. Minimum Requirements includes: Five (5) years membership in the department, one year as a fire combat line officer, or other comparable experience. Must meet Department's current training standards.

The position of combat line officers, Lieutenant and Captain, shall be appointed by the Fire Chief. Minimum Requirements includes: Two (2) years membership in the department or other comparable experience. The officer must meet Department's current training standards. Officers may have additional duties assigned at the discretion of the Chief or Assistant Chief.

The Fire Chief has the authority to appoint the combat line officers he/she feels will be most beneficial for the department. The Fire Chief of the Department may also decide to not fill a vacancy if he/she decides none of the prospective candidates are qualified to fill the vacant position.

Each newly promoted officer will serve at the discretion of the Chief. Failure to adequately meet fundamental and ancillary responsibilities shall be cause for return to their previously held position.

There are a number of ways to prepare for promotion and the ultimate responsibility that comes with the position, including:

- Firefighter 1 certification as a minimum, with additional certifications.
- Volunteer for leadership positions on committees, special projects or assignments
- Read, review and understand the following texts:
  - CCVFD Department and TLH Standard Operating Procedures
  - IFSTA, Essentials of Fire Fighting
  - IFSTA, Company Officer
  - IFSTA, Pumping Apparatus
  - IFSTA, Instructor

All members of the department will complete training commensurate with their primary duties and level of certification in the department within one year of joining, pending the availability of required training classes.

2.1 SCBA Policy

The Chief may issue self-Contained Breathing Apparatus (SCBA) to individual personnel for use in Hot Zone structural firefighting and for unknown respiratory hazard incidents. No SCBA equipment will be issued to a member who does not have appropriate training. Fire-ground activities will be directed and assigned by the officer in command at each scene. Members found to be "freelancing" or performing activities on a fire-ground not approved by the officer in command will be subject to disciplinary procedures.

All members shall use SCBAs when there are respiratory hazards posed by firefighting and other operations where immediately dangerous to life and health (IDLH) atmospheres may be encountered. Members shall not wear beards, facial hair, or any impediment to SCBA face piece seals. Members shall wear all personal protective equipment (PPE) and self-contained breathing apparatus while extinguishing the following incidents:

- Structure fires,
- Vehicle fires - their cargo, and different fuel and / or fuel cells must be analyzed and addressed
- Trash fires - contents and unknown contents must be analyzed and addressed
- Dumpster fires – if it cannot be determine whether toxic or hazardous materials are present and involved

The SCBA shall remain in use until overhaul / operations are complete and the respiratory hazard has been eliminated and deemed safe by the Incident Safety Officer after proper monitoring. All re-entries and the PPE required for such entries after operations are concluded must be approved by the Incident Safety Officer.

All volunteers certified for interior attack must abide by all of TFD's Tactical SOPs (900 series).

2.2 Training Policy

All members will complete the First Responder medical training course. All members will complete the TFD SOP 900 series review course once each year. All members will keep their CPR/BLS card up to date and submit copies to the department. The department will offer at least one CPR class every two years. Members can participate in these classes at no cost to their self.

All members will participate in the department's training sessions in accordance with the participation requirements of active members (SOP 1.1). The content & duration of this training will be sufficient to maintain the competencies required. Demonstration of competencies can be utilized in lieu of, or with, training.

- All firefighters are trained to at least the Emergency Medical Responder (EMR) level.
- Those who potentially could be Incident Commander (IC) through the incident shall have at least EMR and:
  - Know how to implement our Incident Management System (IMS) system.
  - Know how to implement the Fire Department emergency response plan.
  - Know how to implement the local emergency response plan.
  - Know about the State Emergency Response Plan (SERP) and the Federal Regional Response Team.
  - Understand the hazards / risks of working in chemical protective clothing.
  - Know / understand the importance of decontamination procedures.

All members will complete Hazardous Materials Awareness training prior to responding to calls. HazMat Operations training will be completed at the first offering or within one year of joining the department. All members will complete the HazMat Operations Refresher course annually. The Hazard Identification System SOP will be reviewed and incorporated into the training schedule at least annually and any time revisions are made.

All members will complete the Bloodborne Pathogen training within one year of joining the Department and attend the annual mandatory refresher.

While probationary members can participate in vehicle training, only active members can respond in apparatus. As soon as possible, new members will complete a (16-hour) Emergency Vehicle Operations Course (EVOC). EVOC must be completed prior to driving and operating department emergency response vehicles. Members using POVs will be restricted from placing a red courtesy light in their personal vehicle until completion of an approved EVOC course and possession of a valid departmental ID card that authorizes red light usage. Violation of the red light authorization requirement will be cause for removal from the department. New members must also undergo training and familiarization with any FD vehicles prior to operating the vehicle.

Additionally, all departmental vehicle drivers will be required to successfully complete an approved full EVOC course once every 3-5 years, pending availability of an instructor. All members must carry the minimum amount of personal auto insurance as required by Florida Law. Any changes to a member's driving record must be reported to Chief within 48 hours.

Members are encouraged to participate in additional educational activities offered by the department, TFD and other organizations.

Members notifying the Chief or officer in command at least 24 hours prior to missing a monthly training session will be given 2 weeks to make up the session if the information discussed is available.

2.3 Annual Refresher Training

The content & duration of this training will be sufficient to maintain the competencies required. Demonstration of competencies can be utilized in lieu of, or with, training.

All members must attend a (one hour minimum) driver training refresher course annually as part of

regularly scheduled training.

Officers who are "Recognized" in accordance with TFD SOP 900 series will complete the required yearly continuing education training in order to continue to maintain their Recognized status.

2.4 Training Records

Records of training will be scanned and kept by the Chief in accordance with Florida Public Records Law. In addition to the normal training record, if competency is utilized the methodology is to be specified (drill, event, regional exercise).

2.5 Respiratory Protection Training (SCBA)

New member**, a**nnual training, and retraining is conducted in accordance with direction from the Chief.

STANDARD OPERATING PROCEDURES	Revised 02/2008	3.0 RADIO PROCEDURES

3.1 General Communication Procedures

All radio communication is to be kept concise and related to Department business. Between 11:00 PM and 7:00 AM only radio communications regarding an emergency or a call is permitted.

When there is heavy radio traffic, e.g., during multiple incidents or severe weather, listen for several seconds before you key the microphone, to ensure that you don't "step" on another transmission. Extended communications or communications not directly related to an emergency scene should be moved to VFD Tactical channel. We generally use "clear text" when communicating by radio. "Clear text" means we do not use codes and signals in our communication. Since we work with agencies that use 10 codes and signals, you should be familiar with the following codes and signals used by these agencies (e.g., EMS, FHP).

10 Code	Meaning	Signal	Meaning
10-1	Receiving poorly	Signal 0	Armed/Caution
10-2	Receiving well	Signal 1	Drunk driver
10-4	Transmission acknowledged	Signal 2	Drunk pedestrian
10-6	Busy	Signal 3	Hit & Run accident
10-7	Out of service	Signal 4	Auto accident
10-8	In service	Signal 7	Deceased
10-9	Repeat	Signal 14	Information
10-12	Visitors present	Signal 15	Special assignment
10-18	Lights & sirens	Signal 17	Illness
10-20	Location	Signal 20	Psychiatric patient
10-21	Call by phone	Signal 21	Communicable disease pt.
10-22 or 10-66	Disregard or Cancel	Signal 25	Fire
10-25	Made contact with	Signal 26	Cardiac
10-26	Received and understood	Signal 42	Lunch/Dinner
10-33	Emergency traffic	Signal 53	Injury or accident other than auto
10-39	Message delivered		
10-42	Home	Signal 55	Assault
10-42 1/2	Member's spouse	Signal 88	Suicide
10-46	Is everything OK?	Signal 88A	Attempted suicide
10-54	Negative		
10-69	Fire Department		
10-70	Wrecker		
10-71	Ambulance		
10-97	Arrived		
10-98	Completed		

Air Transport (Currently all local services use plain text)		Other EMS related codes	
Alert 1	Standby for response	ETOH	Alcohol Related
Alert 3	Be enroute to scene	OB	Oscar Bravo/Obstetrical
Alert 4	Enroute for hospital transport	OD	Oscar Delta/Overdose
		Code 1	Prescheduled transport
		Code 2	Respond without lights/sirens
		Code 3	Respond with lights/sirens
		Code 4	Cardiac or respiratory arrest

UNIT NUMBER AND BASE STATION DESIGNATIONS

Officers and apparatus unit numbers are as follows:

	Officers		**Apparatus**
12-01	Chief		
12-02	Deputy/Assistant Chief	12-5*	Auxilliary Units (Air Trailer)
12-03	Captain	12-6*	Engine/Pumper
12-04	Lieutenant	12-7*	Tanker
12-05	Lieutenant	12-8*	Brush Unit
12-06	Lieutenant		

Member unit numbers are assigned by the Chief.

The designation for the Chaires Base Station (when in use) is "Chaires." The designation for Tallahassee Fire Department Dispatch is "Tallahassee."

CHANNEL USE

TFD primary dispatch is the main channel for all Tallahassee Fire Department communications. Only Officers, members authorized by a responding Officer or responding members when no officer is monitoring shall communicate directly with TFD Dispatch. Wait 1 full second after pressing push-to-talk (PTT) button on the mike before beginning to speak. Speak slowly, clearly and concisely.

NOTE: Keep in mind that this radio signal can be heard for a radius of 80 miles or more from Downtown. There are many individuals listening on scanners critiquing radio traffic.

TFD Tac 1 is the TFD fire ground tactical channel. All Officers or members authorized by an Officer shall switch to this channel when arriving on scene being controlled on “Tac 1” by TFD.

CCVFD primary channel is the main channel for CCVFD. All Department communications shall be broadcast on this channel unless directed otherwise by a Department Officer. ***Keep all communications on this channel short and concise***. Use of the radio shall be for official Department business only and conducted in a professional manner. Extended communications or those not directly related to an emergency scene should be moved to (VFD Tac channel).

BASIC COMMUNICATION PROCEDURES

When calling another unit, state their unit # (12-xx) first, then the your unit #. Example: When 12-09 is calling 12-05, 12-09 should say "12-05, 12-09".

Always be certain you are in contact with the unit you are calling before giving the message. Example: "12-05, 12-09". "This is 12-05, go ahead 12-09." Then give message.

Once a message is received, always repeat back what you understood for verification. Example: "12-61, 12-09. This is 12-61, go ahead 12-09. 12-61 increase the pressure on the booster line by 25 lbs. Understood 12-09, you want the pressure increased by 25 lbs. That's correct 12-61." Once the Engine has increased the pressure, the operator shall contact 12-09 and inform 12-09 that the pressure has been increased as requested. This use of feedback ensures that the message given is the message received.

It is recommended that you announce when you are going out of service and the amount of time that you will not be available. Example: "12-09 out of service until 6 p.m.". It is not necessary to announce your destination. It is also recommended that you-announce when you are going into service, such as when you are coming home from

work. "12-09 in service."

3.2 COMMUNICATION PROCEDURES FOR INCIDENTS

Because we have a large number of volunteers with radios, it is important that radio traffic be kept to the minimum necessary to convey information to officers and other members responding to a scene.

Immediately after being toned, TFD Dispatch will announce on TFD's Dispatch Channel the pertinent information about the call to the responding units. TFD will announce the information twice before their units are en route and once more when their units radio that they are en route**. Until TFD completes conveying information about location and nature of the call, there is to be no radio traffic on the CCVFD frequency**. If a member with an EMS pager announces an incoming medical call, the closest unit(s) may quickly acknowledge and be en route. All members must wait until TFD dispatches the call and announce their status again in accordance with standard radio procedure.

Once the nature of the call and location are known, CCVFD units shall radio their response status (to scene, to station for equipment, stand-by, etc.). Do not radio that you cannot respond or cannot be on stand-by to a call. If you don't radio that you are responding, it will be assumed you are not. During a call, any questions or required information will be requested through the Officers. Discussion between non-officers shall not be allowed to assure proper coordination of units.

Use Chaires primary channel to announce that you are en route or responding (see Section 4.0 for definitions). "12-09 responding." It is not necessary to say "to scene"; it is understood that you are going to the scene of the incident if you do not state otherwise. If you are responding to the station for standby or to pick up equipment, state this. "12-09 responding to Station for Engine."

If you are not responding from your home, state where you are responding from. "12-09 responding from Capitol Circle and 90E." If you are in the city, 12-09 en route from City", is sufficient.

Members picking up apparatus shall radio when they leave the station with the apparatus. Example, "12-61 responding." On TFD Dispatch channel, contact TFD Dispatch and notify them that you are responding. "Tallahassee, 12-61 responding" (or en route if you are going routine - without lights and sirens). If Dispatch does not confirm your radio transmission, radio them again. Then after they acknowledge tell them that you are responding. Example: "Tallahassee, 12-61". "Go ahead 1261". Tallahassee, 12-61 responding". "10-4, 12-61 responding". Once TFD has received this message, transmit this same message on Chaires primary channel.

When on scene, always use Chaires primary channel unless otherwise directed by the officer in charge.

It is not generally necessary to radio information about the location of other responding emergency services, e.g., FHP, EMS. If officers need that information it will be requested by radio.

When leaving the scene and returning to Station 12, quarters or other, announce on Chaires primary channel your actions. "12-09 returning to quarters."

Apparatus radios shall always be left on TFD primary channel.

When a member comes upon an **emergency situation**, they shall first attempt to contact a Chaires Officer or Chaires Dispatcher who will report it to TFD by radio. If unable to contact a Chaires officer or Chaires Dispatcher, that member shall report the situation to TFD dispatch by radio using their assigned identification number, i.e. "12-99" unless that member is an officer.

When a member arrives on a scene to which we have been dispatched, they shall report "on scene" on Chaires Channel using their assigned identification number. If there are no Chaires officers or Dispatcher monitoring, the

first member shall also report "on scene" and give a size up on TFD Dispatch Channel, using the identification number "12-99".

Non emergency incidents discovered by a member in or out of district shall not be reported by radio to TFD by radio. The proper authorities should be notified by telephone. Radios may be used to contact another member near a telephone who could then make the call.

3.3 APPARATUS OUT-OF-SERVICE NOTIFICATIONS

When a CCVFD apparatus is taken out of service, the following shall be done:

1. Notify a CCVFD Officer or, in their absence, the CCVFD Dispatcher, of this action and its details.
2. Notify TFD Dispatch by phone or radio of this apparatus being out of service and request that they page and notify CCVFD members.

When returning an apparatus to service, the same notifications shall be made.

4.1 RESPONSE MODE DEFINITIONS

There are two modes for proceeding to calls: Response mode or Enroute mode. Response mode is used when a member or apparatus is responding with lights (and sirens for apparatus); this is considered an emergency response mode. Enroute mode is used when lights (and sirens) are not required; non-emergency response mode. Enroute mode is used in situations such as non-emergency investigations, when units are down-graded by the incident commander or officer on scene, or when going to cover the station when TFD Station apparatus is out of our area.

4.2 TRAFFIC LAWS AND USE OF LIGHTS

When responding in personal vehicle, in answer to an emergency call, either to the firehouse to respond one of the apparatus or to the scene, non-probationary members may respond using red lights (and sirens for apparatus) unless otherwise instructed. When responding to the fire station for standby, members shall be en route nonemergency. Members shall always abide by the Florida Statutes when responding using a red light. Members responding in private vehicles shall obey all normal traffic laws when responding in emergency mode. Members responding in private vehicles shall not use red lights unless they are in the CCVFD response area or when TFD dispatches us out of our area. Florida Statutes prohibit the use of sirens, or blue or white flashing lights on VFD member's private vehicles. Only lights as outlined under the Florida Statutes for private vehicles of VFD members are permitted.

Whether responding in VFD apparatus or personal vehicles, due care shall be exercised at all times. Safety and strict adherence to Florida Statutes shall be the rule. A red flashing light on a member's private vehicle does not permit this vehicle to break any traffic law.

For safety reasons, if a member responding in a personal vehicle with a flashing red courtesy light approaches an area where that member cannot proceed normally due to traffic laws (ie. at a red traffic light, active train crossing, school zone, etc.), that member should turn off the red courtesy light until it is safe to proceed. This will prevent confusion among other motorists who may perceive that member as an official authorized emergency vehicle.

316.2398 Display or use of red warning signals; motor vehicles of volunteer firefighters or medical staff.--

(1) A privately owned vehicle belonging to an active firefighter member of a regularly organized volunteer firefighting company or association, while en route to the fire station for the purpose of proceeding to the scene of a fire or other emergency or while en route to the scene of a fire or other emergency in the line of duty as an active firefighter member of a regularly organized firefighting company or association, or a privately owned vehicle belonging to a medical staff physician or technician of a medical facility licensed by the state, while responding to an emergency in the line of duty, may display or use red warning signals visible from the front and from the rear of such vehicle, subject to the following restrictions and conditions:

(a) No more than two red warning signals may be displayed.

(b) No inscription of any kind may appear across the face of the lens of the red warning signal.

(c) In order for an active volunteer firefighter to display such red warning signals on his or her vehicle, the volunteer firefighter must first secure a written permit from the chief executive officers of the firefighting organization to use the red warning signals, and this permit must be carried by the volunteer firefighter at all times while the red warning signals are displayed.

(2) It is unlawful for any person who is not an active firefighter member of a regularly organized volunteer firefighting company or association or a physician or technician of the medical staff of a medical facility licensed by the state to display on any motor vehicle owned by that member, at any time, any red warning signals as described in subsection (1).

(3) It is unlawful for an active volunteer firefighter to operate any red warning signals as authorized in subsection (1), except while en route to the fire station for the purpose of proceeding to the scene of a fire or other emergency, or while at or en route to the scene of a fire or other emergency, in the line of duty.

(4) It is unlawful for a physician or technician of the medical staff of a medical facility to operate any red warning signals as authorized in subsection (1), except when responding to an emergency in the line of duty.

(5) A violation of this section is a nonmoving violation, punishable as provided in chapter 318. In addition, any volunteer firefighter shall be dismissed from membership in the firefighting organization by the chief executive officers thereof.

Yielding to Emergency Vehicles

In accordance with Florida Statutes, private vehicles (including those of volunteer firefighters) must yield right of way to emergency vehicles operating in the emergency mode.

316.126 Operation of vehicles and actions of pedestrians on approach of authorized emergency vehicle.--

(1)(a) Upon the immediate approach of an authorized emergency vehicle, while en route to meet an existing emergency, the driver of every other vehicle shall, when such emergency vehicle is giving audible signals by siren, exhaust whistle, or other adequate device, or visible signals by the use of displayed blue or red lights, yield the right-of-way to the emergency vehicle and shall immediately proceed to a position parallel to, and as close as reasonable to the closest edge of the curb of the roadway, clear of any intersection and shall stop and remain in position until the authorized emergency vehicle has passed, unless otherwise directed by any law enforcement officer.

(b) When an authorized emergency vehicle making use of any visual signals is parked or a wrecker displaying amber rotating or flashing lights is performing a recovery or loading on the roadside, the driver of every other vehicle, as soon as it is safe:

1. Shall vacate the lane closest to the emergency vehicle or wrecker when driving on an interstate highway or other highway with two or more lanes traveling in the direction of the emergency vehicle or wrecker, except when otherwise directed by a law enforcement officer.

2. Shall slow to a speed that is 20 miles per hour less than the posted speed limit when the posted speed limit is 25 miles per hour or greater; or travel at 5 miles per hour when the posted speed limit is 20 miles per hour or less, when driving on a two-lane road, except when otherwise directed by a law enforcement officer.

(c) The Department of Highway Safety and Motor Vehicles shall provide an educational awareness campaign informing the motoring public about the Move Over Act. The department shall provide information about the Move Over Act in all newly printed driver's license educational materials after July 1, 2002.

This section shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

(2) Every pedestrian using the road right-of-way shall yield the right-of-way until the authorized emergency vehicle has passed, unless otherwise directed by any police officer.

(3) Any authorized emergency vehicle, when en route to meet an existing emergency, shall warn all other vehicular traffic along the emergency route by an audible signal, siren, exhaust whistle, or other adequate device or by a visible signal by the use of displayed blue or red lights. While en route to such emergency, the emergency vehicle shall otherwise proceed in a manner consistent with the laws regulating vehicular traffic upon the highways of this state.

(4) Nothing herein contained shall diminish or enlarge any rules of evidence or liability in any case involving the operation of an emergency vehicle.

(5) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

(6) A violation of this section is a noncriminal traffic infraction, punishable pursuant to chapter 318 as either a moving violation for infractions of subsection (1) or subsection (3), or as a pedestrian violation for infractions of subsection (2).

4.3 DESTINATION

Members shall announce on their two-way radio when responding to a call and will indicate destination, e.g., scene, firehouse for vehicle, firehouse for standby, etc. **Since limited response is required for EMS calls (see EMS SOP 5.0) member will announce that they are available to respond and will act in accordance with instructions to respond, standby, or cancel.** (Also see Section 3.0 Radio Procedures.)

For fire calls, at least one member closest to the location of the call shall respond directly to the scene. For EMS calls, response destination shall be in accordance with EMS SOP (5.0).

Drivers who are further away from the location of the call than members who are responding to scene, shall respond to the station to respond a CCVFD vehicle or to standby. One or two members may be required to standby at station depending on nature of incident. All other members shall respond directly to the scene.

All responses and destinations shall be coordinated by radio by the officer in charge.

A member who is at Station 12 at the time of a call may respond on a TFD vehicle in which they are authorized to drive, with the understanding that this may restrict the member's response if another dispatch in district occurs.

Members are not allowed to respond to calls with non-members in an apparatus or personal vehicle without the express written consent of the Chief. However, this should not preclude a member’s ability to render aid in an emergency.

Cover Station Only

It is our policy that when TFD Station 12 apparatus and manpower are dispatched out of our response area for a call, our members shall be en-route (non-emergency) to the station for standby. This is to ensure that in case of a second call, our members will be in position to immediately respond our apparatus. Only those members who are at the station will receive credit for this standby call.

Stand-by Policy

Stand-by is defined as a member not responding to a call but “standing by” to respond to the call if manpower is needed, available to respond on a second call or be en-route to the station to cover the station. If the member is not willing to perform the above actions, they are considered to be out-of service and shall not be on the radio or in stand-by mode.

Medical Calls: When the call is across district from the members’ location or adequate numbers of members are

already responding, members may be in stand-by mode. Members closer than responding members shall respond and cancel further away units. Members without medical training may be on stand-by status.

Fire calls: **Stand-by status will not be allowed for structure or brush fires due to undetermined manpower needs.** Stand-by will be allowed for car fires or confirmed trash fires since these type calls require minimal manpower.

Other rescue calls: **All available manpower will respond and stand-by is not allowed due to the severity and manpower needs being undetermined at the time of dispatch.**

4.4 DRIVING CCVFD APPARATUS

- Only those members specifically approved by the Chief and who have completed the proper training may drive apparatus.
- Before any apparatus is moved, a full 360-degree walk-around shall be completed to ensure all hose, nozzles, doors, and portable equipment are secure. In addition, the driver should take note of stationary obstructions that pose a hazard around the apparatus, such as mailboxes, other vehicles, telephone poles, low hanging branches, etc.
- The apparatus driver's sole responsibility is the safe driving of the apparatus. He/she is to continually monitor driving conditions and listen to the radio for instructions. The driver shall be the initial pump operator, if apparatus is so equipped. The driver is responsible for all equipment on the apparatus.
- Seat belts shall be worn by all personnel while riding in moving apparatus.
- Tailboard riding positions are prohibited.
- Hearing protection devices may be worn by personnel during emergency responses. Sirens have been removed from the roofs of apparatus and placed at bumper level to minimize the noise in the cabs.
- When backing up of apparatus is necessary, it is the responsibility of the driver to insure that the backing route is unobstructed and a spotter provided. If a spotter is not available, the driver shall walk completely around the apparatus to make sure there is a clear path for backing and then back the apparatus before there is an opportunity of circumstances to change. Extreme caution shall be taken when backing apparatus. A spotter is strongly recommended.

Hearing Protection

The health of our personnel is of primary concern. The use of hearing protection when driving Department apparatus and using audible warning devices (siren & air horns) is recommended. Members shall consider wearing hearing protection while responding in apparatus to an emergency call.

4.5 RESPONDING TFD TANKER

Members who are Approved TFD Tanker Drivers shall respond the TFD tanker to a call only after the following conditions are met:

1. The TFD Tanker has been dispatched to a call.
2. The TFD officer & D.O. are out of the station and have left the Tanker in the station.
3. The Chaires Engine & Tanker have first responded to this or another call.

See TFD SOP regarding Tanker operations by volunteers who are TFD Approved Tanker Drivers.

4.6 CANCELLATION OF RESPONSE

When canceled by TFD, EMS or a CCVFD officer prior to completion of an incident,

1. Members not on scene shall immediately cancel their response to the scene and be en route to the station or quarters (nonemergency) to standby.
2. Members responding initially to the station shall continue their response in a nonemergency

mode if TFD apparatus will be committed to the scene.

3. Members on scene or responding shall be released only by the CCVFD officer in charge who will receive the cancellation order from the TFD or EMS Incident Commander.
4. **No member shall leave the scene of a call without clearance from the CCVFD officer in charge on scene or without notifying the TFD or EMS officer in charge if CCVFD officer is not present. Members leaving scene without notification may be subject to strong disciplinary action as this is a key safety procedure.**

When members are canceled prior to completion of an incident, they shall be en-route to Station 12 to standby. Members may leave the scene only after being released from the incident by a Department Officer. At the termination of structure fires or large brush fires, all members will proceed to the station to help clean the apparatus, perform inventory checks and replace equipment.

GENERAL

ONLY TRAINED AND FLORIDA CERTIFIED PARAMEDICS, EMERGENCY MEDICAL TECHNICIANS AND FIRST RESPONDERS WHO HOLD A CERTIFICATE OF SUCCESSFUL COMPLETION SHALL PROVIDE CARE AT EMERGENCY MEDICAL CALLS. SEE SECTION ON "RESPONSE SIZE" FOR MORE DETAILS.

MEDICAL ASSISTANCE SHALL BE PERFORMED **ONLY TO THE DEGREE OF ONES TRAINING.**

MEDICAL SUPPLIES

Appropriate medical supplies and an approved bag will be supplied to new members cleared to respond to medical calls after successful completion of a recognized 1st responder training course.

SCENE SAFETY AND PERSONAL PROTECTION

At EMS scenes, members shall wear long pants (no shorts) and identifying clothing such as a CCVFD jump suit, CCVFD shirt, jacket, coat or ID badge. Members providing patient assessment and treatment shall wear their personal protective equipment (see section below), at a minimum approved medical protective gloves.

Body Substance Isolation (BSI) Precautions or Infection Control: Exposure to Bloodborne Pathogens.

All Body Fluids shall be considered infectious and appropriate precautions taken.

1. The following Personal Protection Equipment (PPE) shall be used as appropriate on every call. Items indicated with a * shall always be worn when treating patients.
    a. Protective gloves * (different gloves for each patient on multiple patient scenes).
    b. Eye Protection required when appropriate as outlined by Fla. DOL
    c. Masks required when appropriate as outlined by Fla. DOL
    d. HEPA Masks shall be used when patient is coughing or you suspect patient may have tuberculosis.
    e. Gowns.
    f. Use Bio Hazard bags for all contaminated equipment and materials. *
2. Encourage other members to use proper PPE on every call.
3. Hands shall be washed at the end of every call and between each patient contact when appropriate (multiple patient scenes).
4. See TFD's Exposure Control Plan for details of what actions shall be taken if you are exposed to bloodborne pathogens. All exposures shall be reported immediately to a Department officer.

Immunizations

Hepatitis-B immunization is available to members at no charge. The Department strongly encourages all members (even non EMS) to avail themselves to this. Other immunizations, i.e., tetanus, measles, flu, etc. are generally available through physicians or clinics at the member's expense. All members are urged to take all precautions available. It is the responsibility of the member to schedule shots and remember to stay on schedule.

Violence

1. Always make sure that the scene is safe. Your safety always comes first.
2. Do not approach an unsafe or questionable scene until the police have approved our entry.
3. Plan, Observe and React on all scenes.

4. If you are involved in any type of violent event during a call, you **must** report it to the officer in charge.

Hazardous Materials Incident

1. When hazardous materials are present, maintain a safe distance from them.
2. Alert incoming units of hazard and follow TFD SOP.

RESPONSE SIZE

The following is to be used as a guide and shall be modified as the situation warrants such as if a helicopter landing zone is needed:

Type of Situation	**Number of Total Personnel Needed Per Patient**
Traffic Accident (Signal 4)	All available members
General Illness (Signal 17)	Two first responders
Cardiac (Signal 26)	Four first responders.
General Injury (Signal 53)	Two first responders

The Chief or officer in charge will coordinate response to scene based on medical qualifications and responding units' proximity to the call. All other responding units shall stand by at Station 12. All non-medically trained personnel shall be enroute to Station 12 except for traffic accident calls unless otherwise directed.

MEDICAL CARE

Medical care shall be provided in accordance with TFD EMS SOP and only to the degree of ones training.

5.1 INCIDENT PROCEDURES

RESPONSE NOTIFICATION

Unless otherwise directed, all Chaires members responding to an EMS incident shall respond using red lights but **must observe all traffic laws**.

When an EMS call in district is received, response notification shall be handled in the following manner:

If received as a TFD page: Members shall announce, over their two-way radio on Chaires primary channel, that they are responding, from what location, except when responding from quarters, and to what destination, e.g., to scene, to firehouse for standby, etc. The CCVFD officer or, in the absence of an officer, the senior responding member will coordinate the response in accordance with previous guidelines, with the closer members going to the scene and all others standing by at the firehouse.

If received by a First Responder while monitoring a scanner or discovered in district by a First Responder: That member shall respond to the call and notify a CCVFD Officer, by radio, of the details of the call. If a CCVFD officer is not available, the member shall notify TFD Dispatch via 9-1-1 of the emergency. The officer shall then notify an appropriate number of additional CCVFD EMS personnel by radio to assist in this incident as outlined below (the closest to the scene) and TFD by radio, if it appears they are not aware. The officer shall cancel any responding units when closer units to the scene are responding. The officer shall always make an attempt to notify a Paramedic or EMT as one of the EMS personnel notified. If the incident has been discovered by a member, the member or officer will also notify TFD of any appropriate additional resources required, including but not limited to:

1. Ambulance Service
2. Florida Highway Patrol/LCSO/TPD

3. Talquin Electric
4. Sprint/Phone Company

If an emergency medical incident is discovered by a First Responder, EMT or Paramedic when out of district: The first responder may stop and offer such assistance as may be necessary to help stabilize the situation. The First Responder shall follow the radio procedures in Section 3.2 to describe the situation and request Ambulance Service and/or other needed resources. The First Responder shall at all times remain with the patient/s until relieved by EMS or other emergency personnel. If TFD arrives prior to EMS, first responder should remain on scene, even if dismissed by TFD, to ensure that all pertinent information is given to EMS.

If a member chooses not to stop, they shall radio in the information on this incident to the Chaires Officer or TFD Dispatch so that appropriate emergency services may be notified.

SPECIAL CIRCUMSTANCE CALLS

On EMS calls such as attempted suicides, GSW's, assaults, etc., when instructed to by TFD Dispatch, a CCVFD officer or Dispatcher, responding members shall REMAIN OUTSIDE (STAGE) AWAY FROM THE IMMEDIATE SCENE UNTIL LAW ENFORCEMENT ARRIVES AND HAS REQUESTED ASSISTANCE. KEEP THE CHIEF, OFFICER OR DISPATCHER INFORMED OF THE SITUATION.

ON SCENE PROCEDURES

The first unit arriving on scene shall report, via radio,

1. the exact location of the incident if different than the location dispatched,
2. an initial size-up of the incident, and
3. other important information, i.e., dangerous circumstances, etc.

That unit shall then assess the medical situation and as soon as possible advise an officer or Chaires dispatcher, of the details. If not able to leave the patient or use a portable radio, the next arriving member shall advise an officer or Chaires Dispatcher. The officer or Chaires Dispatcher shall, in turn, notify TFD by radio of the situation found and call for or cancel additional CCVFD resources. At least one medical first responder shall remain with the patient/s until relieved by other EMS personnel, no matter how minor the situation appears, unless they receive other orders from a CCVFD officer or acting officer or if they believe their safety is at risk.

When parking at the scene, park so you do not block the ambulance or other emergency vehicles from gaining access. Red lights shall remain lighted on parked vehicles to make the scene more easily visible to incoming emergency units and to protect the scene.

Scene Command (See also On Scene Procedures, 6.0)

At a medical incident, prior to the arrival of TFD or EMS, the Chaires member with the highest Florida state certified medical training shall be in charge of patient care. Coordination of the scene and other members shall be the responsibility of the Officer or senior member on scene

When a member of the Tallahassee Fire Department or the EMS arrives on scene control of the incident will immediately be turned over. The CCVFD Incident Commander or member in charge shall inform them of all pertinent data. See "Patient Care" below.

Overall command of the volunteers shall be by the Chaires officer or acting officer in charge.

Auto Accidents

When arriving at an auto accident, members shall park their vehicles so as to protect the scene if there are

vehicles, victims, or rescuers in the roadway. Leave all emergency lights on to increase visibility. Keep all bystanders out of the way and out of the traffic corridors. If bystanders cannot be controlled, request assistance of law enforcement personnel. After being relieved by certified medical personnel, put efforts into traffic control, using cones and members as needed to stop or set up a safe traffic flow.

Patient Care

Members shall continue patient care, even after TFD personnel arrive if requested. At the discretion of TFD, your care may be interrupted by TFD personnel even if that care is proper and sufficient. If care is continued, suggestions and requests from the TFD IC shall be followed unless your training indicates the request is improper for this particular patient and situation. In that case, suggest to the IC that you think you should continue with the care you were providing. If the TFD IC insists that you follow their suggestions for patient care and you still think their suggestions are improper, step back and cease your patient care, allowing TFD to assume care. Carefully document the incident in writing. As soon as possible following the completion of the incident, report this incident to a Chaires officer and submit an Unusual Incident Report.

If you think that the patient care you are providing is proper and sufficient and you are requested by the TFD IC or personnel to "stop" or "move" so that they can provide patient care, do as they request and carefully document how their care differs from the care you were providing. As soon as possible following the completion of the incident, report this incident to a Chaires officer and submit an Incident Report.

If a member, who has given patient care, is on scene with no Chaires officer or acting Chaires officer present and is released by the TFD IC prior to patient transport, that member shall remain on scene until patient transport has occurred. If present, members shall only be released by a Chaires officer or acting officer.

If a member is providing patient care and EMS arrives, turn the patient over to EMS and offer assistance and follow the requests of EMS. If EMS requests our member to stop patient care, do so.

AED's shall be downloaded at Station 12 or the TFD Administrative Office (Old Station 2 at 224 E. 6th Ave.) within 24 hours of the call.

5.2 PATIENT ENCOUNTER RECORDS

The first Chaires member who had patient contact or the member on scene with highest medical training shall complete a Patient Encounter Record (PER) for each patient. This record shall be completed and submitted within 24 hours after completion of the incident. Instructions for completing PERs are as follows:

INSTRUCTIONS FOR COMPLETING PATIENT ENCOUNTER RECORD

Dept. Name: Enter "Chaires-Capitola" above "Fire Department".
Incident #: Leave blank (to be completed by the Medical Officer.)
Date: Enter correct date incident began.
Patient Name: Enter patient's name.
Address: Enter patient's home street address.
Location of Pt.: Enter location if other than at home. Ex. Baum Rd. & 90 E. Do not put patient's location in house. Do this in "Notes" section. You may put “residence” or “same” if they are at the above address.
Age: Enter patient's age.
DOB: Enter patient's date of birth.
Sex: Enter "M" or "F".
Race: Enter patient's race.
City, State, Zip: Enter city, state and zip code of patient's home address
Patient's Destination: Enter "TMH" for Tallahassee Memorial Hospital or "CRMC" for Capital Regional Medical Center. You may also put code (2, 3 or 4) for the condition of the transport. Enter "Dry Run" if not transported. Enter "Signal 7" if patient is dead.
Classification: Check appropriate box for type of call.
History of Incident: Enter appropriate (to this situation) history of this incident if any. Ex: Pt. reported Flu for past week (for an illness call) or cardiac history reported (for a chest pain call) or MVA for auto accident
Allergies: List all allergies to medications reported to you or if none are reported enter "NKA". This stands for No Known Allergies.
Prescription Meds: List all prescribed medications patient is taking. Use the words "patient reports.." or "mother reports.." or "none reported" or given to EMS.
Equipment/Supplies: List all equipment and supplies used by out Department or left with patient by you or any of our members. Indicate the quantity. Note: At least one pair of exam gloves shall be used and listed for each of our members who had patient contact or donned gloves in case they may be needed.
Patient's Phone: Enter appropriate information in any space available.
Vital Signs: Blood Pressure, Pulse and Respirations should be taken and recorded along with the time when taken, at least once every 5 minutes on critical patients or once every 15 minutes at a minimum.
Respirations, Level of Consciousness, Pupils, Motor Power, Abdomen and Skin: Check the appropriate boxes.
Ambulance Unit #: Enter appropriate designation. Ex: Medic 3 & LifeNet or Medic 1.
VFD Station #: Enter "Sta. 12"
Unit #: Enter your unit # and name. This is the unit number of the volunteer who is completing this report and has had patient contact.
Crew Members: Enter the unit numbers and names of VFD members who assist with patient care. Report in "Additional Notes" section what these members did to patient.
Report Prepared by: Sign your name legibly and your medical title. Example: Joe Smith, EMT; Jane Doe, First Responder. Do not print and then sign.
Trauma Score: Complete scoring and total on rear of form if "Classification" is a Trauma. Enter total score on front of form.
Anatomical Chart/Location ID: Complete where appropriate. Draw lines pointing to body area with the first letter of the appropriate word listed. Identify burn areas when appropriate.
Additional Notes: This is an important area. In reading this section, the reader should be able to get a clear picture of exactly what happened to the patient and, if a trauma, get a idea of the mechanism of injury. If any

patient contact information (vitals, etc.) is not recorded, explain why. Example: "EMS arrived and took over patient before completion of Trauma Survey". Record notes about the incident. What was the situation when you arrived? What did the patient tell you? What did bystanders tell you? What did you observe? What treatment did you provide? How did the patient's condition change after your treatment? Use back of form if additional space is needed and check "Additional comment" box at bottom of front page. Remember to use the words "seems" and "appears" where appropriate. Do not make judgments. Record what you did for and to the patient. **REMEMBER: If it isn't written down you didn't do it. In addition, if you didn't do something don't write it down. A PER is a legal record of your actions on scene.** If you have listed "Crew Members", write down what they did. You are strongly encouraged to use standardized medical notation in the "SOAP" format.

- **S** ubjective – What you were told by patient/bystanders/other responders. "Pt denied hitting his head."
- **O** bjective – What you saw and did. "Vehicle found on roof," and "Pt had abrasion to left knee."
- **A** ssessment – Your assessment summary. "Injuries from a vehicle crash."
- **P** lan/Procedure – You actions or continuing care. "Pt placed on backboard," and "Left knee splinted."

EXAMPLE:
"S – Code 3 to patients' residence for chest pain. Pt stated he had been having constant left-sided chest "tightness" for the past 30 minutes. Pt took 1 of his own nitro without relief. Pt also c/o numbness/tingling in left arm. Pt denied any nausea or sweating. Pt denied any recent trauma. Pt denied any hx of heart problems. **O** – Found pt conscious and alert in chair. Skin was warm, pink and dry. Shortness of breath on exertion noted. No obvious trauma noted. Breath sounds clear and equal. **A** – Reported chest pain. **P** – Placed pt on O2 at 15 lpm with NRB. Assessed vital signs and preformed rapid medical assessment. Pt care turned over to LCEMS on their arrival."

Dry Runs: VFD Members are not permitted to do "Dry Runs" (treat and release or patient refusals). If a patient on whom who have begun evaluating refuses any further evaluation, notify the officer in charge immediately.

5.3 AED OPERATION

Follow procedures in TFD EMS SOP for AED operation. In addition:

- In case of an implanted pacemaker or other under-the-skin device in the area of electrode placement, relocate that electrode at least 2" away from the implant.

- After AED use, take the AED to Station 12 or the TFD Administrative Office (old station 2) within 24 hours to download the information.

6.1 RESPONSE TO CALL

See SOP 4.0, Response to Emergency Calls for procedures. Emergencies discovered in or out of district shall be reported as required in SOP 3.2.

6.2 SCENE SAFETY AND PROTECTIVE GEAR

When parking at the scene, park so you do not block other emergency vehicles from gaining access. Remember that several fire apparatus may eventually set up on some scenes so you may need to park away from the incident. This is particularly important for first arriving members in private vehicles at structure fires.

Red lights shall remain lighted on parked vehicles to make the scene more easily visible to incoming emergency units and to protect the scene.

Hazardous Materials Incident

1. When hazardous materials are present, maintain a safe distance.
2. Alert incoming units of hazards and follow SOP.

Members at a car or structure fire scene shall wear full bunker gear with SCBA while on the fire line. If a member is not trained to use SCBA, he or she should not be working in smoke or fumes. Members who are interior certified have yellow reflective parallelograms on their helmets and an accountability tag on their helmet and SCBA.

Members at a vehicle crash MUST wear long pants and closed-toe shoes, preferably full extrication gear, bunker gear or wildfire gear. Members **must always be aware of the possibility of fire** at any vehicle crash scene.

Members providing traffic control at accident scenes shall wear long pants, an identifying CCVFD shirt or jacket (including extrication gear, turnout gear or wildfire gear) **ALONG WITH AN APPROVED REFLECTIVE VEST** for the minimum required visibility in traffic. A helmet is strongly recommended.

<u>Members on the scene of any call can only perform tasks for which they have the proper equipment, regardless of their certifications.</u>

Members arriving at a motor vehicle crash or fire are expected to have appropriate PPE. Any member arriving on scene of a fire or MVC without appropriate gear will be asked to leave.

SCBA

Due to the unknown respiratory hazards posed by firefighting and other operations where a potentially hostile atmosphere may be encountered, all members in the hot zone shall use SCBAs. The SCBA shall remain in use until overhaul / operations are complete and the respiratory hazard has been eliminated and deemed safe by the CCVFD IC and Safety Officer after proper monitoring. All re-entries and the

PPE required for such entries after operations are concluded must be approved by the Safety Officer.

Scene Access

The IC shall limit access to the hot zone to those who are necessary and trained for the incident/situation. Accountability for all on the scene lies with IC or is delegated to the Safety Officer. Hazardous areas operations use the buddy system in groups of two or more.

Back-up personnel (2 in / 2 out)

Operations in the hot zone and specifically in a structure fire will comply with Florida's "two in-two out" requirement. For entry to be made, it must be made by at least two firefighter I or II certified firefighters with at least two firefighter I or II certified firefighters outside (in visual or voice contact) ready and equipped to respond for aid / rescue should the need arise. The two outside may have other duties so long as their response is timely and no other issues are created by their response.

6.3 SIZE-UP

If TFD has not arrived on scene, the first CCVFD member on scene shall perform a size up of the situation (see below) and report this information by radio to CCVFD Chief, officer or dispatcher for transmission to TFD by radio. The member shall report what actions he or she is taking, if any, by radio as required in Section 3.2.

The initial size up should cover "what you see" when you arrive. For example an initial size up for a structure fire should contain, but not be limited to the following:

> Example: "A one story wood frame house 30' X 60' with smoke coming from all windows and flames coming from one rear window."

An initial size up on a vehicle fire might be as follows:

> Example: "I am on scene with a pickup truck with a fully involved engine compartment. The truck is blocking the west bound lane of traffic."

The secondary size up shall include information obtained after a swift but complete review of the incident. For the structure fire above, this would consist of a walk around the structure and obtaining additional information from occupants or neighbors:

> Example: "The fire has now extended and vented through the roof. The neighbors report no one at home. There are no exposures but there is a live electric line on the ground at the north east corner of the structure.

At structure fires, if the situation warrants and there is time prior to the arrival of other units, the first arriving member should get the pole number from the utility pole and check for water sources or an area to set up tanker shuttle operations.

6.4 INCIDENT COMMAND

When a CCVFD officer who is TFD Approved Chief Officer arrives on scene prior to TFD, that officer may set up Command and follow TFD SOP for Incident Command. A command should be setup on any scene that will require extended operations, multiple fire or EMS divisions or command control of personnel prior to TFD arrival.

Example for a call on Walden Road: "12-02 on scene at a one story brick structure, approximately 3000 sq. ft., nothing showing, this will be Walden Command".

When a CCVFD officer or acting officer is on scene, arriving members shall immediately report to that officer to notify them of their presence and receive orders.

If a member arrives on scene prior to the arrival of a CCVFD officer, but after TFD arrives on scene, that member shall immediately report to the TFD Incident Commander to receive orders. If a CCVFD member is assigned to a group or sector, that member shall take orders from that group or sector officer.

When a CCVFD officer or acting officer is on scene with a TFD officer, members shall report to and take orders only from the CCVFD officer or acting officer (unless the member is assigned to a group or sector).

Members must be careful to perform only activities for which they have been trained and feel comfortable performing. Members must be honest about their abilities to insure their personal safety and the safety of other fire fighters on the scene. If a member does not feel comfortable following an order given by a volunteer officer (or group or sector officer), that member shall tell the person giving them that order that they do not feel comfortable with that assignment and they will not do it. This allows the person giving the order to get someone else to do that job. This member shall, at the earliest opportunity, inform the CCVFD Chief or officer in charge of this situation.

If a member must leave an incident prior to the completion of that incident, the member shall report to the CCVFD officer in charge in order to be officially released, prior to leaving the scene.

6.5 SAFETY OFFICER

If the TFD Incident Commander establishes a Safety Officer, Rehabilitation Group or Officer which covers the CCVFD member at an active incident, members shall conform to the TFD command structure. If not, the Chief or the highest ranking CCVFD officer shall designate a CCVFD incident safety officer. The Incident Safety Officer shall work with all officers and maintain an awareness of the condition of each member operating within the officer’s span of control and ensure that adequate steps are taken to provide for each member's safety and health

The ISO shall develop and recommend measures to the IC for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. The ISO will also develop the Site Safety Plan, reviews the Incident Action Plan for safety implications, and provides timely, complete, specific, and accurate assessment of hazards and required controls. The ISO can alter, suspend, or terminate IDLH / imminent danger / condition activities. The ISO shall immediately inform the IC of any actions needed to be taken to correct these hazards.

6.6 REHABILITATION GROUP OR OFFICER

The CCVFD IC or CCVFD Safety Officer shall establish and manage a Rehabilitation Group or Officer for operations at the scene of an emergency, during training evolutions, or any department function as specified by the Chief. The objective is to ensure that the physical and mental condition of members operating at the scene of an emergency or a training exercise does not deteriorate to a point that it affects the safety of the member or that it jeopardizes the safety and integrity of the operation. All Officers on scene shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health.

The rehabilitation group or officer shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. These provisions shall include: medical evaluation, treatment and monitoring; food and fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of Emergency Medical Services.

During periods of hot weather, members are encouraged to stay hydrated and to drink water and sports beverages throughout their work day as needed. During any emergency incident, operation and/or training exercise where physical activity or exposure to heat exists, all members shall advise their officer or the incident safety officer when they believe that their level of fatigue or exposure to heat is approaching a level that could affect themselves, their crew, or the operation. Members shall also remain aware of the health and safety of other members.

6.7 SCENE SAFETY - EMERGENCY COMMUNICATION "MAYDAY" PROCEDURE:

Anytime a firefighter at an incident feel that they or another firefighter are trapped, injured, lost, or in any other condition placing them in imminent danger and in need of rapid assistance, they shall verbally signal a MAYDAY alert. That firefighter shall immediately activate their Portable Radio Emergency Button and activate the manual alarm on their PASS devices.

They shall transmit the word "MAYDAY" via radio by announcing in increments of three "MAYDAY, MAYDAY, MAYDAY" followed by their emergency message using the acronym "U.C.A.N."

U – Your unit number and the phrase "Emergency Traffic"
C – Conditions
A – Actions you have taken
N – Needs you have

This shall be repeated until acknowledged by either the Incident Commander or Dispatch. If the Incident Commander does not acknowledge the MAYDAY alert, Dispatch shall immediately relay this information to command.

Command shall immediately deploy the necessary resources needed to effect rescue of personnel in the MAYDAY condition.

Other members operating on the scene should be aware of the "MAYDAY" situation. However, they must continue with their assigned tasks. The task they are currently performing may very well limit

injury to the person or persons in distress as well as assist an RIT team.

The RIT team shall notify the incident commander when the person(s) in distress have been located and the actions being taken to remove them or if additional assistance is needed.

Communication traffic absolutely belongs to any unit transmitting a “MAYDAY”. When a MAYDAY situation occurs, it is imperative that all non-emergent radio traffic be switched to another channel, so that the air is clear to communicate with persons in distress and to quickly affect their rescue.

Additional MAYDAY procedures can be found in the TFD SOP 900 series.

STANDARD OPERATING PROCEDURES	Revised 03/1996	7.0 UNUSUAL INCIDENT REPORTS

An unusual incident is defined as something that happens that is **out of the ordinary**. If an unusual incident occurs while on scene, at training, at a Department function or pertaining to the Department, its officers or members, the witnessing member(s) shall immediately inform the Department officer in charge. The member(s) shall then complete an Unusual Incident Report and submit it to the Chief no later than 24 hours after the incident. An unusual incident can be something the member hears concerning the Department or one of its members. If a member has a question about whether something that occurred is should be written up on an Unusual Incident Report, that member shall ask a Department Officer.

STANDARD OPERATING PROCEDURES	Revised 02/2019	8.0 CONDUCT

DEFINITIONS

Conduct unbecoming a member shall include, but not be limited to:

1. **Insubordination** Insubordination is an act relating to the refusal to follow an order given by an officer or member in charge at an emergency scene or department function or the refusal to comply with a request made by a department officer or board member.
2. **Use of controlled substances** No alcoholic beverages or controlled substances shall be brought to or consumed at any department function other than those of a purely social nature. Members shall not respond to an emergency call while under the influence of alcohol or controlled substances or have ingested alcohol which may be detected on their breath. Members must use good judgment in determining their ability to respond to a call or attend a function.
3. **Unauthorized display or use of emergency lights** Members shall display and use emergency lights in accordance with Florida law (See SOP 4.0).
4. **Unauthorized use or misuse of Department equipment or apparatus -** Equipment not specifically assigned to a member may not be used other than in the performance of official duties without the consent of the Chief or member who has assigned responsibility for the piece of equipment. Department equipment assigned to each member shall be maintained in good working order at all times. It is the responsibility of each member to treat and use such equipment with reasonable care. In addition to any disciplinary action which may be taken as a result of acts of negligence, the member shall be responsible for the cost of repair or replacement of the affected equipment.
5. **Sexual harassment** as defined by the United Stated Equal Employment Opportunity Commission (EEOC) - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or *implicitly* affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. This definition has been further elaborated.
    a. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:
        1. The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
        2. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
        3. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
        4. Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
    b. The harasser's conduct must be unwelcome.
    c. The victim’s supervisor or supervising agency in the case of volunteer services may be held legally accountable for ***not*** taking action against known sexual harassment taking place in the workplace.

GENERAL

Members shall act in a professional and courteous manner when engaged in Department activities.

- Members are deemed to represent the Department when at the fire station, responding to or present at a fire or EMS call, during training sessions, during any Department function, e.g. fundraising activities, and when wearing CCVFD apparel or equipment when in the presence of the public.

- Members shall ensure that they are properly attired and equipped when responding to calls, traveling in Department vehicles, or attending training sessions and other Department functions. At a minimum, members will wear CCVFD issued shirt, closed-toed shoes, and long pants.

- The actions of each member have a bearing on the safety of others at an emergency scene or training activity. A member's conduct at a scene affects not only themselves but other members present.

- Members shall be aware that their conduct creates the image/perception with which the public and other agencies view the Department. The respect and support of the community and other emergency services agencies must be maintained to ensure the continued existence of the Department.

- The use of profanity is unacceptable when at the fire station, training or on scenes.

- Misrepresentation of the Department Misrepresentation of the Department shall include a) use of membership for personal gain, b) slanderous remarks, c) exceeding authority, d) use of a title other than one assigned by the Chief or the Executive Board. A member whose behavior falls into one or more of these listed categories shall be subject to disciplinary action. (See Discipline 9.0.)

- Disrespect – Members shall treat other members, patients and other agency personnel with respect at all emergency scenes, fire station, Department functions, etc.

- Failure to protect the Department's image – Acting in a manner to tarnish the Department's image while wearing clothing which identifies the wearer as a member.

STANDARD OPERATING PROCEDURES	Revised 03/1996	9.0 DISCIPLINE

9.1 OFFENSES

The Executive Board and/or Chief may take disciplinary action against a member based on the nature and severity of the offense in accordance with the table below. Offenses include, but are not limited to

1. Intoxication or use of controlled substances (drugs). This includes the use of intoxicants at a fire or medical call or attending a fire or medical call with the smell of alcohol on clothes or breath.
2. Theft.
3. Profanity.
4. Immoral or indecent conduct as measured by community standards.
5. Insubordination. (See definition in Conduct 8.0.) This includes refusing an order from a superior officer.
6. Leaving a fire, medical or training scene early and/or without permission from the officer in charge.
7. Failure to meet minimum response requirements
   i. failure to respond to fire or medical calls when available;
   ii. failure to attend required Department activities, i.e. maintenance, fundraising, etc, and;
   iii. failure to complete required training programs in the required time frame.
8. Giving fire department information to unauthorized persons without permission from the Chief.
9. Lack of a valid Florida motor vehicle operator's license.
10. Misuse of Department equipment or apparatus.
11. Failure to use proper Chain of Command at a fire or medical call.
12. Violation of a Department SOP. Includes but is not limited to
    i. failure to complete required paperwork in the specified time period;
    ii. failure to communicate run information to the proper member within the specified time period and;
    iii. failure to report and complete an Unusual Incident Report within the specified time period after an unusual incident occurs.
13. Driving in a reckless manner to an emergency call in a POV or apparatus.
14. Any conduct which tends to bring discredit to the Department. (**conduct unbecoming a member**)
15. Conviction of a felony.
16. Giving confidential information about the Department to a non-member.

9. 2 DISCIPLINARY ACTIONS

Cumulative offenses will be taken into account when disciplinary action is being considered. All disciplinary action will be progressive and cumulative.

Discipline may be in any of the following forms:

1. Verbal reprimand.
2. Written Reprimand to be placed in member's file. Written reprimand will contain the specifics of the offense, including date, time, facts, history, etc.
3. Inactive Status. Member shall not respond to any calls but must continue to attend all other functions. This includes, but is not limited to, training, fire house and apparatus maintenance, fundraising activities, etc.
4. Suspension not to exceed 90 days. During a period of suspension the member shall not attend or participate in any Department activities (training, responding to calls, other functions).
5. Special Review Status.
6. Dismissal from the Department.

Any Department administrative officer or line officer placed on Special Review Status, Inactive Status or Suspension, shall relinquish their office for the remainder of its term.

Department officers are authorized to discipline a member for cause in accordance with the following chart:

RANK	DISCIPLINE AUTHORIZED					
	Reprimand					
	Oral	Written	Suspension	Dismissal	Inactive Status	Special Review Status
Lieutenant	X					
Captain	X	X				
Deputy Chief	X	X				
Chief	X	X	X*			
Executive Board	X	X	X	X	X	X

* Suspensions issued by the Chief are limited to 30 days unless extended by the Board. The Chief shall notify the Board of all suspensions.

All disciplinary action, except an oral reprimand, will be discussed with the Chief prior to implementation. The Chief and Deputy Chief shall be notified immediately of any oral reprimands issued.

The general membership may vote to dismiss any member from the Department if the members believe that action to be in the best interest of the Department.

Discipline resulting in Suspensions longer than 30 days or dismissal will be handled in the following manner:

1. The member shall be notified of charges as soon as practical after the incident.

2. The Executive Board shall hold a meeting with the member present to hear any charges and any defense offered. Immediately following this meeting, the Board shall confer without the presence of the member to determine the action to be taken.

3. The Board shall notify the member in writing of the action to be taken.

4. The member may protest the Board's decision to the full membership by request in writing to the President within 72 hours of notification of action to be taken by the Board, but the Board has the final decision-making power regarding this matter.

9.3 LOSS OF VOTING PRIVILEGES

Members who are placed on Special Review Status, Suspension or Inactive Status are not eligible to vote in Department matters.

Members are responsible for general care of equipment issued to them by TFD (pagers) or by CCVFD (bunker gear, radios, etc.) Members who damage or lose equipment through negligence shall be responsible for repair or replacement of that equipment. In order to maximize the use of resources, all equipment assigned by the Department shall be turned in immediately upon request by the Chief.

Any member may request any type of clothing or design with the Chaires-Capitola VFD logo or name on it provided the final design and clothing choice is approved by the Executive Board. Members will then be individually responsible for any fees associated with producing or acquiring the item. As with all CCVFD clothing or equipment, the department may request that this clothing be turned in to the department if the member leaves.

PPE

All gear (including SCBA, turnout gear, wildfire gear, extrication gear and department jackets) shall be kept clean and in good repair. Necessary repairs shall be reported to the CCVFD Chief immediately. All turn-out, wildfire and extrication gear must be kept in an approved UV resistant gear bag. All turn-out gear must be machine washed after exposure to smoke, fire or other fumes at Station 30 in the provided washer/extractor and dryer system.

SCBA

Personnel SCBA equipment being kept by Members must be tested no less than every other week to assure proper function and fit. The following checks shall be made. (Some items may be specific to the Interspiro S5 unit). Any problems with the air pack must be reported to the Chief for repair.

- Visually inspect all O-rings (tank, first-stage regulator, second-stage regulator, buddy-hose)
- Verify that all personal air bottles are above ¾ full
- Pressurize system and check for leaks
- Pressure gauge must match tank gauge to within 100 PSI
- Check mask seal
- Verify functioning of heads-up display (HUD)
- Verify functioning PASS
- Verify functioning low-air warning device

PAGERS

Operational problems shall be reported to the CCVFD Chief who will assign a replacement pager.

10.1 LOSS OF OR DAMAGE TO EQUIPMENT

When a pager, portable radio or equipment is damaged or lost, the CCVFD Chief shall be notified immediately. A Damage or Lost Report, explaining the specific circumstances of the damage or loss, shall be completed and turned in to the Chief within 24 hours. The necessary replacement of damaged or lost pagers, radios or equipment, that was damaged or lost due to member negligence, shall be replaced at the expense of that member. Responsibility of replacing lost equipment will be determined by the Board of Directors.

10.2 APPARATUS MAINTENANCE AND REPAIR

CCVFD vehicles are maintained on a predetermined schedule set by the Maintenance Coordinator. Currently standard inventory and maintenance are performed every other week. Vehicle inventory forms must be completed

in full and maintained by the Maintenance Coordinator for a period of no less than three years. Any changes to vehicle inventory shall be reflected in inventory forms within 30 days of change. All vehicles used during an emergency call shall have inventory forms completed within 24 hours of use. Quarterly maintenance shall be performed under the supervision of the Maintenance Coordinator every three months. All department-owned vehicles shall have professional Preventive Maintenance (PM). DOT inspection shall be performed annually on qualifying vehicles such as those over 26,001 pounds GVWR.

If a member discovers a problem with one of the apparatus, the problem shall be immediately reported to the Chief and the Maintenance Coordinator.

If a vehicle breaks down while in service and cannot be moved, the CCVFD Chief or Officer in charge shall be notified at the time of the incident. The member driving the vehicle shall report the breakdown to the Chief or Maintenance Coordinator who shall arrange for towing and necessary repair.

10.3 ACCIDENTS

If an accident occurs involving a CCVFD owned vehicle or POV while responding to a call, the following procedure shall be followed:

1. Notify the Chief or Officer in charge immediately. The CCVFD Officer will immediately notify TFD Dispatch of the accident and request they notify the proper TFD Division Chief. If a CCVFD Officer is not available, notify TFD Dispatch of the accident.
2. Request EMS and give assistance in case of injury.
3. If on a public roadway and vehicle can be driven, remove the vehicles from the roadway, carefully recording their position. If there is a fatality, DO NOT MOVE ANY VEHICLES.
4. Request law enforcement and other resources as needed.
5. If apparatus is out of service, notify Chief or Officer.
6. Complete Accident Report.

If the accident occurs on City property (at Station 12), the TFD officer on duty shall be notified as soon as possible.

STANDARD OPERATING PROCEDURES	Revised 03/1996	11.0 FIREHOUSE PARKING AND SECURITY

When private vehicles are parked at Station 12, they shall be parked in marked parking spaces when available except when loading or unloading equipment. Parking on grassy areas near the main station is strongly discouraged.

Only department owned vehicles shall park in front of the garage doors.

The last person to leave the firehouse will be responsible for making sure the apparatus is properly parked and the volunteer (east) garage door is closed.

If the TFD personnel are out of the station, the last member leaving will assure that the back door and both garage doors are closed.

When leaving the station in a CCVFD apparatus, make sure that our garage door closes. Don't press the remote closer and assume that the door closes. LOOK and make sure that it closes. If it does not, get out and close the door with the inside button.

If you are unable to secure the firehouse-if no TFD employee is there-when you are about to leave, notify the TFD dispatcher by phone and a CCVFD officer by radio.

In accordance with the City of Tallahassee Policy, no private vehicle shall be washed, polished or have mechanical or electrical work done to it while on City property.

STANDARD OPERATING PROCEDURES	Revised 07/2007	12.0 FUNDRAISING

Active members of the Firefighting/EMS division shall participate in a majority of all Department fundraising activities. See Minimum Required Response SOP #1.0. Without fundraising there would not be a Chaires-Capitola fire department!

All Department fundraising shall be conducted in accordance with the guidelines and SOP promulgated by Leon County. Pertinent statements in Florida Statute 496.411 shall be included in all published fundraising literature.

13.1 SMOKING AND SMOKELESS TOBACCO PRODUCTS

There shall be no smoking or use of smokeless tobacco products in any area of Fire Station 12 or Station 30. There shall be no smoking or use of smokeless tobacco products at any time in any of the Chaires or Tallahassee Fire vehicles. There will be no smoking or use of smokeless tobacco products on the fire line or at an incident where we have been requested as a Department. This includes traffic control and emergency medical incidents. There shall be no smoking or use of smokeless tobacco products on the line at any department training.

13.2 TRAVEL REIMBURSEMENT POLICY

This policy will provide for monetary reimbursement to members who attend a department relevant off-site function or training event. Members may be reimbursed for any event they attend as a student; however members will only be reimbursed for one event per year attended for instructorship maintenance, such as classes used for Continuing Education Units (CEUs), without explicit written approval from the Executive Board. All travel reimbursement requests must be made in writing prior to the event and approved by the Department Chief. All travel reimbursement requests must also be approved by the Executive Board if the total costs exceed the minimums needed for Board approval (see SOP 17.0 ADMINISTRATIVE BYLAWS). All requests must list estimated expenses and travel times expected.

All members attending an off-site Department related function or training event must make a concerted effort to secure alternative funding sources prior to requesting reimbursement from the Department. Any costs or expenses incurred which are covered by other funding sources will not be reimbursed in duplicate by the Department.

Per diem meal reimbursement plan will provide $30.00 flat rate for meals distributed as follows.

1. $5 for breakfast
2. $10 for lunch
3. $15 for dinner

If the member is using personal transportation (member owned car, truck, RV or other vehicle), he or she will be reimbursed for actual fuel costs incurred by driving from the member's residence to the training site and back. If more than one member is going to the same training event, carpooling is a requirement for reimbursement. Members requiring overnight accommodations will be reimbursed for the cost of the hotel bill, up to double occupancy for the duration of the event or portion of the event the member is attending. Hotel expenses for days not spent at a department relevant function will not be reimbursed. Members may stay at any quality level of accommodation but will only be reimbursed up to $100 per night without explicit written approval from the Executive Board.

Members must provide documentation of all travel expenses incurred that qualify for reimbursement in the form of receipts, purchase orders or invoices and present this documentation to the treasurer within 30 days of the event ending. Once verified, members will receive reimbursement funds for the approved expenses. You will not be able to receive reimbursement without all required receipts.

13.3 SOCIAL MEDIA

Purpose: Chaires-Capitola Fire Rescue endorses the controlled use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. The purpose of this policy is to establish the Department's position on the utility and management of social media and to provide guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media, but rather social media in general, as advances in technology will occur and new tools will emerge.

Policy: Social media provides a potentially valuable means of assisting the Department and its members in meeting community outreach, problem-solving, fire prevention, and related objectives. This policy identifies potential uses that may be expanded upon as deemed reasonable by the Chaires-Capitola Fire Rescue Board of Directors. The Department also recognizes the role that social media plays in the personal lives of some members. The personal use of social media can have bearing on members in their role as volunteers.

Definitions:

A. CONTENT – Information that is to be expressed through some medium. Examples include, but are not limited to, audio, graphics, photographs, sketches, text, and video.

B. POST – Content an individual disseminates, publishes, or shares on social media.

C. SOCIAL MEDIA – Information sharing technologies, including devices, which provide users with the ability to communicate, collaborate, and/or share content with others. Social media may include social networks, micro-blogging websites, personal websites, networking websites, forums, podcasts, wikis, blogs, photo or video sharing websites, or information sharing within a defined network. Examples include, but are not limited to, Facebook, Groupme, Twitter, LinkedIn, Instagram, Snapchat, YouTube, and Wikipedia.

Procedures:

A. DEPARTMENT MANAGED SOCIAL MEDIA AND CONTENT

1. Department managed social media accounts shall only be created and managed with express authorization from the Fire Chief.

2. A list of individuals authorized to post on Department managed social media, on behalf of the Department, shall be maintained by the Fire Chief.

3. Members are prohibited from creating any social media account that represents the Department as an organization, unless specifically authorized in advance by the Fire Chief .

4. As social media technologies afford the Department with broader means to communicate and share information with the public, Department members are encouraged to convey ideas, strategies, and technologies to the Fire Chief. This information will then be evaluated for implementation in a coordinated manner to avoid fragmentation and misinformation.

5. Members should be mindful that photographs or video may be captured by the Department during its activities, and that this content may be posted to Department social media accounts, and then available to the public. All members should also be mindful that once content is posted to social media it frequently is disseminated by others beyond the Department's control.

B. PERSONAL USE OF SOCIAL MEDIA

1. Members are free to express themselves as private citizens using personal social media sites and personal devices. Members may express themselves as private citizens regarding issues of public concern, including on issues involving or impacting the Department, to the extent that such social media posts do not meaningfully impair their ability to effectively perform their duties or otherwise meaningfully impair the efficient operation of the Department.

2. Members who express themselves as private citizens regarding purely personal subjects and violate Department policy, may be subject to discipline. Examples of prohibited activities include, but are not

limited to, posting obscene material, defamatory statements, harassment, or acts, statements, or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, religion, or other protected class; or discredit the integrity of the Department or its members, or impair the operations of the Department.

3. Members, whether on-duty or off-duty, when using social media are prohibited from:

   a. Making any statement, content, or post that implies or states they are acting on behalf of the Department without express authorization of the Fire Chief.

   b. Taking any audio, photographs, or videos during an active incident (i.e., the period of time from discovery or dispatch to termination of the incident) is prohibited without the express authorization of the Fire Chief.

   c. Disclosing any information from any Fire / EMS incident to include, audio, video, photographs, location, sensitive information, confidential information, including patient information or the identity of persons involved in an incident including responding units, by means of uploading, sharing, or otherwise transmitting the content from any personal or agency device unless authorized for release through the Fire Chief.

   d. Members are permitted to take photographs or videos during training or social events as long as the act of doing so is not disruptive or otherwise interferes with a member's learning or participation.

13.4 GROUPME

1. The Department uses the phone application Groupme as a tool to disseminate important, urgent, or emergency messages for immediate distribution to Department members. It is also used for members going in and out of service when not done over the radio. Only emergency text messages may be posted on Groupme between the hours of 11:00 pm and 7:00 am.

2. Because of the important nature of Groupme and the need for members to be constantly aware of new messages, unnecessary traffic can be distracting and may result in messages being ignored. Therefore, Department non-urgent and non-emergency messages, Department business that requires lengthy discussion, routine dissemination of Department information, and information not related to Department business, shall take place via regular text message or by email.

3. The phone numbers and email addresses of Department members is available on the Members Roster posted on the Departments intranet. The 'All CCVFD Members' email address is members@chairescapitoalvfd.com and can be used to disseminate information via email to all members at once.

STANDARD OPERATING PROCEDURES	Revised 03/1996	14.0 SUBSTANCE ABUSE POLICY

This organization intends to ensure a safe and productive environment. Accordingly, policy prohibits being under the influence, use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal but illicitly used substances, by any member while on organization business or premises. This includes prescribed or over-the-counter drugs not being used for their intended or authorized purpose and abusive use of alcohol.

Testing by urinalysis may be required of a member at any time. Immediate medical attention will be requested and testing may occur when factors such as physical appearance, behavior, or other circumstances give good faith reason to question whether the member may be impaired and whether substance abuse may be a factor. A member to be tested will be requested to sign a written consent to the test procedures and to the restricted release of test results. Failure to sign written consent will result in immediate suspension, pending an investigation.

Use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal but illicitly used substances will result in immediate suspension, pending an investigation.

If a member's test result is confirmed to be positive, it will be given consideration by the officers in determining any discipline for the event or circumstances which led to the test. If continued in membership, the member will be required to cooperate with Department approved medical evaluation and prescribed treatment. The member may also be required to participate in follow-up activities which may include further evaluation, treatment and/or counseling. Additionally, the member will be subject to unannounced substance abuse testing during the twelve month period following the positive test.

A member who fails to follow the requirements of this policy or whose suspension is upheld, will be subject to disciplinary action up to and including termination of membership.

STANDARD OPERATING PROCEDURES	Revised 06/2005	15.0 APPARATUS AND FIREHOUSE MAINTENANCE POLICY

Maintenance is a required activity for all members. Members may be placed into groups which will each perform maintenance on a regular basis. You will not be called to remind you when it is your week to perform maintenance. ***If you are unable to participate on your assigned night, it is your responsibility to perform assigned activities prior to the normal scheduled time.*** If the member has a conflict, arrangements must be made for an alternate time for your activities to be performed prior to the scheduled night. In case of a last minute emergency, the Maintenance Coordinator shall be notified by the member to discuss the situation. Only the Maintenance Coordinator or Chief can excuse individuals from maintenance.

***Maintenance will be held every other week*.** Quarterly maintenance will normally be performed on Saturday mornings and will consist of the items normally performed on Tuesday in addition to the additional items which are checked quarterly.

Failure to participate in the above activities will be dealt with as a violation of department policy.

STANDARD OPERATING PROCEDURES	Revised 12/1996	16.0 DRIVER TRAINING POLICY

It is the policy of Chaires-Capitola VFD to properly train all members who are interested in becoming apparatus drivers. The training will provide each with enough knowledge to allow for proper operation of the pumps, knowledge of equipment location and proper driving techniques. A Driver Trainer will be assigned by the Chief to oversee the training of members.

Requirements: Potential drivers must be a member of the Department, minimum of 18 years old, have a good driving record and be approved by the Chief or Assistant Chief before training. Members desiring to be trained may not be probationary members. Only full active members in good standing and approved by the Chief may be trained to drive apparatus. Members being trained will keep a log of the times and activities performed during training. The trainer shall initial the driving log at the completion of each training session. All traffic laws and requirements in other sections of these SOP's shall be complied with. The member shall complete the training and pass a practical skills and driving test prior to operating any apparatus without a supervisor present. The Trainer will notify the Chief that a member has completed the training and developed the skills to properly operate the vehicle and is ready for testing. Trainees must be approved to drive apparatus one vehicle at a time and in the following order: brush truck, engine and tanker. Trainees failing a test will undergo further training prior to retesting.

New members with prior driving experience shall be required to become acquainted with the vehicle and may take the required test with out going through the entire training and driving periods as determined by the Trainer and approved by the Chief. If a test is failed, the new member will be required to take the entire training program prior to retesting.

Grand Fathering of Existing Members: Existing members with proven knowledge of driving and operation will be exempt from the training portion of this policy. Existing members shall take and pass the driving and skills test.

Training: The Driver Trainer will train approved members in accordance with this policy and established criteria. Minimum driving times for the various apparatus will be as follows:

- Brush trucks – 4 hours each
- Engine – 6 hours each
- Tankers – 8 hours each

Members training on each vehicle should complete approximately 4 hours of skills training on each class of vehicle including, but not limited to, pump ops, drafting and filling from a hydrant.

The required hours for any given apparatus will be completed within a 4 week time period.

Testing: When the Trainer feels the member is capable of safe operation of the vehicle and is familiar with the equipment on the vehicle, the a final practical exam will be given by the trainer at least 7 days after completion of the last training period. The final driving test will be supervised by the Trainer and witnessed by the Chief or Asst. Chief. Upon passing the required test on a piece of apparatus, training may begin on the next vehicle.

The test and the driving log will be given to the Chief for placement in the members' personal file.

Random Checks: The Chief or Asst. Chief may require a random driving test by any approved member, at any time, for any reason to insure drivers are maintaining good driving habits.

Disciplinary Actions: Vehicle misuse or infractions will be investigated by the Chief or Asst. Chief and discussed with the Trainer. Depending on the severity and circumstances, disciplinary action ranging from verbal reprimand to dismal from the Department may be administered in accordance with the Department SOP's. Any moving infraction will be disciplined by at least a written reprimand. No verbal reprimands will

be given for moving infractions due to seriousness of the potential consequences. The Chief or Asst. Chief may restrict or cancel any members driving privileges at any time the feel proper operation is beyond the driver's capabilities or damaging, wreck less and unsafe driving is observed or reported.

Accidents: All accidents will be brought to the immediate attention of the Chief or Asst. Chief, law enforcement and TFD as appropriate. Failure to do so will result in the member's immediate dismissal from the Department. All TFD and law enforcement paperwork will be completed in the time frame required by that agency. A written report will be given to the Chief explaining the circumstances leading to the accident, the damage to the vehicles or properties and injuries sustained by the members and others involved. The President may require the member to appear before the full Board for discussion.

RESPONSIBILITIES & LIMITATIONS

1. Primary Administration/Executive Board responsibilities include finance review and long-term budget planning, policy and bylaw development, public relations and fundraising coordination, formation and approval of committees.
2. Primary Operational responsibilities include department member management (training/supervision; officers; recruiting; retention/member satisfaction; vehicle, equipment and facilities maintenance; budget implementation; inter-department operations).
3. Board involvement in membership shall be limited to discipline procedures as defined in Section 9.0 (DISCIPLINE) of this SOP.
4. Board involvement in training and operations shall be limited to formal budget requests.

EXECUTIVE POLICIES & PROCEDURES

Procedures

1. Planning
    a. The Executive Board shall have an annual administrative calendar reviewed by the Chief during the first quarter of the year.
    b. Board shall assist the officers in creating and maintaining a long range plan of 2-3 years which shall be offered for review to the entire department.
2. The Executive Board or a majority thereof including the President or Vice President shall meet monthly.
    a. A newly elected Executive Board shall review the previous board's long-term plan and annual calendar during first annual board meeting with members of the previous board in attendance if possible.
    b. The Executive Board shall request an annual operations report from the chief within the first quarter of the year.
3. Order of Business (Revised from Articles of Incorporation)
    a. Call to Order
    b. Chief's operations report
    c. Previous business/minutes
    d. Finance report
    e. Announcements
    f. Agenda items
    g. Next meetings items/Action items
    h. Adjourn
4. The minutes of every board meeting shall be recorded and made available to all department members.
5. Any changes to the long-term Department plan or to administrative duties having any effect on operations or personnel must be approved by the Operations chief.
6. Election Procedures (Revised from Articles of Incorporation)
    a. Elections for new board members shall be held annually by written vote of all department members present.
    b. President shall be a one-year term and may submit for re-election annually.
    c. Vice president shall be a one-year term and may submit for re-election annually.
    d. Secretary shall be a one-year term and may submit for re-election annually.
    e. Treasurer shall be a one-year term and may submit for re-election annually.
    f. Two member-at-large/director positions shall be two-year terms and may submit for re-election bi-annually during alternate years.

Budget/purchase process

1. For any budget approval, board members may vote by proxy by submitting their vote in an email to the President.
2. Operational budget requests over $300-excluding routine vehicle or facilities repairs under $1500-shall be first approved by the Chief and then approved by a majority vote of four Board Members either in person or by proxy.
3. All administrative budget requests over $200 shall be approved by the Operations Chief.
4. All expenditures over the limits stated above shall be recorded on a paper "Record of Expenditure" form for Department financial records and signed by the Operations Chief or Executive Board President.
5. Any expenditure under the limits stated above need only be approved by the Chief for Operations requests or the Executive Board President for Administrative requests.

Grants & Contracts

1. All grant or contract requests shall be approved by the Chief and reviewed by the board for budgeting and implementation.
2. Grant requests or expenditures shall reflect the Department's long term business plan.
3. Any training or service provided by an external/non-department agency or person shall be specified and agreed upon in a written contract between this Department and the person or agency providing the service.

STANDARD OPERATING PROCEDURES	Revised 02/2019	18.0 SAFETY COMMITTEE / SAFETY OFFICER

SAFETY COMMITTEE

The department safety committee's purpose is to make the department and its operations safer and to promote the health of its members.

Safety Committee Composition
The safety committee consists of two volunteer firefighter members and one officer member appointed by the department's Chief for committee assignment.

Safety Committee meeting requirements
The safety committee functions solely as a safety committee. Issues other than safety are not considered. A quorum of two committee members is required before official business may be transacted at a meeting.

Frequency - The first committee meeting will be held no later than 45 days after the committee is initially established. From that point, meetings must occur at least quarterly during the calendar year. The scheduled date, time, and location of committee meetings will be emailed to all members by the safety officers.

Minutes – The Safety Officer or designee will keep minutes of all safety committee meetings. Minutes will be approved in a timely fashion by all attending members prior to distribution with the goal of having minutes electronically transmitted to all members. The department will maintain committee records for a period of not less than three calendar years. Copies will be provided upon written request and are available to the Division of State Fire Marshal for inspection. Minutes will include as a minimum:

- Date, time, location and preparer
- Committee members in attendance
- Old business
- Accident / injury review and recommendations for prevention since the previous meeting
- New business
- Comments from attending guests

Safety Committee Written Recommendations
Written recommendations from the safety committee made or presented at a safety committee meeting, approved and documented by the safety committee by majority vote, will be presented to the Chief for review and action as needed. The Chief will issue a written response to each recommendation within 30 days from receipt. All written communications between department and committee are kept for at least 3 years.

Safety Committee Duties
The duties are to assess and make recommendations with regard to improving the safety of department firefighters and EMS members. Specific duties are to:

1. Establish guidelines for the training of members regarding Florida Administrative Code 69A-62.
2. Establish and communicate the procedures for conducting internal safety inspections.
3. Assess the effectiveness of engineering, administrative, and personal protective control measures to protect members from recognized hazards.

4. Create procedures for investigating injuries, near misses, incidents, illnesses, diseases, and fatalities and or damage to vehicles / equipment to identify causation and methods for future prevention. The analysis will be in accordance with SOP "Fire Service Log and Summary of Occupational, Diseases, and Illnesses". The results are recorded and maintained on the SOP form.
5. Evaluate / recommend improvements to injury and illness prevention programs.
6. Update the program and ensure that written updates to safety programs are implemented.
7. Establish and communicate guidelines for training members on this rule chapter.
8. Other health and safety related duties and responsibilities as assigned by the Chief.

Safety Committee Tasks

The following is a task list for the committee and it will serve as the basis for safety committee decision making.

1. Review, develop and update new member / incumbent medical physical program.
2. Review, develop and update "Fire Service Log and Summary of Occupational, Diseases, and Illnesses" form.
3. Review, develop and update Critical Incident Stress Management (CISM) policies.
4. Review, develop and update all accidents / incidents involving fire department apparatus.
5. Review, develop and update personal protective equipment (PPE) cleaning and maintenance procedures.
6. Review, develop and update department's Respiratory Protection Program.
7. Review, develop and update Emergency Response Plan.
8. Review, develop and update Safety Committee policies and procedures.
9. Review, develop and update Exposure Control Plan
10. Review, develop and update department's Risk Management Plan.
11. Complete a Facilities Safety Checklist.
12. Conduct an audit of the department's compliance to Florida Administrative Code 69A-62 and Florida Statute 633.502 – 633.536 using the Florida State Fire Marshal's "Compliance Guidance" document.

Safety Coordinator Duties

Under the direction of the department, the safety coordinator will:

- Establish procedures for conducting internal safety inspections.
- Establish procedures for investigating workplace accidents, safety-related incidents, injuries,
- Recommend improvements to injury and illness prevention programs.
- Ensure that updates and changes to safety program rules, policies, & procedures are completed and communicated.
- Seek the input of firefighters in complying with the responsibilities of this section.
- Other health & safety related duties and responsibilities as assigned by the Chief.

ARTICLES OF INCORPORATION
OF
CHAIRESCAPITOLA VOLUNTEER FIRE DEPARTMENT, INC.
(A Corporation Not for Profit)

We, the undersigned incorporators, hereby associate ourselves together and make, subscribe, and acknowledge these Articles of Incorporation for the purpose of forming a corporation, not for profit, in accordance with the laws of Florida.

ARTICLE I

The name of this corporation shall be Chaires-Capitola Volunteer Fire Department, Inc., and its principal office is located at PO Box 13356, Tallahassee, Florida, 32317 (Leon County, Florida). The Board of Directors may from time to time designate an other post office address and place for the principal office of this corporation as it may see fit.

ARTICLE II

The general nature, objects and purposes to be transacted by this corporation shall be: the prevention and extinguishing of fire and the protection of life and property in case of fire, medical emergency, or other emergency.

ARTICLE III

The members of this corporation shall be qualified and admitted as provided for in the By-Laws of this corporation. The membership may expel any member who has not carried out his/her obligation to the corporation or who neglects or refuses to comply with the provisions of the bylaws, rules and regulations, policies, or official operating procedures of the corporation, or upon recommendation of the Executive Board, but no member shall be expelled until he or she has been informed of the charges against them and has been given an opportunity to be heard.

ARTICLE IV

The corporation shall have perpetual existence.

ARTICLE V

The affairs of this corporation shall be managed by a President, Vice President, Treasurer and two Directors; and by such other officers and agents as may be elected or appointed from time to time. The annual meeting of the members of this corporation shall be held at or in the vicinity of Chaires-Capitola, Leon County, Florida, during the month of December beginning in December, 1982. The members shall elect a President, a Vice President, a Treasurer and two Directors at each annual meeting to hold office for the ensuing year. All officers shall continue in office until their successors have been elected and have assumed office. In case any office of this corporation becomes vacant an election by active members will be held to elect a member to fill the vacancy for the remainder of the unexpired term.

ARTICLE VI

The names and street addresses of the first Board of Directors who, subject to the provisions of the Articles of

Incorporation, the Bylaws of this corporation, and the laws of Florida shall hold office for the first year of the corporation's existence, or until their successors are elected and have qualified, are as follows:

NAME ADDRESS

ARTICLE VII

The names and street addresses of the first officers who, subject to the provisions of the Articles of Incorporation, the bylaws of this corporation, and the laws of Florida shall hold office for the first year of the corporation's existence, or until their successors are elected and have qualified, are as follows:

NAME AND OFFICE ADDRESS

ARTICLE VIII

The names and street addresses of each subscriber of these Articles of Incorporation as follows:

NAME ADDRESS

ARTICLE IX

The bylaws of the corporation are to be made by the membership and may be altered, amended, or rescinded by a two thirds (2/3's) vote of the said membership present and voting at any meeting. Seven (7) members shall constitute a quorum at any meeting.

ARTICLE X

These Articles of Incorporation may be amended when such amendment has been approved by the Executive Board, proposed by them to the membership, and approved by a two thirds (2/3's) vote of the membership entitled to vote thereon at the annual meeting.

IN WITNESS WHEREOF, we the undersigned, have hereunto set our hands and seals, this _____28th___ day of _____October_____, 19_82____, for the purpose of forming this corporation to do business in the State of Florida, and in pursuance of the corporation laws of the State of Florida, do make and file in the office of the Secretary of State of the State of Florida these Articles of Incorporation, and certify that the facts herein stated are true.

_____(SEAL)

BYLAWS WITH RULES AND REGULATIONS
CHAIRESCAPITOLA VOLUNTEER FIRE DEPARTMENT, INC.

Section I. Name of Organization

The name of this organization shall be Chaires-Capitola Volunteer Fire Department (CCVFD). It is organized by and for the residents of the Chaires-Capitola area for the purposes provided in Section II. In attaining its objectives it will need the assistance of all residents, property owners, and friends.

Section II. Purposes

1. To recruit and train a force of volunteers for fire suppression, emergency medical services, and other emergencies in the primary response area.

2. To promote an awareness of fire hazards and methods of fire prevention and safety in the primary response area.

3. To provide mutual aid for fire suppression, emergency medical services, or other emergencies in other areas of Leon County and surrounding counties.

4. To cooperate with other civilian and governmental agencies, such as the Division of Forestry, Civil Defense, State or County Departments, or volunteer fire departments whose aims are similar.

Section III. Primary Response Area

The primary response area will be defined by agreement between the Leon County Emergency Management Office and the Department.

Section IV. Membership

There are four classes of members of this organization: Active, Inactive, Supporting, and Honorary.

1. ACTIVE: Active membership shall be open to any resident of Leon County who is in sound mind and body, who has attained the age of eighteen (18) years, and who is in good repute in the community. Active membership shall also be open to nonresident property holders and to business owners and operators in the response area. (amended 6/14/93)

Active members have voting privileges under conditions specified in the bylaws. All firefighters and first responders must be Active members. Non-firefighters/first responders may be active members and hold voting privileges under conditions specified in the bylaws. (6/20/83)(3/96)

Application for Active membership must be made in writing. Each applicant must be interviewed by a member of the Executive Board and the Chief and must be approved by a majority of the membership at any regular meeting at the end of a 6 month probationary period. (3/96)

2. INACTIVE: Inactive membership status is a disciplinary action given to a member by the Executive Board as defined in the Standard Operating Procedure section 9.2 for failing to comply with department rules or policies. (2/08)

3. SUPPORTING: Any citizen of good moral character shall be eligible for Supporting membership in this organization. Supporting membership shall be available to those who desire to support the aims and activities of the organization who may reside outside the area or for other reasons do not desire active membership. Supporting members do not have voting privileges. (6/20/83)(3/96)

4. HONORARY: Any citizen who has rendered distinguished service to this organization or to the field of firemanship or emergency medical service shall be eligible for Honorary membership in this organization. Honorary members do not have voting privileges and are non-active.(3/96)

Supporting and Honorary membership must be approved by a majority of the membership at any regular meeting.

Section V. Meetings

1. There shall be an Executive Board meeting and training sessions, one for EMS and one for Fire/Rescue each month unless otherwise ordered by the accredited officers. (3/96)

2. At the request of four members of the Executive Board or eight members of the organization, the President shall cause a special meeting to be called. An emergency meeting may be called by the President by calling the other members of the Executive Board.

3. The Annual Meeting of the organization shall be held at the time of the regular general meeting in December and written notice of this meeting shall be sent to every active member not less than two weeks prior to the date of the meeting.

Section VI. Nominations and Elections

1. At the first general meeting the Bylaws will be voted on for approval. Following this, the Board of Directors and Officers provided in the Articles of Incorporation shall be presented to the membership for approval.

2. Not less than 30 days before the date of subsequent annual meetings the Directors shall select a slate of candidates for Officers (President, Vice President, Treasurer) and for the one outgoing Director. (2/08)

3. Nominations will be received from the floor at the annual meeting.

4. A plurality (51%) of the votes cast shall be necessary for the election of any Officer or Director.

Section VII. Voting

1. Members in good standing, defined for voting privileges, shall be: Any active member who has attended three consecutive meetings, including training sessions, or any active member who has attended six monthly meetings in the previous twelve months before the voting occurs. Probationary members shall not have voting privileges.

2. At the election of Officers and Directors voting shall be by written ballot unless there be only one candidate for each office in which case the President may call for a motion to instruct the Secretary to cast a unanimous vote in favor of the slate.

3. At regular membership or at Executive Board meetings voting shall normally be by voice. However, upon majority request, any matter may be decided upon by written ballot. Where there is to be a written ballot, the President shall appoint two tellers to distribute, collect, and tabulate ballots, after which they shall report the result to the President.

4. At a meeting of the Executive Board the presence of three members shall constitute a quorum; at a general meeting the presence of seven members, including officers, shall constitute a quorum.

5. Any member can challenge a motion made from the floor during a membership meeting. In case of a challenge of a motion, only those members in good standing shall be allowed to vote on the matter.

6. Proxy voting may not be used for the election of Officers and Directors at the annual meeting.

Section VIII. Order of Business (2/08)

1. Call to Order
2. Chief's operations report
3. Previous business/minutes
4. Finance report
5. Announcements
6. Agenda items
7. Next meetings items/Action items
8. Adjourn

Section IX. Governing Body

1. The Officers of the organization shall be President, Vice President, Secretary and Treasurer.

2. The Officers and two Directors shall constitute the Executive Board.

3. The Executive Board shall transact regular business and in general manage the affairs of the organization. It shall hold meetings at least monthly and the minutes of these meetings shall be recorded.

4. Should a vacancy occur on the Executive Board during the year, nominations to fill the vacancy shall be made by the remaining members of the Board and presented to the membership at the next regular meeting for vote.

5. Any member of the organization may attend the meetings of the Executive Board, but it shall be the duty of the officers to see that rules of order prevail so that the transaction of business is properly executed.

6. The Executive Board establishes all Department Standard Operating Procedures.

Section X. Duties of Officers

1. President
    a. Shall preside over all meetings.
    b. Shall be Chairman of the Executive Board.
    c. Shall appoint all committees.
    d. Shall be one of the officers who may sign checks of the organization.
    e. Shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.
    f. The President, elected from the membership, shall serve one year. (3/96)

2. Vice President
    a. Shall assume the duties of President in the event of absence or inability of the President to serve, with all the rights, privileges and powers pertaining to the office.
    b. Shall aid the President, as requested, in carrying out programs.
    c. May sign checks for the organization when authorized to do so by the President.
    d. The Vice President, elected from the membership, shall serve one year. (3/96)

3. Treasurer
    a. Shall transmit necessary financial correspondence and keep on file the pertinent financial correspondence.
    b. Shall have custody and care of all monies belonging to the organization, from whatever source, depositing them in an account in the name of the Chaires-Capitola Volunteer Fire Department, Inc.
    c. Shall sign checks written against the account of the organization.
    d. Shall render regular brief reports at membership meetings stating the financial condition of the organization.
    e. Shall render written reports of the finances upon request of the Board.
    f. Shall send bills for dues as authorized by the Executive Board and keep appropriate records of monies received from all sources.
    g. The Treasurer shall serve one year. (3/96)
    h. Procedures
        i. There should be a "memo" column kept in the department ledger used to provide a detailed description of the item purchased. Copying the description field from the Record of Expenditure is acceptable.
        ii. All bills, invoices or receipts received by the Treasurer must be reviewed and approved or signed by either the Chief or President prior to payment.
        iii. Any unauthorized purchases made with department funds exceeding the budget limits stated in SOP Section 17.0 – Administrative Bylaws will not be approved. Reimbursement of Department funds shall be coordinated by the purchaser.
        iv. Receipts, purchase orders and invoices must be given to the Treasurer within 30 days of acquisition by the purchaser.
        v. All receipts, purchase orders, invoices, bank statements, and records of expenditure shall be maintained for five years from date of purchase.
    i. Duties
        i. The Treasurer must present a detailed financial report, bank statements, all receipts, purchase orders and invoices monthly to the Executive Board.
        ii. The Treasurer must maintain an electronic record of all income and expenses current to within the last 30 days
        iii. The Treasurer must have access to the Department's bank statements and must reconcile them with the Department's internal electronic record on a monthly basis. Copies or print-outs of an online bank statement will be accepted by the Executive Board.
        iv. The Treasurer will be responsible for reconciling Grant income and expenditures and recording Grants in the ledger.
        v. The Treasurer must register the Department with the Florida Department of Agriculture annually in May. The Treasurer must also register the Department with the Florida Department of State annually in March. The Treasurer must submit a budget report to Leon County in March and an expenditure report to Leon County in the Fall. (2/08)

4. Directors/Secretary
    a. Each Director, elected from the membership, shall serve two years, except that initially one will serve for one year and one for two. In this manner, a Director will be replaced each year.
    b. Each year therefore, a Director will be elected and will serve for two years.
    c. It shall be the duty of the Directors to attend the Executive Board meetings.
    d. Directors shall aid in the establishment of policies, in the transaction of business, and the promulgation of regular and new programs.
    e. A Secretary shall serve one year and maintain minutes for all Executive Board Meetings and general membership meetings when a vote is taken. (2/08)
    f. Minutes should reflect, at a minimum, information presented to the Board, decisions made and votes cast.

Section XI. Committees

1. Standing committees may be appointed by the President to serve throughout the year. These may include membership, finance, program, property, and auxiliary.

2. Special committees shall be appointed by the President when it is necessary to study specific nonrecurring problems. When such a committee has reported its findings it shall automatically disband.

3. The President may be an exofficio member of any committee.

Section XII. Organization of the Firefighting/EMS Division

1. A Firefighting/EMS program shall be under the general supervision of the Fire Chief. The Fire Chief shall be selected by the Executive Board. It shall be the Chief's responsibility to develop and supervise a regular training program with the idea of involving all available persons in some phase of the effort. The Chief or his designee will have complete charge of the equipment and in the case of a run, the Chief or his designees orders will be final. The Chief may sign checks for operational purchases under established budget limits or those approved by the Executive Board. (2/08) The Chief shall be responsible to the Executive Board. The following personnel shall be selected by the Chief and shall work under his/her direct supervision.

    a. Deputy Fire Chief: Shall work closely with the Chief and stand in his/her stead; shall carry out assigned tasks on behalf of the Chief.

    b. The Chief may designate such other officers, i.e., captains, lieutenants, as he or she deems necessary to ensure the effective operation of the Firefighting/EMS division.

    c. The Chief may delegate responsibilities to members to allow for a division of duties which may include, but not be limited to, training, emergency medical services, or maintenance of the equipment.

    d. A well trained group of members should be available for duty. Even those who may not be physically able to make runs can assist in other ways, such as dispatching or performing maintenance.

2. As many firefighters as possible should be qualified drivers to ensure response of equipment on a fire or rescue run. The driver(s) responding to the firehouse shall make such notification by radio and all other firefighters shall respond directly to the fire/rescue location.

3. Equipment. Evaluation of items of equipment shall be recorded on checklists at specified intervals and verified to the Chief. Deficiencies shall be readily noted and brought to the immediate attention of the Chief or delegate in charge of the equipment.

4. Purchases of items of equipment may be made after recommendation by the Fire Chief and approval by at least two other members of the Executive Board. Efforts will be directed toward obtaining equipment of various categories through agencies such as Division of Forestry, state and federal surplus, or other similar agencies. (3/96)

Section XIII. Amendments and Rules of Order

1. The Bylaws may be amended by a favorable two-thirds vote of the members present and voting at any meeting when a quorum is present, providing the amendment has been read or distributed to the membership prior to the vote.

2. The Permanent Policies may be amended at any regular meeting when a quorum is present by a two-thirds affirmative vote of the members present and voting.

3. The rules contained in Roberts Rules of Order, Revised, shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or special rules of the organization.

PERMANENT POLICIES

1. Nothing in the Articles of Incorporation or Bylaws shall prevent a member from serving in more than one position, except that the Fire Chief and Assistant Chief may not serve on the Board of Directors. (3/96)

2. The Secretary shall keep a written record of all decisions made by motions voted on in regular meetings, which have the effect of establishing a regulation to govern our course of action in a specific situation. Actions will be recorded in the appropriate permanent place, i.e., bylaws, policies, standard operating procedures, etc., with the date of implementation (vote) indicated.

3. Training sessions will be held every other week (alternating between EMS and Fire training) not to last longer than two hours. All firefighters must attend all training sessions unless there is a good cause for absence (see "Minimum Required Response") (1/06)

4. New members once approved by the board must serve a six-month probationary period before becoming full active members. During the probationary period the member must participate in all Department activities as outlined in "Minimum Required Response". At the end of the probationary period the Executive Board will make a recommendation to the active membership regarding the probationary member based on their participation and conduct during the probationary period. The Executive Board may recommend that an additional probationary period of up to 6 months be served. The Executive Board shall take into account a probationary members' attendance at required activities and response record. If the Board feels that a probationary member does not show the necessary dedication for safe and trustworthy conduct during an emergency call, the Board may recommend that the probationary member be dismissed. Once the Board has recommended that a probationary member be dismissed, the Chief may request that the dismissal be brought to a vote before the general membership. (6/06)

5. If the Board recommends the member for active status the membership will confirm that by taking a vote of current active members. A 3/4 vote by present active members is necessary for the new member to become a "full" active member. (2/08)

SIGNATURE PAGE

I have received my copy of the Articles of Incorporation, Permanent Policies, Bylaws and Standard Operating Procedures. The rules have been explained to me. I am thoroughly familiar with them and I will abide by them. I understand that violation of any of these rules or the SOP's can lead to dismissal. I understand that upon termination of my membership, I will be required to return all clothing and equipment issued to me by the department. I may also be required to turn in any clothing or equipment depicting the department logo patch purchased by the member.

Signed:_____

Date:_____

CCVFD COMMAND OFFICERS, PROMOTION CHECKLIST:

Assistant Chief Minimum Requirements

____ Five (5) years membership in the department or comparable experience

____ One year as a fire combat line officer.

____ Meet Department's current training standards.

____ Firefighter 1 certification as a minimum, with additional certifications.

____ Volunteer for leadership positions on committees, special projects or assignments

Read, review and understand the following texts:

____ CCVFD Department and TLH Standard Operating Procedures

____ IFSTA, Essentials of Fire Fighting

____ IFSTA, Company Officer

____ IFSTA, Pumping Apparatus

____ IFSTA, Instructor

Combat line officers, Lieutenant and Captain

____ Two (2) years membership in the department or comparable experience

____ Meet Department's current training standards.

____ Firefighter 1 certification as a minimum, with additional certifications.

____ Volunteer for leadership positions on committees, special projects or assignments

Read, review and understand the following texts:

____ CCVFD Department and TLH Standard Operating Procedures

____ IFSTA, Essentials of Fire Fighting

____ IFSTA, Company Officer

____ IFSTA, Pumping Apparatus

____ IFSTA, Instructor